

Butler University Equipment Trust Fund Guidelines

The Equipment Trust Fund (ETF) was established through the generous support of the Lilly Endowment. The Fund serves the need for new or updated equipment for research programs and is administered by the Institute for Research and Scholarship (BIRS). All equipment requests are reviewed and approved by the deans of the five colleges sitting as the Equipment Review Committee.

BIRS is the primary interface within the University for the allocation of ETF funds. The following information is provided to assist colleges in preparing a request to purchase ETF - funded equipment.

Goals of the ETF

Allocations may be used to purchase technology and equipment for the following:

- Research activities that are separately budgeted and organized into approved departmental budgets. ETF purchases must be matched 50% by the department or college.
- Activities for research grants and contracts and other programs sponsored by agencies external to the University and which are totally funded by such external sources. ETF purchases for external research must be matched 50% by the sponsored project the ETF is supplementing.

ETF Stipulations

There are specific restrictions that pertain to equipment purchased under ETF. To qualify, purchased equipment must meet all of the following requirements:

1. Allocations must be used to purchase technology and equipment for the following programs: Departmental research and sponsored program research.
2. The equipment must have a minimum unit cost of \$500..
3. The equipment must have a useful life of three or more years.
4. The equipment must be maintained in good working condition.

ETF owned equipment is subject to periodic on-site audits by BIRS to verify the equipment's condition, location, and use.

The following purchases are not qualified equipment.

- Library books, films, videotapes, DVD's, and library materials.
- Microfilm collections and materials.

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- Computer hardware and software will be supported only if they are essential to the unique requirements of the research project.
- Office equipment, blinds, carpets, file cabinets, desks, chairs and tables.
- Transportation equipment (automobiles).
- General telecommunications equipment.
- Equipment affixed to a building or functional as part of an operating system of a building.
- Climate control and security systems.
- Buildings.
- General applications software (Excel, Word, etc).
- Used equipment.

Functional Unit

To be eligible for ETF funding, individual equipment items must cost \$500 or more, except when the item is part of a functional unit. A functional unit is defined as an assemblage of ETF instruments, modules and components that collectively perform a specific task and remain assembled as a unit. In the case of items that compose a functional unit, the individual components may cost less than \$500, but the aggregate cost of the functional unit must be \$500 or more. Examples of functional units include (1) a computer (if allowed), keyboard, monitor, printer and operating software, (2) oscilloscope with probes and (3) recording spectrophotometer with demountable cell assembly and windows. Items merely aggregated so the group costs more than \$500 are not a functional unit. For example, an order for 10 external disk drives costing \$300 each would not constitute a functional unit. ETF stipulations provide that ETF tagged equipment must maintain its original integrity as a functional unit. Components of ETF functional units must not be interchanged with other units.

Upgrading Equipment

Upgrades (not maintenance or general upkeep of equipment) may be permissible using ETF funds for non-ETF equipment. The upgrade and equipment to be upgraded must meet the ETF requirements. The circumstances of the upgrade will be subject to review by the Equipment Review Committee and may require the entire piece of equipment to be tagged as ETF equipment.

Equipment Request Form

The BIRS will distribute a memo outlining each respective college's allocation. The ETF Request Form is available on the BIRS website at: www.butler.edu/birs. Information to be provided on the form includes:

Quantity – How many of each item

Model#

Description – Please keep this general.

College Priority - Priority numbers are assigned by the dean of each college to evaluate the

overall relative importance of equipment requests. The dean must assign a priority number to each item of equipment for which ETF funding is being requested. Priority numbers should begin with the top priority assigned number one followed by items of lower priority being numbered consecutively. When several items of equipment comprise a functional unit, all of the items that comprise the functional unit should be assigned the same priority number. **Each separate functional unit should be assigned a separate priority number. That is, every item on request list should not be assigned a priority number of 1.**

Unit Price

Match (Required) - If the equipment is for departmental research, a 50% match from the department or college is required. If the equipment is for sponsored programs, the sponsored project the ETF is supplementing must cover 50% of the funding.

Total ETF Request = Total cost minus match.

Colleges are asked to critically assess their equipment needs to determine items for inclusion.

Appeals Process – The Equipment Committee’s approvals, actions and recommendations are subject to review by, and appeal to, the Provost.

If you have questions about these guidelines, please contact Robert Holm in the BIRS at 940-9766 or rholm@butler.edu.