



University Research
SERVICES & ADMINISTRATION

Office of Sponsored Proposals & Awards

Office of the Comptroller

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Administration

Origination:

Owners:

Areas:

(OSPA)

Asset Management (Comptroller)

Procedure for Use and Transfer for Sponsored Equipment

I. PURPOSE

The purpose of this guideline is to provide guidance to ensure that requests for equipment transfers by departing faculty meet the requirements of federal, state, and Georgia State University (GSU) regulations.

This guidance is applicable to all colleges, schools, departments, units, and personnel of GSU involved in administering sponsored awards.

II. DEFINITIONS

A. Department Head

Department head is used throughout this guideline. It is recognized that the University receives sponsored projects that reside in single departments, multiple departments, centers, and in some instances the University receives institutional awards. In cases where projects exist in multiple departments or for institutional awards, for the purposes of this guideline the role of Department Head will be served by the Project Director of the project.

III. GUIDANCE

A. Applicability

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. **B. Determining Title**

- 1. Who owns the equipment?** This will either be the University or the sponsoring agency. The University would typically have title to equipment purchased with grant funds when standard terms apply.
- 2. If the Sponsoring Agency retains title or has control over the equipment:**
 - If the grant is ongoing, it is standard practice to transfer the equipment with the project and the PI is required to utilize the equipment to further project goals
 - If the sponsoring agency has control over the equipment, then OSPA must receive sponsor for the transfer.
 - If the transfer is approved, Financial Reporting and Asset Accounting will coordinate transfer to the receiving university. Transfer cannot occur until approval from the Sponsoring Agency is received.
- 3. If title resides with the University after the award is closed:** If the award has ended, the University typically has title and university policy applies:
 - If there is still need for the equipment, items may be redistributed within the university.
 - If the university has no need for the item(s), then a request can be submitted to the Department of Administrative Services to sell the surplus property. Asset Management/Property Control staff are the only university personnel allowed to handle the sale of university surplus property and must do so in coordination with the Department of Administrative Services, (DOAS). The university surplus property must be sold through the Department of Administrative Services bid process.
 - the Department Head declares the property surplus and complete the Surplus Transfer Request Form available at:
<https://finance.gsu.edu/download/surplus-transfer-requestform/?wpdmdl=2620&refresh=61d4934a3b5ab1641321290>
 - If there is no need for the items within the department or the university, the new home institution “may” purchase the items through the Department of Administrative Services, (DOAS). Asset Accounting and Property Control will coordinate the transaction with DOAS.
 - The Department Head may recommend a price, but it will be reviewed by Financial Reporting and Asset Accounting.

- Recovered funds from surplus sales are managed on a case-by-case basis. Depending on the sale amount, a portion of the proceeds of surplus sales of individual items may be returned to the department.

Procedures

Equipment funded by external entities must be used in accordance to the grant specifications. When grants expire, the University's Post Award Accounting Department will obtain information as to the final disposition of equipment items connected with the grant, and will notify Asset Management as to the proper change to make in the equipment inventory records. Before any item is deleted from a restricted account, Asset Management will notify the Post Award Accounting Department for approval. A principal investigator (PI) transferring to another institution may wish to take equipment associated with an ongoing sponsored project to the new institution. (An ongoing sponsored project is defined as one or more sponsored contracts/grants/agreements having the same sponsor and identical title, the last of which is currently in process at the University having not ended, and being continued at another institution.) If so, the PI should complete a 'Request for Transfer of Equipment', listing each piece of equipment and ask the appropriate department head for approval. The department head approval does not mean the equipment should be transferred, but merely indicates a decision has been made to transfer the project to another institution rather than name a replacement PI within the University, an option the sponsor usually offers the University. Upon receiving approval from the department head, the form should be forwarded to Asset Management.

Department responsibilities:

The University Equipment Transfer Equipment Request form (attached) should be completed by the person/PI requesting permission to transfer/buy the equipment. A list of the equipment, including description, University tag number, manufacturer, serial number, University funding source, and sale price approved by Financial Reporting and Asset Accounting should be attached.

1. Equipment purchases funded with sponsored program funds require the form to be forwarded to:
 - Department Head for approval
 - College Dean for approval
 - Office of Sponsored Proposals and Awards (OSPA)

If all approvals are granted, the original letter and attachments will be sent to Financial Reporting and Asset Accounting with copies sent to OSPA and the original department. Financial Reporting and Asset Accounting will provide any invoices needed. Checks should be made out to Georgia State University. Money from surplus sales will be

received and deposited by Financial Reporting and Asset Accounting into the originating department's account.

Responsibilities

Responsible University Senior Administrators: Vice President for Research and Economic Development and Vice President for Finance & Administration

Responsible University Administrators: Assistant Vice President Office of Sponsored Programs and Awards (OSPA) and Comptroller

Procedure Owner: Manager, Capital Asset Accounting

Procedure Contact: Menetha H. Alston **Email:**

malston@gsu.edu

Forms/Instructions All Asset Management Forms can be found at the following site:

<https://finance.gsu.edu/forms/>

Record Retention

For documentation related to asset management, record retention is seven (7) years.

Related information

Procedure Dates

Effective Date: February 1, 2022