



**UNIVERSITY OF CAPE COAST**

**DIRECTORATE OF RESEARCH, INNOVATION AND CONSULTANCY [DRIC]**

**RESEARCH/CONSULTANCY PROJECT EQUIPMENT TRANSFER FORM**

*[Researchers or Evaluators should allow at least ten (10) working or business days from deadline for processing of request and feedback from DRIC]*

**PLEASE NOTE THE FOLLOWING:**

1. Ownership of capital equipment purchased with grant funds shall remain the property of UCC. No such equipment shall be transferred, sold or disposed of without approval from DRIC. Researchers are, therefore, informed that ownership of equipment purchased from research grants and consultancy funds are permanently vested in the University.
2. In case of a transfer of a principal investigator/consultant to another institution, research-related equipment which may have been purchased from an externally-funded research grant or contract will remain with UCC. However, in exceptional circumstances, such equipment may be transferred to another institution, subject to approval by the Vice Chancellor on the recommendation of the Director of DRIC.

**PARTICULARS OF PRINCIPAL INVESTIGATOR OR LEAD CONSULTANT**

Surname:	First Name:	Middle Name:

College:	Faculty/School:
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Directorate/Centre/Department/Office:	Designation/Title:
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Email Address:	Cell Phone No.:
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**DETAILS OF PROJECT**

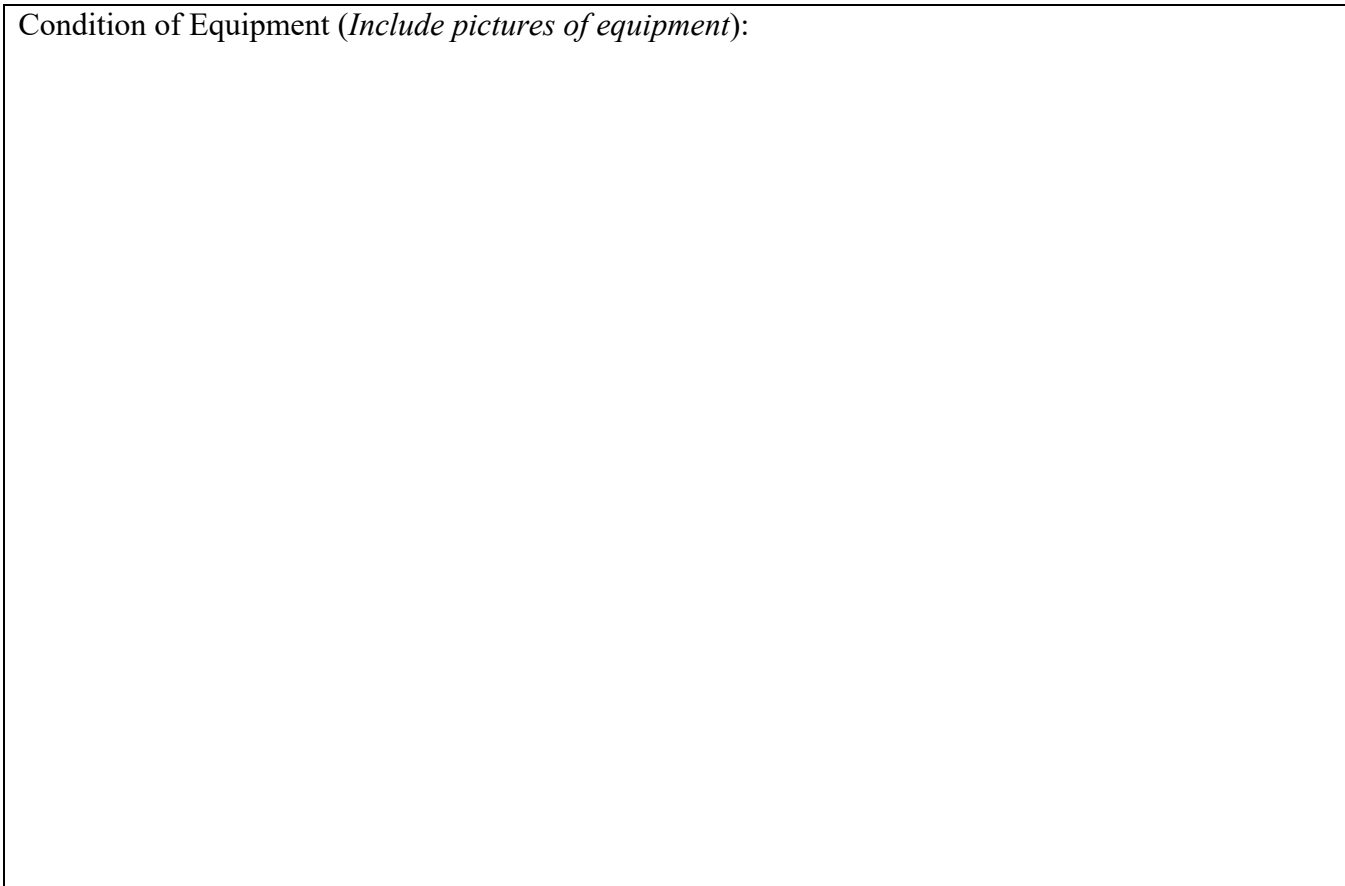
Proposed Project Title:
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Funding Agency(ies):
Email Address(es):

Project Period ( <i>in months/years</i> ):	
Project Start Date:	Project End Date:

**DETAILS OF EQUIPMENT**

Condition of Equipment (*Include pictures of equipment*):



Location of equipment:



**DESCRIPTION OF EQUIPMENT**

S/No.	Description of Equipment	Quantity	Make	Model No.	Serial No.	UCC Asset No.	Year of Purchase	Cost
								[Currency: _____]
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
<b>Total Amount</b>								

Any Other Relevant Information:
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Signature of Principal Investigator/Lead Consultant:	Date:
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**FOR OFFICIAL USE ONLY:**

Date of Receipt at DRIC:
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Condition of Equipment:
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Decision by Director of DRIC:	Signature of Director of DRIC:
	Name:
	Date: