

Ferris State University Faculty Research Committee

Recommendations Regarding Requesting and Purchasing Technology under a Faculty Research Grant

One of the issues that has drawn significant discussion in the Faculty Research Committee (FRC) is the justification for the purchase of technology such as computers, peripherals, software, MP3 players or other similar items. In order to facilitate faculty application for such equipment, we offer the following guidance on this issue. Please note that this is not “policy;” rather, it is a guide to best practice considerations that will assist in justifying a request to purchase technology.

It is the observation of the FRC over several years, that proposals which are successful in justifying and getting approval for the purchase of technology have been able to address and satisfy the following questions:

1. Why is this technology item necessary for the completion of the research? This includes a clear statement that it is not a “convenience” but rather that the research cannot be conducted without the equipment/software.
2. Is there any other similar equipment available on campus which is reasonably available for your use? How exhaustive have you been in your search to find said equipment through established University channels?
 - a. Are there technology units (such as computers) coming out of service in another department or fiscal unit that could be targeted to meet your needs?
 - b. Can your department provide the required technology needed as part of their established budget?
 - c. Why don't your existing technology resources meet your need?
3. Are there technical specifications that are beyond the usual and customary configurations of existing campus technology resources? Is the peripheral or software unique to the research task? This should be explained in the proposal.

In requesting technology, it is suggested that you conform to the FSU standard recommendations unless the nature of the research specifically require a certain configuration. In addition FSU has relationships with selected equipment and software suppliers. These can be found at the following links:

1. **Software/Hardware**

<http://www.ferris.edu/techsupport/SoftwareHardware/index.cfm#hardware>

2. Additional standards may be found on the Net Policy page: Information Technology Resources – **Technical Standards** <http://www.ferris.edu/htmls/tatfsu/technicalstandards/>
3. When making purchases on your own, note that it is 'buyer beware' and Computer Technology Services cannot be held responsible for providing support on equipment or software that are found to be incompatible with each other or don't conform to standards. Prior to any purchase, the requestor should talk to the Technology Assistance Center (TAC) to ensure that they are willing to support the technology.
4. NOTE: It is strongly recommended that the researcher clarify with their Department issues of liability, theft, loss, destruction of property, and insurance. The FRC cannot replace lost or damaged equipment. Should something happen to the equipment in question, and the research cannot proceed, it would be expected that the non-expended budget be returned to the FRC for distribution to another grantee in the future.