

SPONSORED PROJECTS

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# Property Management



Office of Contracts and Grants  
UNIVERSITY OF COLORADO **BOULDER**

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**Be Boulder.**



OFFICE OF CONTRACTS & GRANTS

## Property Officer

### Property Management

Principal Investigators (PIs), Department Admins, OCG and other central offices share responsibilities for the management of property and equipment purchased with University funds

*Generally, OCG can help PIs & Department Admins ensure that:*



**Thao Tsuda**

PROPERTY OFFICER  
COMPLIANCE  
OFFICE OF CONTRACTS & GRANTS

- Property & equipment purchases are reasonable, allowable, allocable, & essential for the performance of project
- Property management during the project meets University and sponsor requirements
- Disposition requests and closeout reports are submitted on time to the sponsor

# Session Overview

PROPERTY BASICS & DEFINITIONS

LIFECYCLE OF SPONSORED PROJECT EQUIPMENT

- ACQUISITION
- USE & MANAGEMENT
- DISPOSITION, DISPOSAL & CLOSEOUT

*\*PLEASE ASK QUESTIONS DURING THE SESSION*



Office of Contracts and Grants  
UNIVERSITY OF COLORADO **BOULDER**

**Be Boulder.**



An aerial photograph of a dense forest with a winding road. The road is a light-colored, unpaved path that curves through the center of the image, separating the forest into two halves. The trees are mostly evergreens, with some deciduous trees showing yellow and orange foliage. The lighting is bright, creating a high-contrast scene with deep shadows and bright highlights on the foliage.

# Definitions & Property Basics





## Property Management

### DEFINITIONS & PROPERTY BASICS

## Types of Property

# Basics

**Property** includes all items acquired on a sponsored award such as: supplies, materials, capital and non-capital equipment, computers, and electronic devices.

### Materials & Supplies

Consumable items that are used up during the course of a sponsored project (i.e. gases, compressed air, etc.)

### Capital

Sometimes called fixed assets; must cost \$5k or more **AND** have a useful life of 1 year or more; can be stand-alone or fabricated.

### Non-capital

Tangible items that are non-consumable, but do not meet the capitalization rules (i.e. computers/laptops, drones, cameras, etc.)



## Property Management

### DEFINITIONS & PROPERTY BASICS

## Titles

**Terms & Conditions** dictate: 1) if prior approval is needed; 2) who owns it (i. e. title); 3) how property can be used; and 4) disposition/closeout

### Unconditional

→ Titled to the University without further obligation to the Sponsor.

### Conditional

→ Titled to the University with strings attached. Typically cannot dispose, cannibalize, trade in or sell if current market value is greater than \$5k.

### Sponsored Titled

→ Titled to the Sponsor. The University must follow very specific mandated requirements by the Sponsor. (“Blue” tags with 0F-, 0S-, 0W prefixes)

DEFINITIONS & PROPERTY BASICS

## General Purpose vs. Special Purpose



**General** = not allowable as  
a direct charge



**Special** = allowable when  
necessary for the work

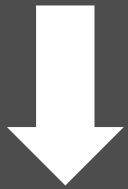
## DEFINITIONS & PROPERTY BASICS

### Fabrications



Property  
Management

# Fabrications



Equipment  
built by the PI

materials &  
supplies  
(that are fully  
integrated)

installation

labor

What might  
go into a  
fabrication?

freight

equipment

construction



## DEFINITIONS & PROPERTY BASICS

### Fabrications

#### Before you start to buy...

Review award & budget

Final location &  
anticipated future use

Set up dedicated  
fab SpeedType

#### During the Award

Charge to the right a/c  
(810700 or 810800)

Monthly clean up

#### When a Fabrication is Complete

Notify PAO when  
placed into service

Notify OCG when  
deliverable is shipped

#### Closeout

Account for fab on Dept. Closeout Property Report (DCPR)

DEFINITIONS & PROPERTY BASICS

Upgrades/Additions: Can I Capitalize It?

