

# SURPLUS & IN-KIND EQUIPMENT SUBMISSION FORM

JUNE 2023

Equipment, supplies, and other tangible items are occasionally available to the Gallogly College of Engineering through governmental agencies, private sector industry partners, and others. This overview shares information that may be helpful when seeking or receiving in-kind gifts.

## PROCESS

**US Department of Energy (DOE) Laboratory Equipment Donation Program (LEDP)** <https://apps.orau.gov/LEDP/Home/EquipmentList>

The LEDP grants surplus and available used energy-related laboratory equipment to universities and colleges for use in energy oriented educational programs and related research.

## IDENTIFYING AVAILABLE EQUIPMENT

LEDP equipment offerings are updated regularly as new equipment is identified. Items are available by request on a first-received qualified application basis. Equipment is available free with the recipient professor or school paying shipping from the DOE Lab to OU Campus.

GCOE DOE LEDP Equipment Marilyn Korhonen periodically monitors the LEDP Equipment List and highlights items in a TEAMS group. Subscribing to the TEAMS group will provide updates for these highlighted opportunities.

## REQUESTING EQUIPMENT

It is preferred that you coordinate with the dean's office to request equipment through DOE LEDP to provide a consistent point of contact for the LEDP staff and ensure accurate reporting. The request process typically requires 2-5 business days.

## SHIPPING/RECEIVING EQUIPMENT

Shawn Jones or Marilyn Korhonen will contact you once the equipment surplus is approved. They will provide a DOE LEDP point of contact at the lab/facility that is shipping the equipment. You will coordinate shipping directly with the designated LEDP point of contact.

Reach out to this person to determine:

- Pick up location (address, phone number, contact) and any special rules for access
- Weight and size of the crated or boxed item(s)

Provide this information to the Shared Business Services Center  
[sbsc@ou.edu](mailto:sbsc@ou.edu) | (405) 325-2208.

SBSC will arrange for shipping and bill the cost to the account number you provide.

## REQUEST EQUIPMENT

Fill the form on page 2 and click the "Submit" button to send your request.

Alternatively, you can also email the completed form to Marilyn at [mkorhonen@ou.edu](mailto:mkorhonen@ou.edu) and Shawn at [shawn.jones65@ou.edu](mailto:shawn.jones65@ou.edu).

## DOCUMENTATION IN FACULTY ACTIVITY SYSTEM

You are encouraged to document the value of the equipment in the Faculty Success software (hereafter referred to as the "Faculty Activity System" or FAS). FAS is the faculty activity reporting tool for the University of Oklahoma and is used to generate Annual Faculty Mini Vitae, a customizable CV, and other reports, provided to directors, deans and the Provost's office.

Documentation of effort to obtain equipment through donation can be added on the Non-ORS grant screen following the process used to add other internal funding, grants received through the OU Foundation/ Advancement, fellowships, etc.

*Source: Sarah Ellis and Karen Horne by direct communication February 2023.*

## REQUIRED REPORTING

LEDP requires annual reporting that the donated equipment is used for educational and/or research purposes. This information will be gathered by Marilyn Korhonen as needed.

# SURPLUS & IN-KIND EQUIPMENT REQUEST

## 1 SHIPMENT ARRANGEMENT

Confirm that you will arrange for the shipment of this equipment (logistics and payment) through OU Shared Business Services

Yes                  No

## 2 DETAILS ABOUT REQUESTED EQUIPMENT

found at the top of the listing, see example

A. Item Control Number

A. Name of Equipment

B. Item Control Number

B. Name of Equipment

## 3 YOUR INFORMATION

First and Last Name

School

Email

## 4 PLANNED USE OF EQUIPMENT FOR TEACHING AND RESEARCH

Kindly limit your response to a couple of sentences. *Highlight any Department of Energy related uses.*

## 5 OTHER

Other information or questions you'd like to share.

This form collects information needed to request equipment from the US Department of Energy's Laboratory Equipment Donation Program.

**Contact Marilyn Korhonen for any questions about the form or LEDP.**

By clicking "Submit" your filled form will be attached to an email to Marilyn Korhonen and Shawn Jones. You may also save the completed PDF and email to [Marilyn at mkorhonen@ou.edu](mailto:MKorhonen@ou.edu) and Shawn at [shawn.jones65@ou.edu](mailto:shawn.jones65@ou.edu).