

Hennepin Healthcare Research Institute

Transfer of Equipment

(Approved 12/20/90)

Revised 2015, 2018, 2019

Policy:

A departing investigator may request approval for the external transfer of equipment whose title vests with HHRI. The request will be evaluated by HHRI's Administration (CFO and COO) to determine whether the transfer needs another level of approval from HHRI's Operations Committee, Finance and Audit Committee, Executive Committee of the Board and/or the entire HHRI Board.

Procedure:

An investigator wishing to transfer equipment whose title vests with the HHRI must prepare a transfer request to HHRI's Administration. This request should list and describe the individual piece(s) of equipment, including inventory numbers, the source of funds used to purchase the equipment, a list of present users, and a justification for transfer. If the equipment was purchased from funds for a project with more than one investigator, all co-investigators should endorse the transfer request. The request must be endorsed by the investigator's department head and forwarded to the HHRI Laboratory Services Coordinator, S3 Labs, 612 873 6644, for verification and comment on present use. The Laboratory Services Coordinator will forward the request to the COO for verification of source of funds and discovery of any special title restrictions or contingencies. The COO will review the request with the CFO to determine if another level of approval is required.