Will the equipment's functionality or performance be enhanced beyond its original purpose?



Will the additions cost more than \$5k?



Will it expand the useful life?

If **YES** to all of the above, upgrade/addition can be capitalized

*Will have its own asset ID but linked to the tag/fab subclass*



# Lifecycle of Sponsored Project Property



LIFECYCLE OF SPONSORED PROJECT PROPERTY

## Acquisition: Source of Funds

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**Federal Grant/  
Cooperative  
Agreements**

**Federal  
Contract**

**Industry**

**Other**

## LIFECYCLE OF SPONSORED PROJECT PROPERTY

### Acquisition: Source of Funds

#### Federal Grants/Cooperative Agreements

- 2 CFR 200.313
- Agency Specific Terms & Condition

#### Federal Contracts

- Is it governed by FAR 52.245-1?
- Is it a cost reimbursable vs. fixed priced?

#### Other

- It just depends...

Proposal 18-08-0233

- + Submissions (1)
- + Awards (2)
- + Personnel (1)
- + 1 / 00 / 01-Oct-2018
- + 2 / 01 / 13-Aug-20
- F&A
- Setup
- Terms and Conditions
- Award AWD-18-08-0233
- Financials (0)
- + Approvals (5)
- Related Proposals (0)
- + Deliverables (3)
- + Attachments (8)

Property terms & conditions will be listed in this screen

### Terms and Conditions

Name

Disclaimer

**Description:** Definition: This section is not intended to replace your award document. The Principal Investigator (PI) has ultimate responsibility for the management of the award and should always be referenced. The Principal Investigator (PI) has ultimate responsibility for the management of the award and should work with their DRA or OCG if there are any questions on the award. The Principal Investigator has ultimate responsibility for the management of the award. Department Research Administrator (DRA) and the Office of Contracts and Grants (OCG) award terms and conditions. In addition to the terms and conditions of an award, laws, agency and program regulations, and CU policies according to the order of award. General Award Information: (1) For all NIH Award the NIH requires that the PI is required to make publications available in accordance with https://www.nih.gov/policies/property-restrictions. For non-commercial awards, the Fly American Act Applies.

Name

Property Restrictions – FAR 52.245-1, ALT II

**Description:** Prior approval of the PI is required for acquisition/purchase of property that cost or if it was included in the budget (including but not limited to equipment, electronic device purchases).

Title to property that cost less than \$5K will vest with CU if the property has been acquired by the Contracting Officer. CU must complete and submit a quarterly report to the sponsor for property that vests with CU.


This one is the trickiest! When in doubt... Work with OCG Property Officer if you see this.



LIFECYCLE OF SPONSORED PROJECT PROPERTY

## Acquisition: Things to Look For

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### Federal Grants/ Cooperative Agreements

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- Computers
- Capital Equipment
  - ✓ Unbudgeted equipment over \$25k
  - ✓ Does it change the SOW?

## LIFECYCLE OF SPONSORED PROJECT PROPERTY

### Acquisition: Things to Look For

#### FAR 52.245-1

- Work with OCG Property Officer to obtain prior for all equipment purchases **regardless** of cost
  - Even if listed in the budget



#### Non-Capital Property (Items less than \$5k)

- There's a carve out in which the University can obtain title to items less than \$5k.

Cost  
Reimbursable  
Contracts  
Governed by  
FAR 52.245-1

LIFECYCLE OF SPONSORED PROJECT PROPERTY

Acquisition: Things to Look For

# **Fixed-Price Contracts Governed by FAR 52.245-1**

## Are there any deliverables?

Contact OCG Property Officer prior to shipping the deliverable.  
Specific forms are required for acceptance & delivery.



## Acquisition Procedures

### **Equipment requisitions in marketplace**

- 2<sup>nd</sup> tier approval = OCG for requisitions totaling >\$10K
- OCG review:
  - Available funding
  - Listed in proposed budget/SOW?
  - Adequate justification/research purpose
  - Specific sponsor requirements
  - POP
  - Purchased within 90-120 days of end date?

