

Departing Faculty Members Name:

Department:

Date of Departure:

Appendix B: Equipment

Responsible Person: Jill Stanley jill.stanley@case.edu

Background: Equipment that is part of a PI's laboratory may not be transferred from CWRU without proper authorization. Equipment almost always belongs to the University, but in some instances, may revert back to the granting agency. Because all equipment is considered to be University property, Equipment Accounting and SOM Administration with input from Department Chairs/Center Directors and Division Chiefs must be involved in the disposition of equipment. Funding source and/or granting institutions' policies play a role in the decision process.

Potentially/Typically the following may occur:

1. Equipment purchased with active NIH/NSF Funds will generally be authorized for transfer.
2. Equipment purchased with NIH/NSF funds from a closed grant may or may not be approved for transfer.

The request for transfer must be reviewed based on the granting agency's terms.

3. Equipment brought by the faculty member to CWRU from another institution may be transferred to the new institution, remain at CWRU, or be disposed of if no longer needed.
4. Equipment purchased with Start-Up or other University funds may be negotiated for with the PI being asked to purchase the equipment from CWRU. The SOM also has the right to retain the equipment.

To begin the review process:

1. Using the provided Excel worksheet, please complete the spreadsheet for all of the PI's laboratory equipment with an initial purchase price \geq \$5,000 and the desired intention for each piece. Intentions for capital equipment could be: remain at CWRU, move to new institution, or disposal.

2. Email completed list to Jill Stanley, Office of Facilities and Space Planning, jas88@case.edu and Equipment Accounting, controller-equipment@case.edu. Once received, Equipment Accounting will run a report to update the spreadsheet including providing a list of current capital equipment items assigned to the departing PI from the University Equipment Asset Database. If there are any items on Equipment Accounting's list that were not on the original list, resolution of the discrepancy will be required.

3. Once funding source/granting institution policies have been reviewed, SOM Administration will consult with the Department Chair/Center Director or Division Chief for a final decision on all items. Once decisions have been made, the spreadsheet will be sorted by decision and returned to the Department Administrator with additional information requested as needed. For equipment remaining at CWRU, the Chair/Center Director or Division Chief should review the list and determine the disposition of each piece of equipment (i.e. new custodian, new location).

4. The completed spreadsheet should then be signed by the PI, Administrator, Chair/Center Director or Division Chief and forwarded to Jill Stanley for Dean's Office approval. For any item to be purchased by the new institution, the Administrator must generate and send the receiving institution an invoice using Net Book Value (from Equipment Accounting) and the Fair Market Value (researched by the administrator) information. An invoice template can be

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CWRU Faculty Departure Checklist

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obtained from the SOM Finance Office. **Please note, payment must be received before the equipment is released to the new institution.**

5. Once approved by the Dean's Office and payment received where applicable, the spreadsheet will serve as the Equipment Change in Status Form for all items and will be forwarded by Space and Facilities Planning to Equipment Accounting, SOM Grants and Contracts, and EHS. All equipment must be decontaminated before EHS will provide clearance for relocation or disposal.

Faculty Member Signature:

Date:

Department Administrator Name:

Date:

Department Administrator Signature:

Department Chair Name:

Date:

Department Chair Signature:

Dean's Office Approval Name:

Date:

Dean's Office Approval Signature:

NOTE: Appendix B must be completed and submitted with Appendix A in order for the Office of Grants and Contracts to take any action on any grant, agreement, subcontract and/or contract including relinquishing/transferring the program.

Appendix B is to be returned as part of the completed Faculty Member Departure packet.

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CWRU Faculty Departure Checklist
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