McGill University, as a publicly funded institution, has a responsibility to ensure the highest and best use of its research assets purchased with research funds. This policy statement adopts as its precepts the following:

1) **Principles for Implementation:**
   - The University seeks to limit its environmental impacts through principles of sustainability (re-use and highest use of research instruments, equipment and software)
   - The University seeks to ensure sound stewardship and public accountability with respect to its resources (effective use of research instruments, equipment and software)
   - The University seeks to maximize use of public funds (balance trade-in allowances, sale and re-use of equipment)

2) **Constraints and Considerations of Implementation:**
   - The source of funds from which the research instruments, equipment and software was purchased
   - Ownership as dictated by third parties
   - Joint use of equipment by multiple users
   - Inter-institutional usage and relationships when a faculty relocates
   - Ability to maintain and service the equipment
   - Safety constraint of the research instruments, equipment and software

3) **Conditions for Disposal of Research Instruments, Equipment and Software:**

   I. **When research instruments, equipment and software are purchased using internal McGill resources (e.g. start-up grants, endowed funds, faculty or departmental funds):**

      All research equipment purchased with internal funds is the property of the University and will not normally be relocated to another institution as a result of faculty member relocation. If there is no existing or anticipated use for the equipment, then the University will consider selling or trading the instruments at an agreed upon price.

   II. **When Research Instruments, Equipment and Software are Purchased with Granting Agencies Funds (including NSERC/CIHR/SSHRC/CIHR/CFI):**

      If the research instruments, equipment and software were purchased with funds awarded to the University by granting agencies, the guidelines of the agencies on this matter will be followed.

      Normally, the University will retain the research instruments, equipment and software when there is an existing need for it with the McGill community, supported by a history of use, or anticipated need as demonstrated by hiring plans. In such cases, the department where the equipment resides should be able to demonstrate an ability to manage and maintain the equipment with the principles, constraints, and considerations listed above (Sections 1 through 3) taken into consideration.
In the case of interest expressed by a relocating faculty member to transfer the equipment with him/her to another institution and provided there is no existing or anticipated use within McGill community, the University may agree to release the equipment provided there is no existing or anticipated use internally. In this instance, the University will recover any reasonable cash contributions it made at the time the equipment was purchased and, if appropriate, will make every effort to ensure access by our researchers to the equipment.

III. When Research Instruments, Equipment and Software are Purchased with Funds from Research Contracts:

If the research instruments, equipment and software were purchased with funds from research contracts, the terms and conditions of the contract relating to the ownership and/or disposal of the equipment will be followed.

In instances where the University retains ownership of the equipment, decisions regarding disposal will rest on the principles, constraints and considerations listed above (Section 1, 2 & 3).

4) Procedures for Disposal of Research Instruments, Equipment and Software

- Identifying the items, the purchase price, the Principal Investigator, PO number, Fund number, source of funding, etc.
- Identifying any existing contracts related to service/maintenance
- Identifying age and general conditions of the equipment
- Identifying the safety aspects and the need for decontamination from hazardous material
- Propose plan for disposal: i.e. trade-in, sale, donation, transfer to another institution, etc
- Estimated fair market value, if available
- Propose potential buyer, if identified
- Obtaining approval as per section 5 below
- Submit request to Procurement Services for follow up action on disposing the equipment.

5) Approval Process

Any disposal of research instruments, equipment and software will be subject to approval of the Department Chair and the Dean of the Faculty for items with a purchase value of less than CDN $150K (pre-taxes); and the Vice-Principal (Research and International Relations) for items exceeding this value, and in accordance with the University Procurement Policy.

6) Distribution of Sales Proceeds:

For items with an original purchase price of less than CDN $150K (pre-taxes), any revenues received from a sale will be retained by the Department. For items with an original purchase price above CDN $150k (pre-taxes) that were purchased using external funds, any revenues received will be distributed equally between the department, the faculty, and the central administration. For items with an original purchase price above CDN $150k (pre-taxes) that were purchased using internal university funds, any revenues received will be returned to the source(s) of the internal funds.

The agreement for the disposal of equipment should be in writing with a copy of the document (along with pertinent signatures) sent to the Department, Faculty and OVPRIR where appropriate, depending on total value of the item(s).
7) Notification of Disposal
Within seven (7) days from the disposal and removal of the research instruments, equipment and software from the University, the Dean shall notify the Office of Risk Management to adjust any insurance notices and appropriately update the list of research instruments, equipment and software inventory.

1 For greater clarification, “disposal” can be carried out in any of the following forms: Sale, trade in, salvaged, donated or scrapped.

2 For the purposes of this document “Major” is defined to align with NSERC RTI programs to mean research equipment and software (or combinations of equipment and software) with a purchase price in excess of CDN $150K (pre-taxes).