LIFECYCLE OF SPONSORED PROJECT PROPERTY

## Acquisition Procedures

### **After-the-fact Substantiation**

- Marketplace purchases \$5K-\$10K not pre-screened
- OCG reviews requisitions sent to PSC
  - contacts dept/PI for needs statement when missing
  - or if sponsor prior approval is not uploaded into requisition



LIFECYCLE OF SPONSORED PROJECT PROPERTY

## Acquisition Procedures

Property  
Management

# TAGS MATTER

## TYPES OF TITLES

The type of tag applied on the equipment helps identify title to the equipment

Unconditional



**“Gold”** Tags with 6 digits (may have F- prefix)

Conditional



**“Blue”** Tags with CT- prefix

Sponsored Titled



**“Blue”** Tags with 0F-, 0S- or 0W- prefix



# LIFECYCLE OF SPONSORED PROJECT PROPERTY

## Utilization & Accountability

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### Unconditional/ Conditionally

**Work with PAO and follow the standard University tagging policy and procedures.**

### Sponsored Titled (0F & 0S)

**Work with OCG Property Officer to tag equipment within 3 days of delivery (even if it has not been tested).**

### Sponsored Titled (0W)

**It just depends...  
Work with OCG Property Officer to tag.**

# LIFECYCLE OF SPONSORED PROJECT PROPERTY

## Utilization & Accountability

**Unconditional/  
Conditionally  
(biannual inventory)**

- 1. Project that paid for it**
- 2. Other projects with the Federal awarding agency that funded it**
- 3. Other Federal awards**
- 4. Other research projects**

**Sponsored Titled  
(0F & 0S)  
(annual inventory)**

**Only the project  
that purchased  
it or furnished it**

**Sponsored Titled  
(0W)**

**It just  
depends...  
Contact OCG  
Property Officer**

LIFECYCLE OF SPONSORED PROJECT PROPERTY  
Management: Help! I Can't Find It!



Sponsored  
Titled  
(OF, OS)

**Contact OCG Property  
Compliance Officer ASAP**

**-There are specific requirements  
when Sponsored Titled  
Equipment is lost or stolen**

LIFECYCLE OF SPONSORED PROJECT PROPERTY  
Management: It Broke! Now What?

**Unconditional/  
Conditional**

**Fill out the Property Disposal  
Form if the PI wants to dispose,  
cannibalize it, trade it in, etc.**

**Sponsored  
Titled  
(0F, 0S or 0W)**

**Contact OCG Property  
Compliance Officer  
ASAP**

## LIFECYCLE OF SPONSORED PROJECT PROPERTY

### Management: The Project Has Ended

**Unconditional/  
Conditionally**

**Encouraged to be  
used for other  
research projects**

**Sponsored  
Titled  
(OF & OS)**

**Must work with  
OCG to request  
disposition &  
submit final  
property report**

**Sponsored  
Titled  
(OW)**

**It just  
depends...  
Contact OCG  
Property Officer**



LIFECYCLE OF SPONSORED PROJECT PROPERTY  
Management: Leaving Campus



**Leaving  
Campus?  
Fill out the  
Off-Campus  
Equipment  
Agreement Form**

<https://www.colorado.edu/ocg/campus-equipment-agreement-form>

LIFECYCLE OF SPONSORED PROJECT PROPERTY  
Disposal, Trade-Ins, Donations

# Fill out the Property Disposal Form

<https://www.colorado.edu/ocg/property-disposal-request-form>

## Conditional

Is the current  
market value  
greater than  
\$5k?

## “Blue” Tags

0F-, 0S-, or 0W-  
prefix

Contact OCG  
Property  
Compliance  
Officer



**Property purchased on sponsored projects come with specific terms and conditions; must be treated differently than equipment purchased with general university funds.**

**When in doubt...  
Contact OCG  
Property Officer**