

Policies and Procedures Handbook

Illinois Institute of Technology

Procedure No.: F.3
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Subject: Title to Research Equipment and Policies
Relating to Transfers

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I. General

In the process of carrying out research, faculty members often make proposals to outside sponsors to support their research and to acquire equipment necessary for its conduct. The resulting gift, grant or contract is a legal agreement between the sponsor and the university.

Title to all equipment is vested in IIT, unless otherwise specified in writing at the time of acquisition. IIT reserves the right to retain research equipment to which it has title.

II. Policy

Non-consumable equipment and other items of value acquired with grant funds or from donors are the property of the university, not of the principal investigator. Should a principal investigator decide to leave IIT to pursue a career elsewhere, equipment acquired through contracts, grants or gifts shall remain the property of the university, as nearly all equipment can be used to the advantage of faculty members remaining at IIT.

In rare circumstances, a special piece of equipment, unique to a particular investigator's needs and only usable by the investigator for his or her work, may have been acquired by gifts or with contract or grant funds. In these few cases, IIT will entertain proposals to transfer title to this equipment or property to the principal investigator's new employer; however, under no circumstances will title of equipment be transferred to individuals.

III. Procedure for Transfer of Special or Unique Research Equipment

When a faculty member leaves IIT to take an appointment elsewhere, he or she may seek approval to transfer special items of equipment unique to research that can no longer be used by IIT. In this event, the following procedures must be followed:

- A. The faculty member involved must provide an inventory of the items in question using the attached *Disposal/Transfer/Sale of Inventory Equipment Form*.
- B. The faculty member involved must also request and obtain any necessary external sponsor or agency approval (in writing) and the parameters for the transfer of equipment, its use, and ultimate disposition. A copy of this

information must be included with all IIT documentation, including Departmental, Project Accounting, and Inventory Control files.

- C. The request for transfer with the inventory of items will be reviewed by the chair of the Department and the dean of the Graduate College. They will give due consideration to IIT's continuing need for the equipment and the circumstances under which it was acquired.
- D. The Inventory Control and Project Accounting Departments will then review the completed and approved inventory form, and any applicable sponsor or external agency documentation regarding sale or transfer, to verify accuracy of information and ensure compliance with applicable sponsor guidelines.
- E. The dean of the Graduate College, dean of the respective academic college and chair of the Department or Institute will be responsible for the formal decision on the request, and approval of each is required for a transfer to be approved. This will be based upon the recommendations received from the individuals specified in the previous paragraphs and any other needs or obligations that IIT has with respect to the equipment.
- F. If the transfer is approved, the following conditions will apply:
 - 1. Items purchased solely with federal funds will be transferred at no charge; however, the title transfer document will require that the receiving institution assume the costs of shipping and insurance.
 - 2. Equipment purchased with non-federal funds may or may not be transferred with reimbursement to IIT, depending on the policy of the sponsor.
 - 3. Equipment donated to IIT may or may not be transferred with reimbursement to IIT, depending on the circumstances.
 - 4. Equipment purchased with IIT funds will be transferred with payment by the receiving institution for the value of the equipment as assessed by IIT. A five-year depreciation schedule for scientific and computing equipment will customarily be used; however, if equipment is state-of-the-art, the determined value may differ from the depreciated value.
 - 5. Equipment purchased with funds from a combination of sources may or may not be transferred with reimbursement, depending upon the funding sources.
- G. The Inventory Control Department will record the transfer and relocation of the equipment in the fixed asset inventory system (FAIS) and coordinate with the IIT donating Department and receiving entity to facilitate transfer.

- H. Funds received as a result of equipment transfers will be deposited in the Plant Fund controlled by the dean of the Graduate College and identified in a sub-account for the support of faculty research equipment.

ATTACHMENT

ILLINOIS INSTITUTE OF TECHNOLOGY
DISPOSAL/TRANSFER/SALE OF INVENTORY EQUIPMENT FORM

Tag #	Description	Serial/Model #	Location	T/D/S*	Sale/Transfer to*	Explanation

Approved:

Department Contact:

Department Chairperson signature

Extension

E-mail

To be completed by Inventory Control:

Inventory Control Approval:

Project Accounting Approval (N/A if not required):

Signed _____

Signed _____

*T = Transferred equipment intra-university; D = Disposed equipment; S= Sale of equipment

**For intra-university transfers, list the location the equipment was transferred to, including building and room.

For sales list the purchaser.