March 2022

Dear Colleagues,

MAUT and the McGill Administration have setup an Administrative Working Group to help solve emerging administrative issues that MAUT members face.

Many of you have express discontent to us about the challenges of purchasing computers for research and so this issue was our first targeted objective.

In working as a team with Procurement Services, the following options are now offered to faculty members using **research grant funds to purchase**:

new computers,

- new computer components, and
- new computer accessories

The following options are now possible:

1. Le James (includes IT minimum standard check, certification check and asset registration)
2. MMP Catalogues (not yet live but soon to come, includes IT minimum standard check, certification check and asset registration)
3. Super Pcard (contact Procurement Services (https://www.mcgill.ca/procurement/forms/pcard-purchase-request, login required) to obtain this service)
4. Regular Pcard (if the expense "clears" the $2500 spend limit)
5. Other means of acquisition (e.g., personal credit card, with reimbursement) provided that approval is granted by the fund manager.

If item 3, 4, 5 are selected it will the faculty members' responsibility to make sure that

- The computer purchases are EPEAT certified

- The computers are registered as assets with IT* (use this form 📄 Registration of IT Assets (research grant funds).docx and email to itassetmanagement.its@mcgill.ca)

- If the computer is destined for use on the McGill network, it must also meet the minimum IT standards (https://mcgill.service-now.com/itportal?id=kb_article_view&sysparm_article=KB0011240 , login required).

Please note that the new rules **do not apply to internal McGill funds** such as start-up and development funds where you are still required to purchase through Le James.

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Used computers, computer components and computer accessories were never subject to the directive. They can be obtained through the University's circularity initiative (see reuse criteria here - login required: https://mcgill.service-now.com/itportal?id=kb_article_view&sysparm_article=KB0011272) or purchased from external vendors in the same way as any other research equipment, in which case they are subject to the same registration obligation, EPEAT and IT standards requirements as above.

We hope that these new arrangements will help to save you time and make it simpler to purchase the research equipment that you need. If you have other suggestions for changes to McGill internal processes please don't hesitate to let us know.

Best wishes,

MAUT

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