

UMassD Equipment Transfer Policy for Departing Employees

Purpose and applicability

This policy outlines the procedures and guidelines for transferring equipment and materials when an employee of the University of Massachusetts Dartmouth moves to another institution.

This policy applies to faculty members and administrators involved in transferring equipment and materials purchased with university funds, including those from sponsored awards, to a new institution.

Policy Guidelines

1. Eligibility for Transfer:

- Equipment purchased with sponsored awards may be transferred to not-for-profit institutions if the PI needs it to continue currently active grants; the equipment was purchased with no sponsor restrictions, and no current UMassD faculty members need to use it.
- Equipment may also be transferred if it was brought to UMassD by the PI from a previous institution.

2. Restrictions on Transfer:

- Equipment purchased from multiple awards or involving multiple investigators.
- Equipment used by other researchers at UMassD for ongoing projects.
- Equipment purchased solely or partially with internal funds (e.g., UMassD startup funds, Internal Awards, including MUST and BEI).
- Equipment purchased with grants that have expired.

Request and Approval Process

1. Written Request: The PI must submit a written request to the Chief Research Officer (CRO) to transfer equipment, detailing the equipment, its funding source, and the reason for the transfer.

2. Approval Route: The CRO's decision, made jointly with the Provost and in consultation with the Department Chair and College Dean, will be final.