



POLICIES and PROCEDURES

Responsible Unit	Purchasing Services
Policy Number	R-3
Date Last Updated	27 July 2010
Approving Sector Head	Associate Vice President, Finance & Treasurer
Policy	RESEARCH EQUIPMENT

1. Purchase

- (a) All equipment must be purchased through the Business Office, using standard University procedures.
- (b) All equipment purchased with research funding is the property of Acadia University. Grantees wishing to transfer equipment to another institution must make a request in writing to the Dean of Research and Graduate Studies. A decision on whether the equipment will be transferred to another institution will be made by the Dean in consultation with the department/school, taking into account the potential use of the equipment by other faculty members and/or students.

2. Use

- (a) The grantee, or members of a group of grantees, purchasing equipment will have first call on its use for research purposes. Depending on the University contribution to the initial purchase cost, etc., the equipment may also be available for teaching purposes. No priority will be given to use for consulting purposes.
- (b) Removing equipment from the Acadia University campus requires the prior written permission of the Vice-President (Academic). Such requests are to be copied to the Dean of Research and Graduate Studies and the Business Office.
- (c) Researchers wishing to transfer equipment from another institution shall request their previous institution send a letter to the Dean of Research & Graduate Studies and the Business Office granting permission for the transfer. The researcher shall indicate the type of grant from which the equipment was purchased (NSERC Discovery Grant, NSERC CRD, etc.), the purchase date, and replacement value. The researcher shall describe special conditions or installation requirements for the equipment.

3. Disposal

Disposal can only be permitted when the original grantee or members of a team of grantees and the University (if it has contributed to the purchase) agree that the equipment is no longer needed

for research purposes. In the case of teams, the remaining members of the original team shall agree by simple majority to the disposal.

4. Faculty Member Leaving Acadia

When a faculty member leaves the University after purchasing equipment, in whole or in part from research funds, that equipment will be dealt with in the following manner:

- (a) Equipment purchased wholly or in part through funds provided by the University will remain the property of Acadia University.
- (b) Microcomputers purchased on behalf of a faculty member through a grant awarded by the University, irrespective of the source of money, will be offered to the member's department at no cost. If the faculty member's department is unable to justify retaining and maintaining the microcomputer, the User Support Centre will establish a fair market value for the microcomputer, and the faculty member will have the opportunity to purchase it. If neither option is exercised, the microcomputer will be offered for sale, first within the Acadia community, and then to the general public.
- (c) All other equipment will remain with the researcher's department, if so requested. If that department does not need the equipment, another department on campus may request use of it. If no University department requests use of the equipment, it may be offered for sale following the above outlined procedures.
- (d) Equipment purchased through a contract or any source of funds not covered by 1 to 4(c) above will be treated according to the appropriate agency's guidelines.
- (e) Any equipment from (a), (b) or (d) that becomes surplus will be sold after approval by the Vice-President (Academic). The Business Office will establish a fair market price and either sell on a first-come basis or by sealed bid with a retained minimum requirement. Proceeds as a result of the sale of this equipment will be prorated and distributed among the original sources within the University.

5. Donation

Any person or organization wishing to donate equipment to Acadia University will be issued an official donation receipt using the appropriate University procedures.