



POLICY

Acquisition of Property Under Sponsored Awards

Topic: Sponsored Awards Admin	Department: Grants	Policy No: 5.150.01	Effective Date: 12/26/14	Page No: 1 of 2
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Purpose: To provide guidance in accordance with OMB Circular A-122, A-110 (prior to 12/26/14), and 2 C.F.R. 200 Uniform Administrative Requirements for Federal Awards (effective 12/26/14), as well as terms of the individual contract or grant to be employed regarding the acquisition of property under sponsored awards.

- Policy:**
1. It is the policy of the Boyce Thompson Institute for Plant Research (BTI) that the specific provisions of the applicable sponsor determine the title to property acquired under sponsored awards.
 2. BTI must provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by BTI. Federally-owned property need not be insured unless required by the terms and conditions of the federal award.
 3. Real property will be used for the originally authorized purpose as long as needed for that purpose, during which time BTI must not dispose of or encumber its title or other interests. When real property is no longer needed for the original purpose, BTI must obtain disposition instructions from the federal awarding agency or pass-through entity in order to retain the property, sell the property, or transfer title.
 4. The equipment must be used for the authorized purposes of the project until funding for the project ceases, or until the property is no longer needed for the purposes of the project. During the time the equipment is used on the project for which it was acquired, BTI must also make the equipment available for use on other federal projects provided that such use will not interfere with the work on the project it was originally acquired. Second preference for non-federally funded projects is also permissible. User fees should be considered if appropriate. When the equipment is no longer needed for the original project it may be used for activities under other federal projects prior to disposition.
 5. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, cost of the property, percentage of federal participation in the project costs for the federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
 6. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
 7. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
 8. Adequate maintenance procedures must be developed to keep the property in good condition.



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9. If BTI is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.
10. When original or replacement equipment acquired under a federal award is no longer needed for the original project or for other activities currently or previously supported by a federal awarding agency, except as otherwise provided in federal statutes, regulations, or federal awarding agency disposition instructions, BTI must request and follow disposition instructions from the federal awarding agency if required by the terms and conditions of the federal award.