



Equipment Purpose Change Notification Form

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

Instructions

To ensure compliance with Uniform Guidance (U.G.) Section 200 313(c), this form must be completed by the Principal Investigator (PI) when the original intended purpose of equipment acquired on a sponsored project changes.

Equipment Information

The equipment listed below was purchased for use in conducting research on your sponsored project. If the original purpose of the use of equipment changes, you must indicate the change of purpose below. The Office of Sponsored Programs (OSP) asset manager will review the requested change in accordance with U.G. guidelines and determine the appropriate course of action as described in the U.G.

Equipment Description

Model No.		Serial No.	
Property Tag No.	P.O. No. RF	Original Project No.	

Change in the Purpose of the Equipment's Original Use

Please check and complete the applicable item listed below.

- The item will be used for research activities under an award from the same federal agency that originally funded the purchase.
List new project No. _____ Describe new purpose: _____
- The item will be used for research activities under another federal awarding agency.
List new project No. _____ Describe new purpose: _____
- The item will be used for research activities under a non-federal awarding agency.
List new project No. _____ Describe new purpose: _____
- The equipment item is no longer needed for research activities. I am requesting disposition instructions.

Certification by PI

Signature _____ Name (printed) _____ Date _____

Please send completed form to: Office of Sponsored Programs Asset Management, Attn: Adam French, OSP Asset Manager either by email at french.556@osu.edu or fax to Adam French at 614-292-6870.

FOR INTERNAL USE ONLY

- The change requested above is acceptable in accordance with the U.G.
- The equipment is no longer needed and the sponsor will be contacted for disposition instructions.
- Changes documented in the OSP asset management system.
- Above items approved by OSP asset manager _____ Initials Date: _____