

# OFFICE of CONTRACTS and GRANTS

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## DIVISION OF RESEARCH

## Find Equipment on Campus

The University of Houston has created an equipment inventory search feature within the [PI Work Center](#) that allows you to search for equipment purchased on federal funds. If you are looking for shared use equipment on campus, you can now search online for what's available at UH.

### Understanding the Federal Guidelines

As you know, capital equipment purchased under a Federal award must be used for the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award, as per [Uniform Guidance](#) section [200.313](#).

During the time that the equipment is used on the project or program for which it was acquired, UH is also required to make equipment available for use on other projects or programs currently or previously supported by the Federal Government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired.

Here are shared use priorities as required under the federal guidelines:

1. **First** preference for other use must be given to other programs or projects supported by the Federal awarding agency that financed the equipment.
2. **Second** preference must be given to programs or projects under Federal awards from other Federal awarding agencies.
3. **Last** use for non-federally-funded programs or projects is also permissible.

### Sharing Your Equipment

Should your lab contain capital equipment not being utilized to its fullest capacity and can be shared, please send an email to [research@uh.edu](mailto:research@uh.edu).

Here's what you need to provide:

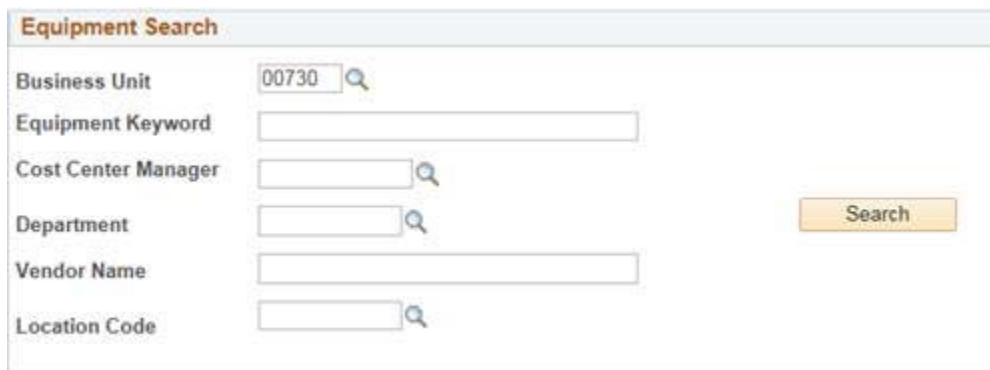
- UH inventory tag number
- Equipment name and description
- Building and room number where the equipment
- Current percentage of use

This information will assist in providing the most up-to-date information to fellow researchers searching for available resources.

## Searching the Equipment Inventory

The equipment search feature is located on the lower right hand corner of the PI Work Center page under System Tools > Equipment Search.

The search screen shown below, allows users to search the equipment inventory using various criteria. The results will list the equipment details including contact information for the Property Custodian.



The image shows a web form titled "Equipment Search". It contains several input fields with labels and a search button. The "Business Unit" field is pre-filled with "00730". Each field has a magnifying glass icon to its right, indicating a search function. The "Search" button is located to the right of the "Department" field.

Equipment Search	
Business Unit	<input type="text" value="00730"/>
Equipment Keyword	<input type="text"/>
Cost Center Manager	<input type="text"/>
Department	<input type="text"/>
Vendor Name	<input type="text"/>
Location Code	<input type="text"/>
<input type="button" value="Search"/>	

As always, if you have any questions, email us at [research@uh.edu](mailto:research@uh.edu).