

**SEATTLE CHILDREN'S RESEARCH INSTITUTE
OPERATING POLICIES / PROCEDURES**

DEPARTMENT:	<u>Research Institute Administration (RIA)</u>
POLICY NUMBER:	<u>RIA-401</u>
REPLACES:	<u>RIA-401 (10/1/08 revision)</u>
EFFECTIVE DATE:	<u>10/1/08</u>
REVISION DATE:	<u>10/1/09</u>
POSTED FROM:	<u>Exempt per RIA-01-14.2.3</u>

TITLE: Research Equipment Procurement Policy, CDAC Allocation

SUMMARY:

The purpose of this policy is to clarify procedure pertaining to the acquisition of research equipment intended for utilization in research settings where that equipment is funded by Seattle Children's Hospital Research Institute's CDAC Research Capital Allocation. All research equipment procurement funded from this source shall be treated as on a contingency basis.

POLICY/PROCEDURE:

- 401-1 At the beginning of the fiscal year, the Vice President, Research Operations or designate will communicate the amount of CDAC allocation to the Center Director Advisory Committee (CDAC).
- 401-2 If Center Capital Allocation has been exhausted (see RIA-402), Center Director may elect to propose equipment items to CDAC for funding under this policy.
- 401-3 Person or persons interested in procuring equipment should obtain the approval of a Center Director on a completed Research Capital Contingency Request Form.
- 401-4 No less than one week prior to the CDAC meeting at which the Request should be reviewed, the following information should be submitted to the Vice President, Research Operations:
- 401-4.1 A completed Research Capital Contingency Request Form.
 - 401-4.2 A vendor-supplied, official quote for the equipment requested.
 - 401-4.3 A cut-sheet or copy of the catalog description.
 - 401-4.4 If necessary, quotes or estimates for other costs incurred to accommodate the equipment, including costs for facility adjustments, power provisions, and the like.
 - 401-4.5 A completed "Research Equipment Procurement Routing Form." See RIA-751.
- 401-5 Costs not captured in the initial request are the responsibility of the requesting Center.

- 401-6 The Research Capital Contingency Request Form should include sufficient information that will allow assessment of the prospective benefit derived from the acquisition, whether that benefit is to the research enterprise as a whole or a specific research program. Include all information that will allow assessment of the extent to which the equipment will be shared amongst multiple programs.
- 401-7 The vendor-supplied quote must contain sufficient information to uniquely describe the equipment, as well as all accessories, deliveries, installations, and the like required to deliver functional unit. The quote must provide a comprehensive representation of what needs to be purchased. To eliminate uncertainty as to whether a quote constitutes a complete and binding document, please contact the Research Buyer in your area. The requester is required to provide sufficient programmatic knowledge to ensure that the quote completely and accurately describes the desired purchase.
- 401-8 Acquisitions must meet the requirements of RIA-751.
- 401-9 The Vice President, Research Operations will assess the request package. If complete, Vice President, Research Operations will forward the request package with recommendation for action to the Center Director Advisory Committee (CDAC) for prioritization.
- 401-10 The Vice President, Research Operations will inform the requester of the determination. If funded, Vice President, Research Operations will instruct the initiation of the acquisition process.
- 401-11 Questions regarding this policy should be directed to the Vice President, Research Operations.
- 401-12 Limitations of this policy: This policy does not apply to acquisition made under Capital Improvement projects of the research division or unallocated research capital acquisitions supported by the infrastructure allocation.

Submitting Office: Research Institute Administration

Approved by:

\\s\ Erik M. Lausund 11/1/09
Vice President, Research Operations & Logistics

\\s\ James B. Hendricks, PhD 11/1/09
President, Seattle Children's Research Institute

Attachment: Request for Contingency Capital Funds