

## **Transfer of Research Equipment from the School of Medicine to Other Research Institutions**

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### **Applies to:**

Any faculty member who wishes to transfer research equipment from the University of Virginia School of Medicine to another research institution.

### **Reason for Policy:**

This policy clarifies the circumstances under which a faculty member may be permitted to transfer research equipment to another research institution.

### **Definition of Terms:**

“Equipment” refers to any items that are defined as such by the source of funds used for their purchase. For instance, the National Institutes of Health generally uses a minimum purchase price of \$5,000 to define equipment. “Equipment” also refers to items with lower purchase prices, with usable lives of at least 3 years (including computers and monitors).

### **Policy Statement:**

The Financial and Administrative Policies Manual of the University of Virginia ([Policy X.A.2](#)) sets forth the policy and procedures for the transfer of research equipment from the University of Virginia to other entities. It states: “The University generally retains possession of research equipment to which it has title. Exceptions may be made when such transfer is not detrimental to the research activity of the involved department.”

As a further clarification of this University policy as applied within the School of Medicine, the following will guidelines are hereby established:

1. If a faculty member's federal or foundation grant will be transferred in an active condition to that faculty member's next place of employment in a research institution, research equipment previously purchased from these same fund sources will generally be considered for transfer when all of the applicable procedures are followed.
2. Equipment purchased with gift account and/or state and/or institutional funds (i.e., from start-up funds provided by the institution and/or department, from School of Medicine R & D Committee or Pratt Committee funds, etc.) will be retained by the School of Medicine. Under special circumstances, when it is not considered beneficial for the institution to retain equipment purchased from these fund sources, it may be possible for such items to be traded for other equipment or purchased with funds provided by the research institution to which the faculty member is moving. Negotiations for trades or purchases must be conducted in accordance with criteria set forth in the University Financial and Administrative Policies Manual for any equipment transfer.
3. Equipment purchased through the Equipment Trust Fund program must always remain at the University of Virginia.
4. The faculty member requesting the transfer of equipment must understand that approval is not automatic and appropriate justification is required.

**Procedures:**

[Financial Procedure 10-1](#), "Preparation of Equipment Inventory Change Request," outlines the procedures to be followed and links to the necessary form. All requests must have the written approval of the department chair and the dean and vice president of the School of Medicine. If the request is from a department chair, the dean and vice president must provide written approval.

**Related Policies:**

[VIII.E.4](#) -- Fixed Assets Accounting (Property): Maintenance of Equipment Records

[X.A.1](#) -- Fixed Assets Accounting (Property): Maintenance of Equipment Inventory

[X.A.2](#) -- Fixed Assets Accounting (Property): Transfer of Research Equipment to the University

**Next Scheduled Review:** March 2011

**Revision history:** Policy implemented January 1998; revised 4/30/08