

Policy on Research-related Equipment

November 2008

1. Introduction

Most research-related equipment purchased by the University will be owned by the University. However, equipment which has been purchased from funds received under the terms of an external grant or contract to the University may be subject to particular conditions. In both instances any change in the ownership of such equipment, which may include transfer to a third party or disposal, must adhere to the following principles.

2. Departure of Staff

In most cases University research-related equipment, which may have been purchased as part of an externally-funded research grant or contract, will remain with the University and not follow a principal Investigator who leaves the employment of the University for a new employer. However, in exceptional circumstances such equipment may be transferred to another institution subject to formal internal approval through the written consent of the relevant Head of Department and Director of Research, Partnerships & Innovation. Such approval would include appropriate recompense for the University in order to reflect the value of the equipment. It also applies irrespective of whether a research project is still underway or has been completed. Furthermore, if the equipment was purchased under an external grant or contract any transfer will be subject to the relevant terms of that grant or contract.

For projects in which there are co-investigators the consent of the relevant co-investigators must also be obtained.

3. Equipment as part of Intellectual Property (IP)

Intellectual property developed by the University is often licensed or assigned to a third party for commercial exploitation. If the relevant IP includes equipment, for example a prototype, and that equipment is to be transferred to a third party as part of a licence or assignment, then the written consent of the relevant Head of Department and Director of Research, Partnerships & Innovation is required in addition to the usual approvals.

4. Bailment

To avoid the costs associated with the purchase of equipment some research-related projects at the University will choose to bail (effectively borrow) equipment from a third party for a fixed period of time. In addition the University may be asked to bail its own equipment to a third party, usually to be located on the premises of the third party. In both instances specific legal obligations and duties arise and advice should be sought from Legal & Compliance.

5. Transfer of Consumable Items

All consumable items remain the property of the University and may not be transferred to another institution unless the relevant Head of Department and Director of Research, Partnerships & Innovation have both provided written consent

J Fox
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