

RESIDUAL SUPPLIES EVALUATION

Last Revised: 09/04/08

1.0 Purpose

Institutions of higher education are required to evaluate supplies for residual at the close of a project funded by a federal agency. This evaluation must be documented even if residual supplies do not exist, in order to comply with The Office of Management and Budget (OMB) Circular A-110.

2.0 Responsibility

Principal Investigators (PIs) are expected to document this evaluation using the definitions provided in this guidance and the *Residual Supplies Evaluation Form (Appendix A)*, which will be sent to the PI by the Division of Research (DoR) at the close or termination of a federal funded project.

Note: If more than one PI exists for any federal sponsored project, the lead PI shall be responsible for documenting the residual supplies. The residual supplies evaluation must consider supplies purchased by all PIs as a whole.

3.0 Definitions

Personal Property: is tangible property that has a physical existence.

Supplies: means all personal property, excluding equipment with an acquisition cost of greater than \$5000 per unit.

Note: Computers or other equipment charged directly to a research account, with an acquisition cost of less than \$5000 per unit, are by default considered supplies as defined by OMB Circular A-110, and must be considered residual supplies.

Residual: pertains to left over supplies at the close of a sponsored project.

4.0 Procedure

How to Perform a Residual Supplies Evaluation

Step 1: The Division of Research (DoR) will issue the PI a Residual Supplies Evaluation Form (Appendix A) during the closing procedures or termination of a federal sponsored project, if more than \$5000 worth of supplies were purchased during the period of the project.

Note: The DoR will not send a Residual Supplies Evaluation Form (Appendix A) to PIs with projects that did not generate more than \$5000 in charges for supplies. The DoR will fill out the Residual Supplies Evaluation Form (Appendix A) and place it in the project file.

Step 2: The PI should consider the following when filling out the Residual Supplies Evaluation Form (Appendix A):

- Computers or equipment charged directly to a research account, with an acquisition cost of less than \$5000 per unit, are by default considered supplies as defined by OMB Circular A-110 and this guidance, and must be considered residual supplies when evaluating your inventory. Contact the Division of Research at ext. #6475 if guidance is needed in determining the fair market value.
- If the aggregate fair market value of residual supplies is less than \$5000 the title shall vest in the grantee. Contact the Division of Research at ext. #6475 if guidance is needed in determining the fair market value of residual supplies.
- Residual supplies exceeding \$5000 may be kept and applied to other federal projects, but requires documentation of the appropriate active research account #'s, the agency, and the inventory being transferred on the Residual Supplies Evaluation Form (Appendix A).
- The grantee shall not use supplies acquired with federal funds to provide services to non-federal outside organizations for a fee that is less than private companies charge for equivalent services, unless specifically authorized by federal statute, as long as the federal government retains an interest in the supplies.
- If the aggregate fair market value of residual supplies exceeds \$5000 and the supplies are not needed for any other federal project, the grantee shall retain the supplies for use on non-federal projects or sell them. In either case, the federal government must be compensated for its share in the acquisition cost. Under this circumstance, disposition instructions will be issued by the DoR once the form is received.

Step 3: The PI should sign the Residual Supplies Evaluation Form (Appendix A) and return it to the DoR.

Step 4: Completed forms will be approved by the DOR and archived in the project folder.

5.0 References

http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html
OMB Circular A-21

<http://www.whitehouse.gov/omb/circulars/a110/a110.html>
OMB Circular A-110

<http://www.whitehouse.gov/omb/circulars/a133/a133.html>
OMB Circular A-133

6.0 Approvals

Prepared By: K. Klatt Date: 09/04/08

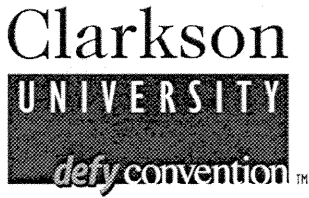
Approved By: Constance M. Ferguson Date: 9/4/08
Grant & Contract Administrator

Approved By: [Signature] Date: 04 Sep 08
Director of Research & Technology Transfer

Approved By: K. Klatt Date: 09/04/08
Research Compliance Officer

Revision History

06/28/07	New
09/04/08	Revised approvals on form, Clarkson logo, and procedure format



Residual Supplies Evaluation Form

Sponsored Project Number: _____ Agency: _____

Closing Date: _____ Principal Investigator (PI): _____

DoR Issue Date: _____ Issued By: _____

In order to close out the sponsored project above please check applicable statement:

- Less than \$5000 worth of supplies were purchased during the period of this project (For DoR only – DoR will verify and place in the project file).
- Total value of residual supplies is \$5000 or less (*Sign and return to the DoR*).
- Total value of residual supplies exceeds \$5000, but will be applied for use on other federal sponsored projects (*List inventory and sponsored project numbers below, then sign and return to the DoR*).
- Total value of residual supplies exceeds \$5000, and are no longer usable on other federal sponsored projects (*List inventory below, then sign and return to the DoR. The DoR will contact you with instructions on how the federal agency should be compensated for its share in the acquisition cost*).

If residual supplies over \$5000 are to be used on other federal sponsored projects, he/she must list the applicable grant numbers and agencies below:

Sponsored Project Number: _____ Agency: _____
 Sponsored Project Number: _____ Agency: _____

*If guidance is needed to determine the "fair market value" contact the Division of Research at #6475.

Item Description	Location	Current Fair Market Value*	Final Authorized Disposition
Total Fair Market Value			

PI Signature: _____ Date: _____
 DOR Approval: _____ Date: _____

Sign above and return to the Division of Research.