Government-Furnished Property (GFP) or Government furnished Equipment (GFE) - is a loan of property by a Government Agency to SEAS for the purpose and length of a scientific project. The title remains in the government’s name.

RECEIVING GFP/GFE
The Lab’s Research Administration Manager will notify the lab when an award is received by the Research Administration Department that contains GFP/GFE. The SEAS Equipment Manager will help coordinator the arrival of the GFP/GFE. The Property Administrator will verify shipping information, affix property tags, and photograph equipment.

If a lab receives GFP/GFE without any notification of the Research Administration Department or the Equipment Manager, the lab must immediately contact both parties to inform them of the arrival.

Note: GFP/GFE can NOT be used for any experimental purposes until the Property Administrator verifies shipping information and photographs & affixes property tags to equipment.

MANAGING GFP/GFE
It is important to constantly track GFP/GFE especially in regards to location, and Primary User’s contact information. The lab will need to set-up a system to track GFP especially if it is mobile equipment.

If the GFP needs to leave the SEAS Cambridge campus for scientific research, then the lab will notify the Equipment Manager with the following information.

- Reason for leaving SEAS Cambridge Campus
- Destination of Equipment
- Duration Equipment will be off campus
- Contact information of primary user of equipment at off-site location

QUARTERLY INVENTORY
Depending on the usage or size of the GFP, the Equipment Manager will work with the labs to inventory all GFP on a quarterly basis. This will include tracking quantity, condition, location, and usage.

DAMAGES/LOSS
The Lab must report any damage or loss of GFP/GFE to the Equipment Manager as soon as damages or losses become apparent. The Equipment Manager will notify external agencies on damages/losses
DISPOSING GFP – (WHEN THE AWARD ENDS)

GFP is loaned to the school as part of a Sponsored Award to conduct research. Once the award is over, the GFP must be sent back to the government agency. The Equipment Managers needs to be contact so that he/she can help coordinate all equipment shipments and complete all documentation necessary as well as inform all invested parties.

If the PI would like to keep the equipment, the PI should inform the Equipment manager so that we (Harvard) can request. It is not guaranteed that a PI can keep the equipment.

If you have any more questions about GFP please contact the SEAS Equipment Manager

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