

Division of Health Sciences Guidelines for Purchase of Research Equipment & Services

Purpose

The purpose of this to provide guidance to staff and other relevant individuals on processes involved in purchasing research equipment or research services the same as, or similar to, those provided/held by the Health Sciences Division in the Research Infrastructure Centre (RIC).

Organisational Scope

These Health Sciences Division guidelines apply to all Health Sciences staff and students where they are buying equipment (costing >\$20 000) or external research services, irrespective of value, on the University's behalf.

Spending from external research projects must comply with requirements contained in the funding contract, accompanying rules or legislation.

Content

1. Research Equipment and Services covered by this guideline

All research equipment and services that are held by [RIC Units](#)

- a) [Biomedical Research Facility](#)
- b) [Centre for Protein Research](#)
- c) [Otago Genomics Facility](#)
- d) [Otago Micro and Nanoscale Imaging](#)

2. General Guidelines

- a) Researchers should use equipment and services provided by RIC Units in the first instance.
- b) Approval for purchase of equipment or research services from external providers that is available/can be provided by RIC will only be given in exceptional circumstances.

3. Process for approval for purchase of research services or research equipment from external providers

- a) Health Sciences Division researchers (staff and students) must approach the appropriate RIC units for a quote for service provision. A written justification of why an external provider is preferred/necessary must be sent to the RIC Director (ric.admin@otago.ac.nz).

- b) Researchers must request in writing approval to purchase research equipment the same or similar to any held by RIC via ric.admin@otago.ac.nz. This request should be endorsed by HOD and Dean. Following receipt the request will be considered by the RIC Director, who will make a recommendation to the PVC or delegate for decision.
- c) For all equipment requests, the researchers must follow the University Procurement Procedure, which routinely requests information on how operational expenses (including maintenance contracts and technical support where required) and depreciation will be covered.

4. Compliance with these guidelines

- a) Transactions are approved in line with the approval guidelines described above
- b) Transactions and CCW are monitored regularly by Finance Managers and the Financial Services Division for compliance with this policy.