TO: Chair and Dean

FROM: PI

RE: Purchased with funding provided by: Sponsor Name

UNO Speed Key: \_\_\_\_\_\_ ; UNO CON #: \_\_\_\_\_\_\_

Project Title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Project Period: MM/DD/YEAR through MM/DD/YEAR.

UNO Termination: MM/DD/YEAR (no charges may post after this date)

DATE: MM/DD/YEAR

My appointment at UNO ends on **MM/DD/YEAR** and my appointment at the new institution begins on **MM/DD/YEAR**. I am requesting the University and Louisiana State approval to transfer the equipment listed below from UNO to **NAME OF NEW INSTITUTION**. (Provide justification why the listed items are needed at the new institution and the reason(s) why there is not a present need for these items at UNO)

Certain Restrictions May Apply:

* If the equipment was purchased on an on-going grant or contract, it is considered the property of the sponsor and not university property. As such, sponsor approval must be obtained.
* Once a grant or contract has expired, title to any equipment purchased usually is transferred to the university. However, in rare occasions, the award or contract may provide specific instructions regarding the disposition of equipment. In such cases, these instructions should be followed.
* Any equipment purchased with ORSP internal funds (including college or P.I. indirect cost recovery accounts, IGP awards, research recognition prizes, new faculty start up accounts, etc.) is considered UNO property and may NOT be transferred to another institution.
* UNO is not allowed to sell, donate, giveaway or trade equipment without the approval of Louisiana Property Assistance Agency (LPAA) if equipment is $1,000 or more.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and description of item to be transferred** | **Cost** | **Acquisition**  **Date** | **UNO Tag # (if applicable)** | **Capital Equipment (Yes/No)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I have discussed the contents of this transfer of UNO equipment/supplies with my UNO Department Chair and College Dean and agree that the items listed should be transferred to my new institution. \*We certify that we are in compliance with the Louisiana Data Sanitization policy that requires that all sensitive data be removed prior to a transfer and that there is no UNO sensitive data in any hard drives/computers that may contain data.\*

I understand this transfer equipment will only be approved if the grant is transferred, which means the account is in good standing and all of my required reports are on file at UNO and with the agency.

Sincerely,

Principal Investigator

**APPROVALS:**

College Dean Department Chair

Vice President for Research & Economic Development

**VERIFIED BY:**

UNO Asset Management ORSP Post Award