

**Instructions for Completing a
 Request to Permanently Transfer
 Equipment with Researcher**

STEP 1: Complete the “Request to Permanently Transfer Equipment with Researcher” Form

Form location

<https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=94769>

SECTION 1 – TRANSFER INFORMATION

Form Field	Description and Instructions
Transferring Unit Name	Full name of unit.
Transferring Unit Chart/Org Code	Chart: 1 – Urbana 2 – Chicago, DSCC, Rockford, Peoria 4 – Springfield 9 – System Offices Org Code: 6-Digit Organization Code
Recipient Institution	Full name of the institution receiving the equipment.
Recipient Institution Location (City, State, Country)	City, state, and country of recipient institution.
Researcher	Name of the researcher requesting the equipment.
Comments	Additional explanation as needed.
Any Export-Controlled equipment? Please check one.	Indicate whether <u>any</u> of the equipment to be transferred is controlled by the Export Administration Regulations (EAR), the International Traffic in Arms Regulations (ITAR), or other export-control regime. This information may be found in the owner’s manual or other purchase documentation. If you are unsure, select “Don’t know.”

Schedules of Equipment

Complete the Schedule of Equipment by listing in the tables the "Sponsored Equipment" or "Non-Sponsored Equipment" to be transferred.

- Sponsored Equipment is purchased directly on grant funds.
- Non-Sponsored Equipment is purchased on other fund types, including ICR (Indirect Cost Recovery).

The columns labeled "For Export-Controlled and/or International Transfers" are only required for that type of transfer.

The unit is responsible for obtaining the following signature on the Schedules of Equipment:

- Unit Head

Form Field	Description and Instructions
Ptag	Inventory number of asset (nine digits). Use Serial # if not tagged or not in Banner. If neither exists, e.g., furniture, enter "N/A."
Title To	<p>Can be found in Banner FFIMAST.</p> <p>S – State of Illinois/University of Illinois F – Federally Owned O – Other</p>
Responsible Chart/Org	<p>Chart and Organization Code under which the equipment is listed. These can be found in Banner FFIMAST.</p> <p>Chart: 1 – Urbana 2 – Chicago, DSCC, Rockford, Peoria 4 – Springfield 9 – System Offices</p> <p>Org Code: 6-Digit Organization Code</p>
Description	<p>Give a complete description of the equipment being transferred.</p> <p>Examples: "Zeiss Microscope," "Model 459x."</p>
Serial #	Serial number of the equipment.
Date Acquired	Can be found in Banner FFIMAST.
Acquisition Cost	Original cost of the equipment. Can be found in Banner FFIMAST.
Sale Price (if applicable)	If the Recipient Institution is required to pay the University of Illinois for the equipment, this is where you indicate the sale price for each piece of equipment being sold. You may not sell sponsored equipment.
Funding Source FOP	Fund, Organization and Program codes of the funding source.
Grant Code	A five-position, alphanumeric code that is assigned to each sponsored project.
Manufacturer/Distributor	For export-controlled equipment or equipment to be transferred to another country, indicate the manufacturer/distributor. This information should be available from the original purchase documentation or from labels on the equipment itself. Do not send owners' manuals via email as they may be subject to export controls.
Model Number	This information should be available from the original purchase documentation or from labels on the equipment itself. Do not send owners' manuals via email as they may be subject to export controls.
ECCN or USML	<p>Export Control Classification Number. The ECCN indicates the equipment is classified on the Commerce Control List (CCL) and is subject to the EAR. An export license <u>may be</u> required before these items can be transferred to an international destination or a non-U.S. person.</p> <p>U.S. Munitions List. Items categorized on the USML are considered defense articles or technical data and are</p>

	subject to the ITAR. An export license <u>will be</u> required before these items can be transferred to an international destination or a non-U.S. person.
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SECTION 2 - CONDITIONS

Ensure the equipment to be transferred meets the outlined conditions or has been explained in Box 7.

Box 4 – If you check the box “Data and/or software remains stored on the equipment,” you must also indicate whether agreements have been put in place authorizing the transfer or else confirm there are no licensing, privacy, or other compliance issues associated with the proposed transfer.

If the unit is unsure of the necessity of a data use agreement or software license, etc., the unit should contact the appropriate University of Illinois contracting office for guidance, such as the Office of the Vice Chancellor for Research regarding data use issues or Purchasing regarding commercial software license issues.

SECTION 3 – UNIT APPROVALS

The unit is responsible for obtaining signatures from the following three individuals:

- Researcher
- Unit Head
- College Dean

SECTION 4 – UNIVERSITY APPROVALS

Once Sections 1-3 and the Schedules of Equipment are complete, the unit must route the form to the appropriate University office as described below.

For export-controlled equipment, international transfers, or if “Don’t Know” is marked on the form, route the form to the following individual for review and approval:

- Office of the Vice Chancellor for Research (OVCR) Export Controls Compliance Officer (UIC)
- OVCR Export Compliance Officer (UIUC)

For the transfer of sponsored equipment that’s not export-controlled, route the form to the individuals below:

- Vice Chancellor for Research (UIC requirement only)
- Grants and Contracts (UIC), Sponsored Programs Administration (UIUC) (Sponsored Project Funds)

If all the equipment to be transferred is neither export-controlled nor is sponsored, route the form to Property Accounting.

The completed form will be routed to Property Accounting. Property Accounting will provide a copy of the fully executed form to the unit after State approval along with additional instructions to complete the process.

STEP 2: Complete a “Property Accounting Contract Approval Routing Form” and the “Agreement for Permanent Transfer of Equipment”

PA-CARF location:

[Include Link Here](#)

Agreement for Permanent Transfer of Equipment location:

[Include Link Here](#)

Once the unit receives a copy of the fully executed "Request to Permanently Transfer Equipment with Researcher" form from Property Accounting, the unit must complete a Property Accounting Contract Approval Routing Form (PA-CARF) and Agreement for Permanent Transfer of Equipment (Agreement) and provide the Agreement to the Recipient Institution for signature.

Return the PA-CARF and signed Agreement to Property Accounting, which will obtain final approval and signature on behalf of the Board of Trustees of the University of Illinois.

STEP 3: Transfer the Equipment

Property Accounting will provide the unit a copy of the fully executed Agreement. The equipment may then be transferred.

Property Accounting will remove the equipment from Banner inventory.