



**NUMBER: 5.4.09**

**DATE: 10/23/2009**

**REVISION:**

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**SECTION: SUPPORT SERVICES**

**AREA: PROPERTY SERVICES**

**SUBJECT: GRANT ASSET TRANSFERS**

### **PURPOSE**

The purpose of this policy is to ensure grant asset transfers from UAMS are documented and authorized by all parties of concern.

### **SCOPE**

This policy applies to all UAMS staff members. Staff includes all faculty, principal investigators on research projects, and any person who is involved with the design, conduct, reporting of research, and use of grants.

### **POLICY**

Property Services shall determine what assets are eligible for transfer from UAMS based on the funding source. All property (as defined by UAMS Policy [5.4.01](#)) requested for transfer will be reviewed against property records to ensure the assets were purchased with grant funding. Grants accounting will verify that the grant is still active and is transferring. Only assets associated with active grants for the principal investigator (“PI”) leaving with grant intact shall be authorized for transfer. Assets purchased with other funding sources are not to be authorized for transfer.

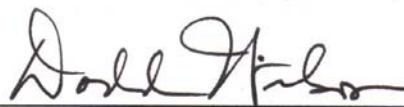
### **PROCEDURE**

1. Principal Investigators preparing to transfer from UAMS may request to transfer assets appropriated with grant funding. The Grant Asset Transfer form shall be completed and sent forward for signatures of the department, division, grants accounting and Property Services. Each asset requested for transfer must be listed on the form. Information required includes UAMS Tag number and Description. The Fund Account Acquisition Date and Cost are to be filled in by Property Services. The form must be submitted at a minimum of 30 days prior to the transfer date.
2. Department & Division heads must authorize the transfer and then forward the form on for processing.
3. The Grant Asset Form then is routed to Property Services for verification of the funding source of each asset. Items not acquired by grant funding will be removed from the form, and those items will not receive authorization for transfer.
4. The form is then routed to Grants Accounting to verify that the associated grants are still active for the transferring PI. Items that do not meet this requirement will be removed from the list and not receive authorization for transfer.
5. The form is then routed back to Property Services. Property Services will obtain authorization for the transfer from DF&A and inform the Department, Division and PI of

- the approval. The notification will note any assets removed from the form and not approved for transfer.
6. Approved assets for transfer will be retired from the inventory as of the date of the transfer as noted on the form.
  7. The form will be available from the Property Services website.

**REFERENCE**

1 UAMS Policy [5.4.01](#)

SIGNATURE:   
Chancellor

Date: October 23, 2009