

## Software/Electronic Equipment Reimbursed Under Grants

Although you may purchase a software upgrade, PDA, laptop, or other electronic items specifically for your research project, that purchase could be disallowed by OSU on your grant funds unless you have taken steps at the time you submit the proposal . These unreimbursed research purchases, cost COAS many thousands of dollars, reducing our ability to support important college-wide activities and functions.

OSU general guidelines:

### Unique Electronic Items & Software

The purchase of personal digital assistants, laptop computers, watches, digital cameras, video equipment, software and other unique electronic items with sponsored project funds must be in conformance with OMB Circular A-21, part D.1.

- must be specifically identifiable with your sponsored project
  - must be properly justified in the budget as to the direct relationship to the research project
  - ownership of these items will remain with OSU
  - appropriate loan forms must be completed if item is removed from OSU locations.
- If you think you will need one of these items specifically for your research, be sure and identify the purchase on your proposal budget.

How to budget:

- 1) Think ahead of time about what tools you will need to conduct your research and to perform outreach. For example, will you need a new version of Adobe Creative Suite or MatLab? Cell phone minutes to transmit data?
- 2) Under "Other Direct Costs" add estimated software and electronic equipment costs.
- 3) Add justification in the Budget narrative, e.g., "Other costs include \_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_." For example, one successful grant application included the language: "Other costs include cell phone costs used by data modems, partial support for OSU computer network connection fees, and costs for routine replacement of electrodes, cables, etc."