



## Transfer of Equipment Acquired with Sponsored Projects Funds

The University of Mississippi (UM) receives funds for sponsored projects from various sponsors – federal, state, and private agencies. It is common for equipment items to be purchased with sponsored funds, unless sponsor guidelines preclude such purchase. Sponsors also have varying policies regarding the disposition of equipment; however, title to equipment acquired with sponsored projects funds usually vests with the grantee, the University. The University follows sponsor and University regulations and policies regarding the purchase and disposition of equipment acquired with sponsored funds.

This document is intended to guide a principal investigator/project director (PI/PD) who (1) plans to leave the University and (2) continue his/her research at another university and (3) who seeks to transfer the equipment purchased with sponsor funds to the other university. Sponsors differ in their orientation to these matters. UM's purpose is to represent UM's interests appropriately while respecting the future research needs of the PI/PD, as well as the sponsor's directives. Each circumstance will require individual attention. Title to equipment is always transferred to another institution, never to an individual.

The general process to request the transfer of equipment to another institution is as follows:

- 1) The PI/PD will complete the *Transfer of Equipment Acquire with Sponsored Funds Request* form (on reverse side), listing the items that he/she would like transferred to the new institution and furnishing all the requested information, including the University Property Control number, the source of funds, and the account number. The completed *Transfer of Equipment Acquired with Sponsored Projects Funds Request* form should then be submitted to the PI/PD's department chair and dean for their approval of the transfer of the equipment along with a copy of the sponsor's equipment policy, if any. The Office of Research can assist in locating equipment policies (as appropriate). The Assistant Vice Chancellor for Research and Sponsored Programs and the Director of Accounting must also approve the transfer and will verify that the proposed transfer is in compliance with sponsor and University policies.
- 2) The PI/PD will submit to the Purchasing Office for their approval and processing a copy of the *Transfer of Equipment Acquired with Sponsored Projects Funds Request* form with all other appropriate authorizing approvals as specified above along with a copy of the grant terms and conditions and/or grant proposal that authorizes such transfer.
- 3) Purchasing will process state forms to delete the equipment from inventory. Purchasing will send to all signatories a copy of the fully executed *Transfer of Equipment Acquired with Sponsored Projects Funds Request* form and note on it the action taken by the state. **(THIS PROCESS MAY TAKE 30-60 DAYS. EQUIPMENT SHOULD NOT LEAVE CAMPUS UNTIL APPROVAL IS DULY AUTHORIZED.)**
- 4) The University of Mississippi property auditor will inspect the equipment approved for transfer and remove the UM property tag once signed and duly authorized state forms for deletion of state property are on file in the UM Property Office.
- 5) The PI/PD will sign a receipt for all equipment items at the time they are transferred.
- 6) The Property Control Office will send a receipt confirmation to the receiving institution. The receiving institution will be requested to sign and return the confirmation to UM to acknowledge receipt of the equipment items. In the event a confirmation is not received, UM Property Control Office will follow up with the receiving institution and/or sponsoring agency, depending on the circumstances.

Note: The transfer of equipment purchased with state-appropriated funds, gifts, or internally designated funds is generally not allowed.