

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Procurement of Major Scientific Equipment

NUMBER: Policy IX-03

POLICY

SDSM&T supports the efforts of its faculty and staff in obtaining instructional and research equipment. The following procedures describe the guidelines for procurement of major scientific equipment.

PROCEDURE

Proposals for external sponsorship of scientific equipment of \$35,000 or more must be submitted to the applicable Department Chair/Director for review prior to submission. The proposer must demonstrate that the investment is justified from a financial and academic standpoint. A departmental plan must be provided to the Office of Graduate Education and Sponsored Programs that addresses projected usage, revenues, maintenance contracts, other operating costs, physical location, technically trained operators, and other pertinent information.

Scientific equipment proposals typically require a significant institutional contribution. See Tech Policy V-C-04, Cost-Sharing for Research and Other Sponsored Activity, for applicable procedures.

*Revised February 1997 due to combining Graduate Records, Research Office and Office of Sponsored Programs.