

UConn HEALTH

POLICY NUMBER 2010-04

February 8, 2011

POLICY: TRANSFER OF RESEARCH EQUIPMENT AND/OR OTHER ASSETS TO ANOTHER INSTITUTION

PURPOSE:

To establish guidelines for the transfer of research equipment and/or other assets to other institutions.

SCOPE:

All UConn Health faculty and staff.

DEFINITIONS:

Active grant: A sponsored account that is in its initial grant period as defined by the grant document, or has been competitively renewed and is in a new active grant period.

Competitive renewal: A sponsored account that is in a successive grant period from its initial grant cycle and has been awarded renewal on the basis of a competitive peer-review process.

Closed or inactive grant: A sponsored account that was not continued or renewed by the sponsor beyond the end date of the grant document or its amendments.

Fair market value: The dollar value of an asset as determined by an independent appraisal of the asset by a qualified appraiser.

Institutional funds: Any UConn Health funds other than those generated from a sponsored account.

POLICY STATEMENT:

UConn Health faculty or staff departing UConn Health for employment at another institution may, as is customary, request the transfer of equipment and/or other assets used in the scope of grant-funded research to their new place of employment. Any data present on equipment being transferred is subject to applicable UConn Health policy and procedure. The following guidelines will be used by Health Center administration in assessing requests for transfers:

Equipment Transfers

1. Equipment purchased on an active grant may be transferred to the new institution if the grant from which it was purchased is also transferred with the approval of the Associate

Vice President, Research Administration & Finance and the Senior Associate Dean, Research Planning and Coordination.

2. Equipment purchased on a closed grant:
 - a. Fully depreciated equipment germane to the research program of the departing faculty or staff may be transferred to the new institution with the approval of the Associate Vice President, Research Administration & Finance and the Senior Associate Dean, Research Planning and Coordination.
 - b. Equipment with a remaining book value as of the date of separation may be transferred to the new institution upon written request to the Associate Vice President, Research Administration & Finance and the Senior Associate Dean, Research Planning and Coordination. Approval is contingent upon: 1) such equipment being vital to the continued research of the individual as determined by the individual's UConn Health department chair; and 2) there being no compelling research needs for the equipment at UConn Health.
3. Equipment purchased with institutional funds:
 - a. Requires the approval of Department Head and the Associate Vice President, Research Administration & Finance and the Senior Associate Dean, Research Planning and Coordination.
 - b. Equipment with a remaining book value as of the date of separation may be purchased by the new institution for the fair market value of the asset in accordance with UConn Health Property Equipment Disposal Policies and Procedures.
 - c. Fully depreciated equipment may be transferred to the new institution upon written request to the Associate Vice President, Research Administration & Finance and the Senior Associate Dean, Research Planning and Coordination. Approval is contingent upon: 1) such equipment being vital to the continued research of the individual as determined by the individual's UConn Health department chair; and 2) there are no competing research needs for the equipment at UConn Health.

Transfer of Other Assets

1. Other assets, including specialized disposable laboratory supplies, reagents and minor equipment are generally transferable at the discretion of the Associate Vice President, Research Administration & Finance and the Senior Associate Dean, Research Planning and Coordination. Office supplies are not transferrable. Departing faculty or staff who feel extenuating circumstances support such a transfer may submit a written request to the Associate Vice President, Research Administration & Finance and the Senior Associate Dean, Research Planning and Coordination. The request must include a detailed explanation of the circumstances supporting the request.

2. Hazardous and bio-hazardous materials are generally not transferrable. As with other assets, departing faculty or staff who feel extenuating circumstances support the transfer of hazardous materials may submit a written request to the Associate Vice President, Research Administration & Finance and the Senior Associate Dean, Research Planning and Coordination. Any transfer of hazardous materials may only occur under the direction of the Office of Research Safety.

Jeff Small (Signed)

04/05/11

Associate Vice President, Research Administration & Finance

Date

Marc Lalande (Signed)

04/06/11

Senior Associate Dean, Research Planning and Coordination

Date

Cato T. Laurencin (Signed)

04/08/11

Vice President for Health Affairs

Date

New Policy: 2/8/11