

	Disposition of Research Equipment Policy and Procedures	<i>First Approved:</i> <i>June 24, 2017</i>
		<i>Updated:</i>
<i>Board of Governors Policy</i>	<i>Approved by</i> <i>Board of Governors</i> <i>Administered by</i> <i>Vice-President, Academic & Provost</i>	<i>Reviewed:</i>

Disposition of Research Equipment Policy and Procedures

Policy

The *Disposition of Research Equipment Policy and Procedures* addresses the transfer of research equipment to the care or possession of another person, faculty, or institution due to the departure of a faculty member or because the equipment is no longer useful to Brandon University. This policy recognizes the considerable investment in research equipment made by Brandon University and our various funding partners, and the importance of ensuring optimal usage of the equipment obtained through those investments.

Equipment purchased for research purposes from Brandon University sources, grants or contracts is the property of the University unless otherwise specified by the funder and agreed to by the University. Such equipment is normally under the care and supervision of the faculty member designated with the funding or, as subsequently agreed to, by the appropriate Department Chair or Dean. When a faculty member leaves the University, equipment under their care will generally remain within the faculty or school in which it was purchased. This equipment may be redistributed on the advice of the Chair and with the agreement of the Dean. In some cases, equipment may be transferred to another Canadian institution with the approval of the Vice-President (Academic & Research).

Where situations arise that are not covered within this policy, decisions will be made in accordance with its general intent at the discretion of the Vice-President (Academic & Provost) upon recommendation of the Dean.

Procedures

1. Responsibility of Departing Faculty Member

When a faculty member who has research equipment under their care resigns, they will provide their Chair and Dean with a list of all existing equipment, including the type of research funds used to purchase the equipment, purchase price, and the proposed future use. Where the faculty member wishes to take research equipment with them, they shall submit a written transfer request to their Chair and Dean. All requests for research

equipment transfer must be sent by the Dean to the Vice-President (Academic & Provost) for final approval.

When a faculty member who has research equipment under their care retires, an equipment list will be submitted by the Chair to the Dean, providing a recommendation on how the equipment should be redistributed within the faculty/school or institution.

2. Transfer of Research Equipment to another Canadian Institution

Where a funder allows and the institution agrees, equipment purchased using external funds can be transferred to another academic institution within Canada.

Recommendations on any proposed transfer must first be developed by the departing faculty member and the Chair of the department in which the equipment resides.

Recommendations for equipment transfer must be approved by the Dean of the appropriate faculty/school and forwarded to the Vice-President (Academic & Provost) for final approval.

It is incumbent on the Chair and Dean to recognize the long-term needs of both the departing faculty member and the department, with consideration in the latter case for previous and projected equipment usage by other department members such as faculty members, postdoctoral fellows, research associates, and students.

Equipment purchased jointly by two or more faculty members, using external funds, will remain at Brandon University with the continuing member, unless complete agreement to the contrary is reached by all parties involved.

In situations where approval is granted to transfer equipment, it will be valued at fair market value as determined by the Purchasing Office and offered for sale to the departing faculty member or the receiving institution.

3. Internal Considerations of a Transfer

When an equipment transfer is being considered, the institution must take into account the following:

- Who will be affected and how? Consider faculty members, Chair, Dean, co-investigators, departments, faculty/school, and students, as well as research collaborations and training.
- Can the equipment be used at Brandon University in the recruitment of new faculty members?
- Does the equipment have any real or potential future uses at Brandon University?
- Can another department, faculty or school use the equipment?
- What are the ongoing operations and maintenance responsibilities and costs associated with the equipment? How will they be managed?

4. Institutional Agreement

When a request to transfer equipment has been approved by the Vice-President (Academic & Provost), a written agreement must be in place between Brandon University and the receiving institution before the equipment is transferred. A written

agreement shall be created by the Vice-President (Academic & Provost) and should take into consideration items such as the:

- purchase of equipment by the faculty member or receiving institution;
- cost of equipment as per Purchasing Office valuation;
- point at which ownership transfers to the receiving institution;
- receiving institution's confirmation of acceptance of the equipment; and
- receiving institution's agreement to incur all costs associated with the transfer of the equipment (shipping, insurance, etc.).

Copies of the finalized equipment transfer agreement will be forwarded to the Dean, Researcher, and Purchasing Officer, to appropriately reflect Brandon University assets. Once a formal agreement is in place, the Faculty is responsible for transferring the equipment to the receiving institution.

5. Research Equipment Deemed to be of No Use to Brandon University

On occasion, equipment used for research is no longer deemed to be useful. Reasons for this might include, but are not limited to:

- replacement by a new generation of equipment or technique;
- replacement by newer, more sophisticated model;
- project specific devices which are no longer required upon completion of a particular study; and
- career change by the primary user.

In such cases, requests by a faculty member to sell equipment can be made initially to the Chair then to the Dean. Agreement on the part of the Dean should be based on the *Internal Considerations of a Transfer* outlined above. Requests shall be forwarded to the Vice-President (Academic & Provost) for final approval.

Where attempts to sell equipment are unsuccessful it may be disposed of upon approval of the Dean and Vice-President (Academic & Provost). Disposal shall take into consideration relevant safety guidelines and legislation and involve the Purchasing Office so an accurate record of assets is maintained.

Please note that the disposition of research equipment must involve and be processed by the Purchasing Office. Additional information on equipment disposition can be found in the *Brandon University Purchasing Manual* at: <http://www.brandonu.ca/finance/faculty-staff-resources/purchasing-department/>.

6. Funds Realized from the Sale of Equipment

Funds realized from the sale of equipment will be transferred to the Research Equipment Account to be administered by the Vice-President (Academic & Provost). The expectation being that expenditure of the funds will be used to support the purchase of research equipment in a manner that advances research at Brandon University.