

GUIDELINES FOR EQUIPMENT TRANSFERS FOR DEPARTING FACULTY

The loss of valued colleagues to a competing institution is always disappointing, but the detrimental consequences of their departure may be amplified if faculty take with them critical pieces of USU research equipment. This guideline is designed to help Department Heads and Deans ensure that requests for equipment transfer by departing researchers will be reviewed and approved in accordance with federal or state rules, and with USU policy.

The following procedures apply to capital equipment which is defined as having an acquisition cost of \$5,000 or more and a useful life of more than 1 year. However, similar procedures should be followed for items with an acquisition cost of \$1,000-\$4,999.

There are five basic steps to this process:

1. *Determine who owns the equipment.* This will be either USU or a Sponsoring Agency, never the department or the professor. The departing professor must provide a list of the equipment they wish to transfer to the USU Equipment Manager, who will determine where title resides. USU would typically have title to equipment purchased with grant funds when standard terms apply. The Sponsor typically retains title to Government Furnished Property.
2. *If the Sponsoring Agency retains title or has control over the equipment:*
 - A. If the grant is ongoing, it is standard practice to transfer the equipment with the project since the equipment must be utilized to further project goals.
 - B. The USU Sponsored Programs Office must obtain sponsor approval of or denial for the transfer.
 - C. If transfer is approved, the USU Equipment Manager and Sponsored Programs will coordinate the equipment transfer to the receiving university. Transfer cannot occur until approval from the Sponsoring Agency is received.
3. *If title resides with the University:*
 - A. If the award is closed, the university typically has title and university policy applies.
4. *Determine need:* If USU owns the equipment, and the award has ended, the Department Head must determine if the equipment is still needed within the department for research, teaching, or outreach.
 - A. **If there is still a need for the equipment in the department, then the request to transfer the items should be denied.**
 - B. If the Department has no need for the items, the Department Head must declare the equipment “excess” by completing a Surplus Sales Disposal form.
5. *Disposal/Transfer:* Surplus Property Sales takes possession of the equipment and disposal is performed according to USU Policy 503 (see <http://www.usu.edu/hr/files/uploads/Policies/503.pdf>).
 - A. USU Colleges and Departments have first opportunity to express need for the items.
 - B. If there is no need for the equipment at USU, the new home public institution may purchase the equipment from Surplus Property Sales. Surplus Property Sales will determine the final selling price based on “blue book” or recent historical values of like items. Departments may also request or suggest a minimum salvage amount in coordination with Surplus Property Sales Staff.
 - C. Recovered funds will be returned to the originating USU department.

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