

University of Prince Edward Island Policy	Policy No. admordgnl0009	Revision No. 0
Policy Title Research Equipment Policy		Page 1 of 4
Creation Date March 12, 2008	Version Date March 12, 2008	
Authority Senior Management Group	Review Date March 12, 2011	
Responsibility Vice-President, Research & Development		Access C

1 Purpose

1.1 This policy recognizes both the considerable investment in research equipment made by the University and our various funding partners, and the importance of ensuring optimal usage of research equipment obtained through those investments.

2 Scope

2.1 This policy applies to all University researchers.

3 Policy

3.1 Ownership and Access

- 3.1.1 Equipment purchased for research purposes from grant or contract funding 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 within the grant or contract, or subsequently agreed to by the appropriate Department Chair/Dean.
- 3.1.2 All assets purchased through professional allowances, including computers and software, are the property of the University, even when located off campus, and are included in this policy unless otherwise specified in an individual's employment contract. While the asset is located off campus, the person using it assumes full responsibility for the care will custody of the asset and may be responsible for any loss or damage due to willful negligence.
- 3.1.3 Researchers shall ensure the maximal and effective use of special-purpose research equipment and, in accord with 4, 5 & 6 below, equipment is to be made available to other faculty members and students for their research when not in use by the faculty member designated within the grant or contract.
- 3.1.4 It is University policy that maximum use of existing equipment shall be made before additional equipment is acquired. Every effort shall be made

by Departments/Faculties/Schools to make equipment available for shared use. The Department Chair, in consultation with the principal investigator and the Dean, is responsible for determining whether existing equipment is available for shared use. Where the Department Chair is the principal investigator, this determination shall be made in consultation by the Dean.

- 3.1.5 Neither departments nor individual faculty members may charge secondary users for the use of research equipment. However, proportionate to their use of the equipment, secondary users may pay/contribute to specific repair/maintenance bills if they are not covered by the central equipment and maintenance program of a Faculty. Similarly, secondary users may need to purchase required supplies and consumables, and cover a technician's time, at cost, if that technician is supported by the principal investigator's research award. Secondary users may negotiate to supply their own, appropriately qualified technician(s) or, if qualified, to operate the equipment on their own.
- 3.1.6 If charges, other than those listed in A5 are to be involved for the use of research equipment, the proposed specifics and rates must be submitted to the Dean and Vice President, Research & Development for review and approval.

3.2 **Moving or Disposal of Equipment**

- 3.2.1 Equipment purchased from UPEI derived sources such as general University, faculty or department/school funds, will generally remain within the department/faculty school in which it was purchased. This equipment may be redistributed on the advice of the Chair(s) and the agreement of the Dean(s).
- 3.2.2 Equipment purchased using external funds can be transferred only to other academic institutions 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. It is incumbent on the Chair 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, faculty/school and or university members including faculty, postdoctoral fellows, research associates and students. Recommendations for

equipment transfer must be approved by both the Dean of the appropriate faculty/school and the Vice President, Research & Development.

- 3.2.3 Equipment purchased jointly by two or more faculty members, using external funds, will remain at UPEI with the continuing member, unless complete agreement to the contrary is reached by all the parties involved.
- 3.2.4 In situations where agreement has been reached to transfer equipment, it will be valued at fair market value as determined by the University's Procurement department or by independent appraisal and offered for sale to the institution hiring the departing faculty member.
- 3.2.5 Funds realized from the sale of equipment to other institutions would remain within the department faculty/school from which the equipment was sold on the condition that expenditure of that money would be agreed to jointly by the Chair/Dean and the Vice President, Research & Development and would be used in a manner consistent with the intent of the original funder.
- 3.2.6 Disposal of unwanted equipment must be handled by the Procurement department and approved by the Controller. Funds realized from the disposal of such equipment should be treated as described in B5.
- 3.2.7 Upon the retirement or death of the principal researcher, the Chair must provide a recommendation on how research equipment and software will be re-allocated or disposed of to the Dean and Vice President, Research and Development.

3.3 Equipment Tagging

- 3.3.1 University owned research equipment will be tagged and assigned a property number. Procurement Services / Biomedical Engineering (AVC) is responsible for identifying the equipment assets to be tagged and for providing identification tags for such equipment.
- 3.3.2 Research equipment to be tagged can be defined as movable items which are not part of a building and which possess the following characteristics:

3.3.2.1 has a life expectancy of more than one year, under normal use,

3.3.2.2 has an identity which does not change with use,

3.3.2.3 is of a unit or system nature for which formal accountability is practical,

3.3.2.4 is usually repaired, not replaced, when damaged,

3.3.2.5 is of an attractive nature for theft, and/or

3.3.2.6 is required to be tracked for audit and insurance purposes.

3.3.3 Off-campus equipment

3.3.3.1 Before equipment leaves the University campus for research or other authorized purposes, it must be tagged with a UPEI inventory tag. If the equipment does not have a tag, contact Roger Cook in procurement services at 902-566-0315 / rcook@upei.ca or [Biomedical Engineering](#). The individual removing untagged equipment from campus will be responsible for the costs of any damaged or loss incurred to that equipment while off-campus.

3.3.4 Where requested by the funder, research equipment will also be labeled with funder supplied logos to indicate the source(s) of funding. It is the principal researcher's responsibility to ensure such logos are applied as appropriate.

4 Responsibility

4.1 Responsibility for establishment and amendment of this policy rests with the Senior Management Group.

4.2 General responsibility for this policy rests with the Vice President Research & Development.