

TRANSFER OF UNIVERSITY-OWNED EQUIPMENT ACQUIRED WITH GRANTS OR CONTRACTS

Created January 31, 2019

BACKGROUND

When a Principal Investigator moves to another institution, the PI may request a no-cost transfer of University-owned equipment acquired with grant or contract funds to the new institution.

The property transfer is governed by [UC Policy BFB-BUS-38: Disposition of Excess Property and Transfer of University-Owned Property](#).

THE PROCEDURE

1. Determine who has title to the equipment.

- If the equipment is inventoried (that is, has an acquisition cost of \$5,000 or greater and is entered into the Asset Management System), identify the asset number(s) and custody code on the equipment.
- Contact OCGA to verify whether the property title vests in the University and there are no restrictions for the transfer.
 - Generally, if the award is still active, and the award will be transferred to the PI's new institution, then the equipment should follow.
 - Generally, if the award is no longer active, then the property title vests with the University. In these instances, the decision to either retain the equipment at UCLA or allow the PI to transfer the equipment to the new institution, resides with the Chair of the Department of Medicine.
- If the property title is designated as "University" and the award is still active/open, the equipment may be transferred with OCGA's approval.
- If the property title is "Agency", contact UCLA Equipment Management for instructions on how to proceed with the transfer. Equipment with an Agency title requires a sponsor's approval prior to transfer.

2. Submit a written request.

- Prior to the transfer, the departing faculty member must submit a Transfer of Equipment request (see below for an example).
- The request must include the following:
 - i. a specific list of the property, including (at a minimum) property numbers, descriptions, and original unit costs,
 - ii. the reason for the transfer,
 - iii. the name of the institution to which the property shall be transferred,
 - iv. the fair value of each item of property, as provided by the Equipment Administrator, in consultation with the Useful Life Schedule, and the original funding sources/agencies of all property, and
 - v. a justification for transferring rather than leaving or selling the property.

3. Obtain UCLA approvals.

- The transfer request must be approved by each of the following:
 - i. Department Head
 - ii. OCGA (in the case of open awards), and
 - iii. Executive Vice President-Chief Financial Officer, the Vice President-Agriculture and Natural Resources, the appropriate Chancellor or Laboratory Director, or the campus officer delegated by the Chancellor or Laboratory Director to control property.

4. Obtain agreement from recipient institution.

- The recipient institution must do the following:
 - i. agree, in writing, to accept title, with the understanding that the property is for the initial use of the new faculty member. This agreement may be obtained via a standard acceptance form signed by an appropriate officer of the recipient institution.
 - ii. agree to a standard University waiver of liability and hold harmless agreement, signed by an appropriate officer of the recipient institution, and
 - iii. provide the University with written confirmation of the arrival of the transferred property.
- In no case shall University-owned property become the personal property of the departing faculty member; title shall always vest with the recipient institution.

5. Example of the Transfer Form: *see following page*

TRANSFER OF EQUIPMENT

The University of California, Los Angeles (UCLA) releases to:

(Name of Institution) _____,

For the initial use of (Faculty Member) _____

The following equipment:

UCLA transfers all rights, title, and interest to the above mentioned property.

This transfer is governed by the laws of the State of California.

Upon receipt of this document, all risk of loss, injury, or destruction of the property from any cause shall pass to the Recipient.

The property is transferred in "**as is, where is**" condition. UCLA makes no warranty of any kind, expressed, implied or statutory, nor shall UCLA be responsible for any direct or consequential damages or damages of any kind arising out of the Recipient's use of the property. Any such warranties and responsibilities are hereby expressly disclaimed by UCLA and waived by Recipient.

Further, Recipient shall indemnify, defend and hold UCLA harmless from and against any third party claims or liability arising out of post-transfer use of the property by Recipient or any third party, with or without Recipient's permission.

By signing this document, both parties agree to the terms above.

Signed:

Signed:

UCLA Representative

Recipient's Institution Representative

David Beckstrom, Property Administrator
Printed Name and Title

Printed Name and Title

Property Plant & Equipment Management
Name of UCLA Department

Name of Institution Receiving Equipment

Date

Date