

SEATTLE CHILDREN'S HOSPITAL RESEARCH INSTITUTE

OPERATING POLICIES / PROCEDURES

DEPARTMENT: Research IT

POLICY NUMBER: RIT-001

REPLACES: NA

EFFECTIVE DATE: October 23, 2007

REVISION DATE: NA

POLICY TITLE: **RESEARCH IT FUNDED WORKSTATION POLICY**

POLICY: Seattle Children's Hospital Research IT provides a computer workstation for each Children's Research FTE to the extent that the WCD-documented purpose of this FTE is to conduct substantial stationary work on personal computer. A personally assigned workstation is provided only in personally assigned space. If individuals do not qualify for individually assigned space, individually assigned workstations may only be funded by the Department, Center, PI, or Grant, and at the express approval of the Research IT Director. The Research Institute will provide laptops to those individuals where Research Institute provisions caused the need for same, but under financial responsibility of the Department, Center, PI or Grant, minus the cost of a Research IT Standard Workstation. Computer workstations and laptops must meet the standards defined by Research IT policy.

PURPOSE: The purpose of this policy is to describe Seattle Children's Research IT general practice for providing computing workstations and laptop eligibility to Seattle Children's Research FTEs.

PROCEDURE:

1. A Research IT funded standard desktop workstation is provided for each Seattle Children's full-time FTE position. Working/computing requirements that exceed the Research IT Standard Desktop must be purchased by the employee's Department, PI, Center or Grant.
2. Part-time and Non-employee staff (non-PI) must use public or shared workstation unless one is provided by the Department, PI, Center or Grant.
3. Computer equipment purchased by a Department, PI, Center or Grant, is Seattle Children's Research Institute property and is acquired by Research IT inventory for purposes of asset management and IT standards.

4. Research IT-funded Research Inventory is refreshed (upgraded) every 3-4 years. If computer equipment is purchased by a Department, PI, Center or Grant, refresh efforts are responsibility of same.

I. Laptop Eligibility

Managers/Supervisors certify that the employee meets eligibility criteria defined herein. Managers/Supervisors must make a request in email to <mailto:researchitrequests@seattlechildrens.org>. This laptop is to be funded by the Department, Center, PI, or Grant.

II. Personal Responsibility for Equipment

The employee who is provided a laptop is responsible for any cost incurred due to loss or damage. This applies to the laptop proper, as well as portable peripherals associated with the laptop. This includes laptop cases, Cisco wireless cards, mice, CD/DVD ROMs, and batteries. Normal wear and tear is accepted.

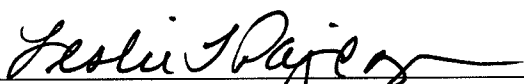
Possession of a Seattle Children's Research laptop requires a Seattle Children's Research Institute IT Asset Assignment Form be completed and filed at the time of acquiring the laptop.

III. Surrender on Termination of Employment or

Any device funded by Seattle Children's Hospital Research Institute or an associated grant remains the property of Seattle Children's Research and Research IT. Upon termination of employment, the device must be surrendered to the department Manager/Director, Research IT or HR. Any data, numbers, or information on the device are and remains the property of Seattle Children's Hospital Research Institute. Seattle Children's Research and Children's Hospital and Regional Medical Center is not responsible or obligated to convert, backup, or transfer the data to another medium or device upon termination.

Submitting Office: Research Information Technology

Approved by:

 10/23/07
Leslie Pagilagan, Director, Research IT