



Purchasing/Renovations/Construction/Safety

Office of Research Services

Guideline

1.0 Purpose

- 1.1** Research and development projects funded by Governmental and/or Private Industry require development of concepts to provide the facilities for the research and development project. This often requires unique and specialized services (electrical, mechanical, ventilation, safety) not normally provided in University buildings. The Project Group will attempt to define the requirements, seek advice from industry experts, review safety aspects with UNB Campus Safety, review Code compliance with appropriate jurisdictional authorities, and develop the estimate. Construction of approved projects is completed using construction tendering procedures.

2.0 Applicability

- 2.1** University-wide
- 2.2** For all equipment purchases and renovations please ensure that you have contacted the Campus Safety Office (UNBF | UNBSJ) for information on any necessary safety requirements. If an equipment purchase will involve room renovations or equipment installation, the researcher **MUST** contact Facilities Management prior to submitting the grant application. That department will provide a quotation for these services and an estimated date of completion.

3.0 Definitions

- 3.1** None applicable

4.0 Implementation

- 4.1** When researchers are ready to purchase equipment, supplies or services, they must follow the policies and procedures of Procurement Services. Most purchases should be made using UNB's Internal Purchase Requisition Form. Note that UNB is bound by the Atlantic Procurement Agreement.
- 4.2** If researchers are purchasing equipment to be used for research, they must complete the "NB Sales Tax Rebate Declaration form". This exemption does not apply to motorized vehicles (cars, trucks, trailers, boats, etc.) or to renovation or construction costs. If in doubt, contact Procurement Services.

5.0 Interpretation and Questions



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5.1 For further information please contact:

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or

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