

**\*\*Items to be transferred MAY NOT be physically moved until a fully executed copy of this form and the accompanying Agreement for Permanent Transfer of Equipment have been completed and provided to your unit.\*\***

## REQUEST TO PERMANENTLY TRANSFER EQUIPMENT WITH RESEARCHER

Instructions: Use Tab to move to the next blank and Shift-Tab to move to the previous blank

### SECTION 1 – TRANSFER INFORMATION

Transferring Unit Name	
Transferring Unit Chart/Org Code	
Recipient Institution	
Recipient Institution Location (City, State, Country)	
Researcher	
Comments	
Any Export-Controlled and/or Internationally-Transferred equipment?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't Know

### SECTION 2 – CONDITIONS

In submitting this request for permission to transfer the equipment listed on the following schedule(s), we, the undersigned, acknowledge the following conditions exist:

1.  The equipment has been used by the above-named Researcher for research or for other sponsored activities including cost-share commitments.
2.  The equipment was purchased without use of State-appropriated funds.
3.  The above-named Researcher is leaving the University of Illinois and needs the equipment to continue research or other sponsored activities at the Recipient Institution.
4. Data and Software
  - All data and software have been eliminated from any electronic storage media on the equipment; or,
  - Data and/or software remains stored on the equipment; and, either:
    - All agreements necessary to authorize the transfer of such data and/or software (e.g., data use agreements and/or software license amendments/modifications) have been fully executed; or
    - The unit has confirmed there are no licensing, privacy, or other compliance issues associated with the proposed transfer.
5. Consideration for Equipment
  - No, the Recipient Institution is not obligated to pay the University of Illinois for the equipment.
  - Yes, the Recipient Institution shall pay the University of Illinois \$ \_\_\_\_\_. The equipment sale price is indicated in the non-sponsored equipment schedule below.
6.  The Recipient Institution has expressed willingness to accept responsibility for the equipment and to sign the required "Agreement for Permanent Transfer of Equipment" to be provided after the State of Illinois and University of Illinois approve the transfer.
7. If any of the above items do not apply, please explain:



