

UC Irvine Uniform Guidance Quick Guide

Use and Disposition of Federally Funded Equipment

Use and disposition of federally funded equipment must conform to the Office of Management and Budget (OMB) 2 CFR § 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Please consult with Sponsored Projects Administration (SPA) if you have any questions about the use of federally funded equipment, and with UCI Equipment Management if you have any questions about transfer, sale or other disposal of equipment.

<p>TITLE, USE & MANAGEMENT OF EQUIPMENT</p> <p>Applicable Uniform Guidance (UG) Section: 200.313(a) & (c) - (d)</p>	<p>TITLE, USE & MANAGEMENT OF EQUIPMENT</p> <p>Title to Equipment</p> <p>If no guidance is provided in the award, the title to the equipment acquired under a Federal award vests in UCI.</p> <p>Before equipment can be purchased using federal funds, UCI may be required to obtain approval of the Federal awarding agency or pass-through entity. If equipment purchase is allowed, UCI's title is conditional and subject to meeting certain use, management, and disposition requirements.</p> <p>Use of Equipment</p> <p>Equipment purchased under a Federal award must be used in the program or project supported by the award as long as needed, even when the project or program is no longer supported by the award. When the equipment is no longer needed by the original program or project, it may be used in other activities supported by the federal government in the following order of priority:</p> <ol style="list-style-type: none">1. Activities under an award from the Federal awarding agency which funded the original program or project; then2. Activities under Federal awards from other Federal awarding agencies. <p>UCI must also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired.</p> <p>Equipment Management Requirements</p> <ul style="list-style-type: none">- UCI is required to maintain property records, such as: a description of the property, a serial number, the source of funding, the acquisition date, cost of the property, the location use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.- A physical inventory of equipment must be taken at least every two years, and a control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property.- Any loss or damage must be investigated, and adequate maintenance procedures must be developed to keep equipment in good condition.- If sale of equipment is authorized or required, UCI must have proper sale procedures in place to ensure the highest possible return.
<p>DISPOSITION OF EQUIPMENT</p> <p>Applicable Uniform Guidance (UG) Section: 200.313(e)</p>	<p>DISPOSITION OF EQUIPMENT</p> <p>UCI must request disposition instructions from the awarding agency if required by the award terms and conditions, or follow the agency's disposition instructions specified in the award terms and conditions prior to transferring, selling, or otherwise disposing of federally-funded equipment.</p> <p>Disposition of Surplus Equipment</p> <p>Depending upon the fair market value of the equipment (usually at the time the award terminates) and the Federal awarding agency's instructions, disposition must occur following specific rules:</p> <ol style="list-style-type: none">1. If the equipment has a unit fair market value of \$5,000 or less, it may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.2. If the equipment has a unit fair market value of more than \$5,000, the University must obtain disposition instructions from the agency. The University may be permitted to retain the equipment for use under other non-federally sponsored projects, but it may also be instructed to sell or transfer the equipment back to the agency or another entity. <p>If instructed to sell the equipment, Equipment Management will conduct the sale. The University must remit to the Federal Agency its pro-rated share of the proceeds.</p>

<p>DISPOSITION OF EQUIPMENT</p> <p>Applicable Uniform Guidance (UG) Section: 200.313(e)</p>	<p>Disposition – PI Transfer</p> <p>Open Awards: If a PI moves to another institution with an open award there is no change in policy; all equipment acquired under those awards will be transferred at no cost to the new institution, as instructed by the Agency.</p> <p>Closed Awards: If a PI moves to another university and wishes to transfer equipment acquired under closed awards to the new institution, the sale process will vary according to the fair market value of the equipment:</p> <ul style="list-style-type: none"> • If the equipment has a unit fair market value of \$5,000 or less, the sale to the new institution can proceed with no further obligation to the agency. • If the equipment has a unit fair market value greater than \$5,000, the sale can occur only if approved by the awarding agency. • If a sale to the new institution is approved, UC will need to return the proceeds (possibly minus handling costs) to the awarding agency. <p>If a sale is not approved, UCI may be required to return the equipment to the awarding agency or sell it and return the proceeds to the Agency.</p>
<p>UCI EQUIPMENT MANAGEMENT POLICIES & PROCEDURES</p>	<p>EQUIPMENT DISPOSITION AT UCI</p> <p>To initiate the equipment disposition process, provide Equipment Manager, Helen Chang hmchang@uci.edu , with an equipment list that includes the following: the UCI Property ID Tag Number, description, manufacturer name, model number, serial number, and federal funding award number for each item. UCI Equipment Management will conduct a fair market value analysis and request disposition instructions from the Federal Agency. If the PI wishes to use the equipment on another non-federally funded project, this information, including sponsor and award number, should also be provided.</p>