

TULANE UNIVERSITY GUIDELINES FOR TRANSFERRING EQUIPMENT ASSOCIATED WITH SPONSORED PROJECTS

RESPONSIBLE UNIVERSITY OFFICIAL: Director, Sponsored Projects Administration

RESPONSIBLE OFFICE: Sponsored Projects Administration

COORDINATING DEPARTMENTS: Departmental Chairs, Sponsored Projects Administration, Property Management

ISSUED DATE: October 23, 2012

EFFECTIVE DATE: October 23, 2012

LAST REVIEWED DATE: October 23, 2012

NEXT REVIEW DATE: October 24, 2013

WHO NEEDS TO KNOW THIS POLICY: Tulane faculty, staff, and students who have purchased equipment with sponsored project funds

WEBSITE ADDRESS FOR THIS POLICY: <http://tulane.edu/asvpr/ora/policies.cfm>

I. Background

When an investigator plans to relocate to another institution, a transfer of equipment may be desirable for continuance of his/her existing research program. In such a case, a facts and circumstances determination must be made. First, ownership of the equipment is determined with the assistance of Sponsored Projects Administration (“SPA”). Equipment purchased from grant funds is generally owned by the recipient organization (Tulane), but equipment acquired with contract funds may be sponsor-owned.

II. Policy for Tulane-owned equipment:

In most cases if title to equipment vests in Tulane, and the equipment was purchased exclusively with funds provided by an external sponsoring agency, the Principal Investigator (“PI”) may request transfer of the equipment to another institution. Such requests will be considered by the Chair and the Dean and will take into account such issues as whether the grant or contract is still active, if it is being transferred to the new institution, whether portions of the research requiring the use of the equipment will continue to be conducted at Tulane, or whether other co-investigators who participated in the project will remain at Tulane. When Tulane has made a contribution in the form of renovations or specialized personnel, these circumstances will also be taken into account. Upon determination, the Chair or Dean will communicate the decision to the individual making the request. Equipment purchased under a major Research Instrumentation Program, benefiting a broad research constituency at Tulane, will normally not be transferred upon PI request since the purpose of such an award is to enhance institutional infrastructure.

Requests to transfer project-related equipment owned by Tulane, and purchased with funds provided by the University (i.e. lab start-up funds, institutional match), will normally **not** be approved.

Equipment items purchased with a combination of funds provided by both an external sponsoring agency and the University will be considered on a case- by- case basis.

III. Procedure for Tulane-Owned Equipment:

At least thirty (30) days in advance of the desired transfer date, a letter of request prepared by the PI should be routed through the Departmental Chair and the appropriate Dean or Director for their approval. The letter should include an item description, Tulane tag I.D. #, and acquisition cost for each equipment item being transferred and the institution to which the equipment is being transferred. Normally, requests for transfer to non-academic entities will not be approved. A copy of the approved letter should be sent to SPA, who will forward the list of "released" equipment items to Property Management. Upon release, the PI may arrange with Property Management for the transfer of the equipment. The PI is responsible for all costs associated with the transfer, including insurance and transportation.

IV. Policy for Sponsor Owned Equipment:

In instances where title to equipment vests in an external sponsoring agency, approval must be obtained from the sponsor.

V. Procedure for Sponsor-Owned Equipment:

At least sixty (60) days in advance of the desired transfer date, a letter of request prepared by the P.I. and addressed to the owning agency should be routed through the Departmental Chair and the appropriate Dean or Director to SPA. The letter should include an item description, Tulane tag I.D. #, and acquisition cost for each equipment item being transferred. The final decision rests with the sponsoring agency. If approved, SPA will coordinate the "release" of the equipment items with Property Management. Upon release, the P.I. may arrange for transfer of the equipment. The PI is responsible for all costs associated with the transfer, including insurance and transportation.