

Standard Operating Procedure
Transfer of Sponsored Project Equipment When PI Is Transferring From NCSU
Final version
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Purpose: NC State University is required, to provide guidance/oversight for requests to transfer of equipment related to sponsored project activity, in conjunction with Office of Materials Support and Capital Asset Management.

Scope: This Standard Operating Procedure (SOP) outlines NC State's process for PIs to notify NCSU of their intent to transfer and desire to take research equipment with him/her.

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The following is the standard protocol for any sponsored project equipment to be transferred from NCSU:

1. Once a PI has notified his/her department of a transfer and requests to transfer equipment to be used for future sponsored projects, Department is responsible for notifying the following personnel:
 - a. College Research Office Director
 - b. Sponsored Programs (SPARCS) University Program Specialist for Audits and Assessments.
 - c. Contracts and Grants (C&G) Assistant Director of Operations.
2. If equipment to be transferred is funded in part or in full with state-appropriated funds, then Department and College will work with Capital Assets Management System (CAMS) and Assistant Director of Operations in Materials Support, to determine what steps must be completed in order to transfer project and equipment. This may involve the listing of equipment on the State of NC Surplus website for sale. Department / College are responsible to oversee that the transfer of property goes through the surplus process, as warranted.
 - a. For desired transfer of state-titled equipment (including assets purchased from expired federal contracts and grants in which title vests with the State, Department / College will need to go through surplus process, through Office of Materials Support.
 - i. Department will obtain written approval for the surplus/sale/transfer from the Department Head and the Dean.
 - ii. Department / College will complete a Surplus Disposition Form (SDF01) online (<http://www.acs.ncsu.edu/scripts/warehouse/surplus>) for all items to be surplus/sold/transferred. Be sure to let Materials Support know that these are intended for the purpose of sale to another institution (specify).
 - iii. A photo must be supplied for each piece of equipment. Department / College will send a copy of the completed surplus information to SPARCS point of contact. You will need to provide this information:
 1. CAMS asset tag number
 2. Description
 3. PO/PA number
 4. Acquisition date
 5. Original cost
 6. Account number
 7. Fair market value to be paid by other institution
 - b. If equipment is placed for bid, New Institution must bid to purchase the equipment from the NC Surplus website.

3. If equipment to be transferred is part of an on-going sponsored project, then Department and College will need to work with Sponsored Programs (SPARCS) University Program Specialist for Audits and Assessments and Contracts and Grants (C&G) Assistant Director of Operations to request permission from sponsor to transfer the equipment.
4. For transfer of sponsored projects, reference Transfer of Projects [REG10.10.7](#) and http://www.ncsu.edu/sparcs/sops/transfer_out.php .
 - a. Institutional approval must be given by Department Head and Dean, and as needed, the Associate Vice Chancellor for Research Administration and Vice Chancellor for Research.
5. Department should verify that Capital Assets Management System (CAMS) has all equipment tagged properly and correct location of equipment is listed.
6. Department is responsible for detailing in CAMS information concerning transfer of equipment off campus. Reference [REG 07.30.18](#) and form [NCSU FORM CA-4](#)
 - a. Department must complete the form CA-4 and submit along with copies of the above approvals to the CAMS Office, Box 7205 and the Contracts and Grants Office, Box 7214. Please include a list of equipment to be transferred and provide the following information for each item:
 - i. CAMS asset tag number
 - ii. Description
 - iii. PO/PA number
 - iv. Acquisition date
 - v. Original cost
 - vi. Account number
7. Department must have a qualified person assess the value of the equipment to be transferred.
8. Department must receive from New Institution, in writing, that they agree to and have provided documentation for, how they are assuming full responsibility of insurance for transfer of equipment. Copy of this assumption of insurance obligation should be sent via email to Sponsored Programs (SPARCS) University Program Specialist for Audits and Assessments.
9. Department must provide the original funding information for each item that is listed. This is critical because it will determine where the money goes after the sale - either into a university appropriated receipts account, or back into a departmental receipt account.
10. Any money deposited into the appropriated receipts account is under control of the Budget Office.

Other considerations:

- Methodology used to establish equipment value
- Determine and make all parties aware of where original Sponsored Project funding from: federal, state, industry, etc.
 - **NOTE: State-titled equipment (including assets purchased from expired federal contracts and grants in which title vests with the state) cannot be transferred to individuals, other state agencies or other institutions without NCSU receiving fair compensation for the assets.**
- F&A considerations
- CAMS considerations, from [REG 07.30.18](#)