Office of Research

Fabricated Equipment Request and Completed Property Notification

THE OHIO STATE UNIVERSITY

Office of Sponsored Programs
1960 Kenny Road, Columbus, OH 43210-1016

Purpose: This form is to be completed and submitted to the Office of Sponsored Programs (OSP) property administrator each time there is a need to fabricate equipment that meets OSP definition of equipment. This is your request for a Subproject Number (see Part 2) and a Property Identification Number (see Part 3 to be established). Upon approval, a Property Identification Number and a Subproject Number will be created under the Master Project Number specified and for the amount shown in the Total Budgeted Estimated Cost column, Part 1. This form will then be returned to you authorizing the purchase of items and services required to fabricate an equipment item. The Property Identification Number and the Subproject Number listed on this form must be indicated on all 1303 Requisitions submitted to OSP Grant Shared Services Center. All items and services purchased must be used for the fabrication of the equipment identified on this form. All procurements must be processed through the Grant Shared Services Center using standard purchase orders. This excludes the use of LTDPOs, Pick Up Orders, Requests for Reimbursements, and Cost Transfers.

Instructions
Part 1 – Fabricated Equipment Request – to be completed by the Principal Investigator (PI) along with Attachments A, B, and C. After completion of Part 1, submit this form to the OSP property administrator in the Grant Shared Services Center.
Part 2 – Program Officer Approval and Subproject Number – to be completed by the OSP property administrator. If approved, your Program Officer will establish a subproject under the Master Project Number that you have specified in Part 1. The budget for this subproject will be the estimated total shown in Part 1, Item 4.
Part 3 – Property administrator approval and Property Identification Number – to be completed by the OSP property administrator. Upon approval by the property administrator, a Property Identification Number will be issued. This Identification Number must be indicated on all 1303 requisitions requesting purchases of items and services used in the fabrication of equipment.
Part 4 – Notification of Completed Property – to be completed by the PI after the fabricated equipment has been constructed. The PI must then return this form to the OSP property administrator. An equipment identification tag will then be issued and placed on the item constructed. The value of the equipment will be based on the sum total shown on all OSP purchase orders. The OSP property administrator will then add this item to the property inventory.

Definition – Equipment is a nonexpendable item of capital movable or personal property with the following characteristics:
- has an acquisition cost of $5000 or more per unit
- has a useful life expectancy of two years or more
- will not be expended or consumed in research.
- is complete in itself and will retain its identity as a separate item
  NOTE: Delivery as an end item, or incorporation into a system to be delivered as an end item, does not change this definition as long as all of the previously stated criteria are met.

Component Part – the part of a unit of equipment that cannot be used independently of the remaining piece of equipment and cannot function separately apart from the main unit to which it is attached. Replacement parts will not be considered as equipment. Replacement or Repair parts refer to a component which is incorporated in a piece of equipment to restore it to its original condition.

1. Fabricated Equipment Request

To be completed by the PI and submitted to the OSP property administrator.

Date	Department Name	Phone Number
Address	Principal Investigator Name	Sponsored Programs Project
Fax Number	Principal Investigator Signature	

1. Indicate Master Project Number under which a subproject is being requested for the item being constructed:

2. Name and description of item being fabricated

3. Expected completion date *must be 45 days prior to project end date*

4. Include Attachments A, B, and C and summarize below:

	Total Budgeted Estimated Cost *completed by PI*	**Total Actual Cost** *completed by the OSP property administrator*
Total material items and components listed in Attachment A		
Total services listed in Attachment B		
Total equipment items listed in Attachment C		

2. Program Officer Approval and Subproject Number

To be completed by OSP Program Officer.

Subproject approval and Subproject Number	Sponsor Approval ☐ Not Required ☐ Required
Subproject Number	Program Officer Approval Signature and Date

3. Office of Sponsored Programs Approval and Property Identification Number

To be completed by OSP Property Administrator.

OSP Property Administrator approval	OSP Property Identification Number

4. Notification of Completed Property

The PI completes all fields and return this form to the OSP property administrator, after the "Fabricated Equipment" has been constructed.

PI Certification that all items purchased under Property Tag Number _____ were used for the fabrication of equipment listed on the front of this form.

Principal Investigator Printed Name	Principal Investigator Signature	Date

Equipment Location Laboratory Room Number	Equipment Location Building Name

NOTE: both the Subproject Number, Part 2, and the Property Identification Number, Part 3, must be on all 1303 requisitions. This is required to establish accurate property records for your project.

Attachment A

Individual material items and component parts

Fabricated Equipment Request for Master Project Number _____

Quantity	Catalog or Part Number	Description	Unit Cost	Total Estimated Cost

Total Estimated Cost of Materials	Name of Person Preparing the Estimate
Date of Estimate	Contact Phone Number

Attachment B

Purchased Services. List services such as labor, programming, design, machining, etc.

Fabricated Equipment Request for Master Project Number _____

Vendor Name	Description of Services	Total Estimated Cost

Total Estimated Cost of Services	Name of Person Preparing the Estimate
Date of Estimate	Contact Phone Number

Attachment C

Individual equipment components with a unit cost of $5000 or more incorporated into this item.

Fabricated Equipment Request for Master Project Number _____

Quantity	Name of Manufacturer	Model Number	Description	Unit Cost	Total Estimated Cost

Total Estimated Cost of Materials	Name of Person Preparing the Estimate
Date of Estimate	Contact Phone Number