

Brigham Young University
Office of Research & Creative Activities (ORCA)

**Procedure for Permission and Tracking
of Fabricated Equipment on
Research Grants and Contracts**

The following has been written in agreement with the Federal Acquisition Regulations (FAR), that govern activities on sponsored grants and contracts.

This set of procedures has also been reviewed by BYU's offices of Research Accounting and Asset Management.

Criteria for permission and tracking of fabricated equipment on sponsored research agreements:

- Approval of Sponsor
- Sufficient Budget set aside for equipment
- Description, Justification, and estimated Cost of each Part
 - > Each piece must be described and a justification attached as to the reason it is included in the list of parts.
 - > Each piece must carry an estimated cost
 - > Use Form: 'Permission to fabricate capital equipment' from the office of Asset Management. Copies are online, and in 198 TMCB.
 - > A copy of the completed form must be sent to the ORCA Office, A-285 ASB, fax 422-0620, for inclusion in the account file.
- As each purchase is made, it will be checked off the permission form, described above, in the ORCA Office.
- The fabrication will take a 'reasonable' time to complete. This criteria would normally be expected to be less than six months, but could be otherwise depending on circumstance.
- Each part will be individually tagged with an asset sticker by the Asset Management Office.
- Replacement parts are not capital equipment, they are supplies unless the item cost is greater than \$5000 and thus meeting the capital equipment threshold in and of itself.
- Software that costs less than \$5000 is not capital equipment under any circumstances.