Indiana University is responsible to the taxpayers of the State of Indiana and to federal granting agencies to act as the fiscal steward for all sources of funds it receives and for the property purchased with those funds. Therefore, IU employees, including all faculty, staff and student employees, must understand and comply with the policies that govern Indiana University property and capital assets.

**IU Property/State Property**   Indiana University Property is defined as: “Anything acquired through an institutional process, this also includes gifting. Unless the specific source of acquisition states otherwise, everything acquired through an institutional process becomes IU property and by definition is State property.” In other words, **anything purchased by or donated to Indiana University—including laptops and other electronic equipment—is State property and cannot be sold or retained by an individual upon separation from the University.**


**Ownership of Capital Assets**   Ownership of all University capital assets, which is IU Property valued at $5,000 or more and has a useful life of one year or more, is vested in the Board of Trustees of Indiana University. Ownership of capital assets purchased with federal funds is either retained by the federal sponsoring agency or vested in the University, depending on the regulations of the agency and the terms of the grant. **Capital assets do not become the property of the project director or the investigator.**


**Disposition of IU Property upon Employee Separation from the University**   Knowingly retaining University Property after separation from IU is considered conversion of State property, and is a crime that can carry a fine or a jail term upon conviction.

Indiana University **may** allow faculty members transferring from IU to take research equipment purchased from their grant funds with them so long as they are transferring to another educational institution and the title to the property is transferred to the new educational or nonprofit organization. **The departing faculty member must receive approval of the department chairperson, school dean, appropriate campus research office, and the Assistant Vice President of the Office of Research Administration in order to take grant equipment to the new institution.**

http://policies.iu.edu/policies/categories/financial/contract-grant-administration/III-70-equipment-transfers.shtml

**Disposal**   At the end of the useful life for which a piece of IU Property was acquired, all IU Property must be disposed of in an appropriate manner. **Disposal of property for personal gain—i.e., by way of keeping or selling the property—or as a favor—i.e., giving the property to an individual or a group, irrespective of whether the group is also a 501(c)(3) organization—is prohibited and illegal.** Prior to disposal, IU Property must be evaluated for functionality. If the IU Property is determined to be non-functional, before disposal, the property must be taken off the inventory, retired as a capital asset (if applicable) and signed off by a designated employee appointed by the RC’s capital asset manager. If the IU Property is still functional, it must be disposed of through the University’s surplus process.