	Universidad Central del Caribe	Policy#	ADR 002
		Implementation Date	April 2006
		Contact	Associate Dean for Research and Graduate Studies
	Disposition of Equipment Upon Faculty Transfer Policy	Last Reviewed/Update	February 2020
		Approval by	President

Purpose

The purpose of this policy is to assist with determinations and procedures related to the transfer of equipment for faculty relocating to another institution. Research equipment is defined as those items purchased for and used in a research project.

Policy

The title of equipment purchased with university or sponsored research funds or transferred to the institution is vested to the university, unless otherwise stipulated by the granting agency/contract terms. Equipment may be transferred to another domestic university when a faculty member moves to that institution provided the equipment is not necessary for the research activities of other researchers at UCC.

Equipment which was purchased on an active grant being transferred by the principal investigator to another institution, is released to that institution upon joint agreement with UCC, the receiving institution and the sponsoring agency.

Equipment which was purchased from a grant/contract that has terminated or will terminate by the time the investigator transfers, may be moved to the new institution provided that all of the following criteria are met:

- the new institution is a non-profit school or laboratory, located in the U.S.A.
- the sponsor does not reassign the equipment during a period consistent with the sponsor's guidelines following termination of the project,
- equipment funding on all split funded assets must all be from transferable sources. Also, equipment cannot be a component of equipment not eligible to be transferred,
- equipment was obtained on a grant in which the researcher was primary investigator; and, the equipment is not shared with another researcher in performance of another grant,
- the receiving institution or researcher agree to pay all costs of preparing, packing and transporting of the equipment

Factors to be consider in the transfer are:

- The research equipment was brought to the University by the faculty member from a previous institution.

- b. The equipment was purchased or built with sponsored research funds or was furnished by the sponsor who is requesting the transfer.

Procedure

When a departing faculty member requests release of research equipment, UCC will consider release of equipment to the other institution concerned on an individual basis and in accord with the following guidelines:

- a. The equipment is critical to the departing investigator's research, and
- b. It will not or cannot be supplied by the institution to which he or she is going, and
- c. The conditions under which the equipment or funds used to purchase it were secured do not preclude disposition.

Any researcher transferring to another institution and wishing to transfer equipment to said institution must first receive the approval of the Program Director or the Department Chair if purchased with institutional funds or non-program grants, the Dean of Medicine and the President prior to the removal of any equipment.

1. The researcher will draft a detailed list (UCC tag number, description and serial number) of the equipment he/she wishes to take. The list shall be submitted to the Program Director/Chair of the Department together with a declaration about the necessity of the equipment for his/her ongoing research.
2. The Program Director/Department Chair shall consult with members of the program/department and shall provide the Dean of Medicine with specific recommendations on the items of equipment requested by the faculty member.

In reviewing the potential transfer of equipment, the Program Director/Department Chair must consider whether it can be utilized by other researchers or whether duplicate equipment is currently available at UCC.

The Program Director/Department Chair can reject any of the items on the list, if it is felt that the equipment could still be used by other researchers in the program/department. After internal revision by the program/department the list will be forwarded to the Dean of Medicine.

3. The Dean of Medicine, in consultation with the Associate Dean for Research, can reject any of the items on the list, if it is felt that the equipment could still be used by other researchers on campus. To this purpose the list will be made public and distributed to all the department chairs. Researchers from all the departments will be asked to identify and justify the equipment they could use in their current research.
4. The Dean of Medicine then forwards the approved list to the President and to the Dean of Administration, who determines the guidelines for compensation. The guideline for compensation is as follows:

Items purchased with Federal Government funding will be transferred with no compensation to the University, if the University allows it.

Items purchased with any other source of funds, other than federally provided funds, will have their depreciated value and a fair market value determined by the Dean of Administration.

If the university wishes to purchase or sell any item of equipment, straight-line depreciation generally should be used in computing market value. Straight-line depreciation is computed by dividing the cost of the property less the estimated salvage value by the depreciation period. For the purpose of evaluating used scientific equipment, a five-year (sixty-month) life is assumed.

The estimation of salvage value is arbitrary and varies with the type and construction of the equipment under consideration.

5. During the procedure any ineligible items will be removed. The approved list is then returned to the Dean's Office.
6. The Dean of Medicine will then make a recommendation to the President concerning the disposition of the equipment.
7. The President shall review the recommendations of the Dean and Program Director/Department Chair and shall make the decision on the retention or transfer of the equipment. The President has the authority to release the equipment and request the Dean of Administration to charge the amounts determined.
8. Once the transfer of equipment has been approved by the President, the equipment shall be transferred at the expense of the other institution.

Equipment could be lent to other institutions, rather than being transferred, under the same general directives above. In such cases the equipment will be transferred and returned at the expense of the other institution. The maintenance of the equipment during the time the equipment is been lent will be at the expense of the other institution.


Equipment costing \$0-\$999 per item is not subject to NIH/NSF reassignment, but still must have the approval by the President.

Equipment being transferred to UCC must be entered into the equipment inventory system and "tagged" with a UCC identification number.


Any deviations from this policy require approval of the President.

This policy will be superceded by the grant contract terms, sponsoring agency guidelines and governing laws.

Approved by:



Waleska Crespo, DrPH
President



Date