

**NOVA SOUTHEASTERN UNIVERSITY  
OFFICE OF SPONSORED PROGRAMS  
POLICIES AND PROCEDURES**

**AWARD CLOSING**

**TRANSFER OF EQUIPMENT TO ANOTHER INSTITUTION**

**EFFECTIVE 12-01-08**

**POLICY #46**

**PAGE 1 OF 2**

**PURPOSE:**

To establish the policy and procedure when equipment (including title) that has been purchased with sponsored funds may be transferred to another institution either during the performance period of the project, or thereafter.

**DEFINITIONS:**

Equipment: Nonexpendable tangible personal property having a useful life of more than one year, an acquisition unit cost of \$1,000 or more, and an identity which is not altered materially through use.

**POLICY:**

Equipment purchased or provided by sponsored awards may be transferred to another institution providing all of the following conditions are met:

- The sponsored award will also be transferred to the institution to which the equipment will be transferred, and the transfer is approved by the sponsoring agency;
- The Principal Investigator/Project Director (PI/PD) and the PI/PD's Dean have agreed to the transfer of the equipment;
- The new institution agrees in writing to accept title and accountability for the equipment; and;
- The university will not incur any cost for packing and shipping the equipment, unless covered by the award.

**REFERENCES:**

- OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, <https://federalregister.gov/a/2013-30465>
- OMB Federal Awarding Agency Regulatory Implementation of Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, <https://www.federalregister.gov/articles/2014/12/19/2014-28697/federal-awarding-agency-regulatory-implementation-of-office-of-management-and-budgets-uniform>
- NIH Grants Policy Statement, <http://grants.nih.gov/grants/policy/policy.htm#gps>
- NSF Proposal and Award Policies and Procedures Guide, <http://www.nsf.gov/bfa/dias/policy/>
- HHS Grants Policy Statement, <http://www.hhs.gov/grants/grants/policies-regulations/index.html>
- Federal Acquisition Regulations (FAR), Title 48 C.F.R.

**PROCEDURES:**

1. The PI/PD will comply with OSP Policy No. 45 - *Award Transfers to Another Institution*.

**NOVA SOUTHEASTERN UNIVERSITY  
OFFICE OF SPONSORED PROGRAMS  
POLICIES AND PROCEDURES**

**AWARD CLOSING**

**TRANSFER OF EQUIPMENT TO ANOTHER INSTITUTION**

**EFFECTIVE 12-01-08**

**POLICY #46**

**PAGE 2 OF 2**

2. The PI/PD will obtain approval for the transfer of the equipment purchased with sponsored program funds from the Dean and notify the Office of Sponsored Programs (OSP), which will obtain approval from the sponsoring agency.
3. OSP will assist the PI/PD by contacting Contracts and Grants Accounting Department (CGA), which will work with the Fixed Assets Department to request that a list of equipment purchased with sponsored funds. OSP will maintain a copy of this inventory in the OSP's official award file.
4. Once all approvals have been obtained and verification of equipment has been completed, The PI/PD will make arrangements to ensure the equipment is moved (at no expense to the university) and that the new institution acquires all future responsibilities for this equipment.