



UNIVERSITY OF MIAMI POLICY AND PROCEDURE MANUAL

TITLE:	Capital Equipment Policy	REFERENCE:	New
CATEGORY:	Office of Research Administration	PAGE:	1 of 2
APPROVER:	Barbara A. Cole Associate Vice President Office of Research Administration	SUPERSEDES:	New
		VERSION:	New
		EFFECTIVE:	03/31/2016

PURPOSE:

The purpose of this policy is to establish uniform guidelines for the management and disposition of equipment purchased with sponsored funds. Failure to comply with UM's policies and procedures may result in audit findings, suspension of sponsored activities, closer monitoring by the sponsor, delays in final payments, and/or other enforcement actions imposed by the sponsor. This policy applies to all Federal and non-Federal sponsored activities, including all externally funded clinical trials.

SCOPE:

This policy applies to all Federal and non-Federal sponsored activities, including all externally funded clinical trials. This policy applies to all UM personnel, including:

- All faculty, including voluntary faculty and courtesy appointments.
- Faculty emeriti engaged as active researchers on UM research activities.
- Researchers, including research staff, postdoctoral fellows, and research associates.
- Graduate students, undergraduate students, and interns involved in research programs.
- Staff in departments, centers, institutes, and administrative offices charged with responsibilities under this policy.
- Consultants, agents, and volunteers associated with research and scholarly activities, as well as in departments and offices charged with responsibilities under this policy.

POLICY:

The University of Miami will comply with all requirements related to equipment purchased with sponsored funds and will provide cost effective controls to account for capital equipment purchased with sponsored funds in accordance with 2 CFR 200 and other agency specific requirements. This policy is to be read in conjunction with and is supplemental to University policies B040 through B053, which address Equipment, and are issued by the Controller's Office. Particular attention should be paid to B051, Accounting for Federal Government Owned Equipment, and B053, Annual Equipment Verification. UM shall use the equipment purchased with sponsored funds in the project for which the equipment was acquired for as long as needed by the project. For equipment purchased on federally funded projects, this will continue whether or not the project continues to be supported by Federal funds. If there is a need to use the equipment for any purpose other than for which the equipment was acquired, or when this equipment is no longer needed for the original project, UM will refer to the sponsor's terms and conditions to determine the proper usage allocation. If allowed, equipment purchased on

federally funded projects can be used in connection with other federally sponsored activities in the following order:

- The first preference for such use shall be given to projects funded by the Federal awarding agency that financed the equipment.
- The second preference shall be given to projects funded by other Federal awarding agencies.

Federally funded equipment cannot be used to provide services to for-profit organizations for a fee that is less than private companies charge for equivalent services unless authorized by Federal statute. If the equipment purchased with Federal funds is no longer needed and has a fair market value of \$5,000 or more, or the award terms and conditions require that disposition instructions be obtained, the department will notify the Office of Research Administration (ORA) who will request final disposition instructions from the awarding agency. Upon receipt of disposition approval, the equipment will be disposed of according to agency's instructions and UM's guidelines. Final dispositions of equipment shall be managed in conjunction with the Property Accounting in the Controller's Office and in accordance with policy B047, Sale or Disposition of Equipment. Purchases of equipment are subject to the terms and conditions of the sponsored activity. In addition, purchases of equipment requested within six months of the end of a sponsored project are not allowed, unless the Principal Investigator submits a written justification to ORA who will either approve or forward this to the sponsor for approval.

DEFINITIONS:

Please refer to UM's Office of Research Administration (ORA) website for a list of acronyms and terms commonly used in sponsored/ research administration grants, contracts, and cooperative agreements: <http://ora.miami.edu/assets/pdf/ora-policies/glossary.pdf>

PROCEDURE:

UM personnel are to use [UM's ORA website](#) for guidance on matters pertaining to sponsored activities.

UM personnel are to follow the Standard Operating Procedures (SOP) outlined, as well as utilize the various required forms and templates that have been implemented for the activities related to this policy.

UM personnel should contact the Pre or Post Award staff for consultation if additional information is needed. Contact information can be found on [UM's ORA Contacts Webpage](#).