

July 25, 2002

TO: College Presidents and Deans of Professional Schools
Chief Academic Officers
Chief Administrative Officers

FROM: Richard Rothbard

SUBJECT: RF Equipment Captured in Inventory System

I have just received a report that shows, through March 31, 2002, the percentage of Research Foundation equipment on the campuses that has been entered into the Insite inventory system. The results vary widely, literally ranging from 0% to 100%.

Attached is a summary of the report. For those of you at or near 100%, congratulations and keep up the good work. This memorandum is for the rest of you. You are placing your current and future research activities at serious risk by failing to input all sponsored program financed equipment into the inventory system. The potential negative consequences include reduced indirect cost recovery rates, audit disallowances, and ineligibility for new awards.

Particularly frustrating for us at the RF is the fact that this is a situation where our fate is entirely in our own hands. We have a time-tested system in place, the process is not complicated, and the rewards are considerable. There can be no legitimate reason for any campus to not be within striking range of 100% compliance (and I've heard all the excuses over the years). I therefore urge you and your staff to re-evaluate your local programs and take steps to improve performance in this area. The Foundation stands ready to assist as appropriate.

If you have any questions, please contact me. Thank you for your attention and expected cooperation.

cc: Chancellor Matthew Goldstein
Executive Vice Chancellor Louise Mirrer
Chief Operating Officer Allan Dobrin
Grants Officers