

FABRICATED EQUIPMENT QUESTIONNAIRE AND WORKSHEET

SECTION A – to be completed by the PI

Completion of "SECTION A" is required when costs for fabricated equipment have been included in a proposal budget and described in the budget justification. PI is cautioned that a sponsor's funding of the request does NOT mean the fabrication will meet the criteria to be considered a fixed asset, i.e., piece of capital equipment and tagged as part of the RUTGERS inventory system. Completion of "SECTION A" by checking "YES" or "NO" in the boxes shown below will engage the analysis to ensure proper classification of equipment. If any of the answers to the questions in "SECTION A" are "YES", then it may be the case that the resulting end product will not meet the definition of fabricated equipment. In such instance, please contact your RSP Grants / Contract Specialist for assistance. Upload completed form in respective RAPSS Funding Proposal as an attachment at least 10 days prior to the due date of the application to the Sponsor.

	YES	NO
Q1: Will any of the following items be incorporated into the fabricated equipment?		
• software		
• computer or a computer cluster		
• refrigerator		
• oven		
• glassware		
• wafers to test manufacturing processes		
• optics for an existing laser		
• lens for a microscope		
• replacement oil for a vacuum pump		
• toolkit		
• replacement gas for a system		
• flowmeters for an existing piece of equipment		
Q2: Is this a maintenance expense or replacement part related to an existing piece of equipment?		
Q3: Will any equipment be delivered to and/or owned by the sponsor?		
Q4: Will you be splitting your order between multiple Sponsored Project IDs?		
Q5: Will the item(s) be a piece of equipment with a cumulative resulting cost of less than \$5,000 and a useful life of less than 1 year?		
Q6: Will the end piece of equipment meet the Uniform Guidance definite of "Special Purpose Equipment?" (i.e., equipment which is used only for research, medical, scientific, or other technical activities, such as microscopes, x-ray machines, surgical instruments and spectrometers - UG §200.89)		
COMMENTS/NOTES:		

SECTION B – To be Completed by the PI

Occasionally, it will become necessary to fabricate a piece of equipment that was not anticipated during the proposal and budget preparation stage. If that becomes the case, then "SECTION B" must be completed in addition to "SECTION A." Failure to complete "SECTION B" in a circumstance where the need to fabricate equipment was not originally anticipated will result in a delay in processing the necessary documentation.

	YES	NO
Q1: Was the need for this fabricated equipment anticipated at the time the proposal was prepared?		
Q2: Was there a specific event that required the need for the fabricated equipment?		
Q3: Is the piece of equipment commercially available?		
Q4: Are there specific configurations that make this piece of equipment commercially unavailable?		
Q5: Is the sponsor approval required?		
COMMENTS/NOTES:		

PI Signature: _____

Date: _____