

**Simmons College**  
**Policy on Purchasing of Technology with External Funds**

Grant investigators preparing proposals (or other applications for external funding) with technology needs, such as purchase of computers or software, technical support, or online course development must discuss technology components with the Executive Director of Technology at least one week prior to submission of the grant. Ideally, such discussions should begin as early as possible in the grant or project preparation process. The Sponsored Programs Office (SPO) or the Office of Corporate and Foundation Relations (OCFR) will send all such proposals to the Executive Director of Technology for review. The Executive Director of Technology will review and respond regarding the proposals to the principal investigator and SPO or OCFR within 3 days. The review of proposals ensures that the proposed technology will work well in the Simmons technological environment, identifies unfunded gaps, and provides benefits such as the possibility of support or backup services.

External funds may be used to purchase technology under the following conditions:

- Such technology becomes the property of the college (or, in rare cases, the funding source) and subject to the same conditions of use as all other college assets. The college has responsibility for the equipment for the duration of the grant and may be subject to conditions thereafter. Regular policies for the management of the equipment will be followed.
- Purchases must meet or exceed Simmons standards, provided doing so is consistent with the intended use and needs specified in the proposal. For example, computers must meet standards for manufacturer, software, and performance. If the proposed activity requires non-standard hardware or software then the Executive Director of Technology must review and approve the plan prior to submission of the proposal. If the anticipated technology support requirements exceed available College resources, the proposal must budget for such contingencies in consultation with the Executive Director of Technology or designee.
- Administrative rights on computers purchased under this policy will fall under the same restrictions and exceptions as for other college-owned computers. Good security practices require restricting the right to install software or otherwise modify how College-owned computers function. There are times when these rights are necessary, and there is a policy for sharing responsibility in such cases.
- Externally funded equipment will NOT be part of the college's normal equipment replacement cycle. When such equipment no longer meets approved institutional standards, the User Services office will oversee its removal for recycling or disposal. If replacement or upgrading becomes necessary, the principal investigator must secure further external funds, departmental funds, or a college commitment to cover the related costs.
- Only laptop computers may be taken off-campus as Technology cannot provide support to residences or other universities.

Note: Technology publishes policies and standards on the Technology web pages, <http://my.simmons.edu/technology>.