

De La Salle University

University Research Coordination Office (URCO) Guidelines

Policies and Implementing Guidelines and Procedures for Computers/Computer Peripherals, Laboratory Equipment and Audio-Visual Materials Purchased/Acquired through University Funds

1. Ownership
 - De La Salle University maintains ownership of computers and/or computer peripherals, laboratory equipment and audio-visual equipment and materials purchased using University funds (e.g. grants from the Faculty Research Program (FRP) of the University Research Coordination Office (URCO), grants from the DLSU-Science Foundation (SF), grants for institutionally-based projects funded from external sources, and college research funds (CRF).
2. Accountability
 - The department/unit to which the faculty proponent/researcher belongs and the college he/she is affiliated serve as stewards. Thus, they are accountable for the computers and computer peripherals, laboratory equipment and audio-visual equipment and materials purchased through the above-mentioned funds.
3. Criteria
 - Proposals/Requests for the purchase of computer/computer peripherals will be evaluated by the Director of Information Technology Center (ITC). Proposals/Requests for the purchase of laboratory equipment and audio-visual materials will be evaluated by concerned authorities/experts, i.e. College Research Council (CRC) department representative, department chair or laboratory coordinator.
 - Criteria for Evaluation:
 - Necessity of acquiring such computers/computer peripherals, laboratory equipment and audio-visual equipment and materials by the research project;
 - Availability/Non-availability/Lack of such computers/computer peripherals laboratory equipment and audio-visual equipment and materials in the department/college;
 - Appropriateness of computers, laboratory equipment and audio-visual materials to the research need/undertaking;
 - Special features of the computers/computer peripherals, laboratory equipment and audio-visual equipment and materials being requested and/or the differences between these and existing/available ones in the center/department/college;
 - Accessibility of the computers, laboratory equipment and audio-visual equipment and materials to other departments/colleges of the University.
4. Computer and Computer Peripherals
 - All newly purchased computers/computer peripherals should be tested by the Information Technology Center (ITC) before they are delivered to the requesting/acquiring unit.
 - Location
 - The College Research Council (CRC) will determine where the computers and/or computer peripherals should be located.
 - As much as possible, the computers and/or computer peripherals should be located in the Research Center of the college during and after the implementation of the research project.
 - In cases where a faculty proponent/researcher requests that the computer be placed in an area other than the Research Center of the college (e.g. faculty proponent's department, laboratory room, etc.) during the implementation of the project, a letter of request to this effect should be made to the dean, a copy of the letter will be sent to the CRC chair/director. The letter should specify the proponent's/researcher's justification for such a request.
 - Upon completion of the project, the computer will be turned over/transferred to the College Research Center.
 - The computers will be situated in an area accessible to faculty researchers of the requesting department/college and to faculty researchers and other colleges who may have FRP-funded research projects/other institutionally-based research projects.
 - Use/Sharing

- Priority for the use of the computer is given to the department and/or college which applied for it.
 - The computer will be shared with other faculty proponents/researchers in the college or other colleges who may have FRP-funded projects/other institutionally-based research projects.
 - A faculty proponent/researcher who may require the use of such computers may make the necessary arrangements for doing so with the person-in-charge at the College Research Center/department/college where the units are based.
 - Maintenance
 - All computers and computer peripherals purchased using University funds will be reported to the Information Technology Center.
 - The Information Technology Center will be responsible for the maintenance of the computers.
- 5. Laboratory Equipment
 - Location
 - Upon completion of the research project, laboratory equipment or materials will be turned over to the laboratory concerned.
 - Use/Sharing
 - Priority for the use of the laboratory equipment and audio-visual materials is given to the department and/or which applied for it.
 - A faculty proponent/researcher who may require the use of such laboratory equipment or materials may make the necessary arrangements with the person-in-charge at the department and/or laboratory where the equipment or material is based.
 - Maintenance
 - The monitoring and maintenance of the said laboratory equipment or materials will be the responsibility of the department laboratory where these are based. However, acquisition of such equipment will be reported to the Physical Facilities Office for proper inventory.
- 6. Others (e.g. audio-visual equipment/ facilities)
 - Location
 - Upon completion of the research project, audio-visual equipment/facilities should be turned over (i.e. details of turn over should be stated in writing) to the research center/department or college.
 - Use/Sharing
 - Priority for the use of audio-visual equipment/facilities is given to the department and/or college which applied for their acquisition.
 - A faculty proponent/researcher who may require the use of such equipment may make the necessary arrangements with the person-in-charge at the research center/department/college.
 - Maintenance
 - Monitoring and maintenance of the said equipment/facilities will be the responsibility of the research center/department/college where these are based. Acquisition of all audio-visual equipment/ facilities will be reported to the Physical Facilities Office for proper inventory.