




July 1, 2016

MEMORANDUM

TO: Cyril Clarke
A. Jack Davis
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FROM: Timothy L. Hodge 

SUBJECT: Equipment Trust Fund Phase 30 – Call for Requests

It is time to begin the 30th phase of the Higher Education Equipment Trust Fund program. Virginia Tech was allocated \$10.33 million of the \$69.52 million funding approved by the 2016 General Assembly for Phase 30 of the ETF program, \$0.95 million for an unmanned test range and an additional \$5.24 million for research. The \$10.33 million is designated for equipment purchases in two areas: equipment replacement and microcomputers. I am writing to advise you of the key dates for Phase 30 and to transmit the general instructions for acquiring equipment through the Trust Fund program.

Equipment lists must be entered into the web-based system before August 31st so that the University can meet the SCHEV timeline. The University is optimistic that it will receive approval to issue purchase orders in late October or early November. The calendar of internal due dates has been set accordingly and is attached for your review (Attachment C).

Closure of Phase 30 is planned for June 2017. Ordering and receiving equipment purchases of \$16.5 million during this limited time period will be a challenge. Please consider this when you develop equipment requests for your area. No item should be ordered that would require a delivery period in excess of eight months. This will allow sufficient time for processing the requisition, delivery of the equipment and payment of the invoice.

Invent the Future

The procedures for compiling the lists to submit to State Council are the same as those used in previous phases. You will recall that State Council allows us to itemize equipment purchases that equal, in value, the allocation plus up to thirty percent to allow for quick substitutions during the ordering phase. Because the State Council and the Virginia College Building Authority have restricted purchases to those items on the approved list, alternative purchases should be identified on the listing in case one of the high priority items is not available. The thirty percent margin will allow for this exchange, but please remember that the sum of purchases cannot exceed the amount allocated to your area. For Phase 30, we encourage the purchase of equipment items with a minimum cost of at least \$2,000.

Consistent with prior communications on the 2016-17 ETF allocations, the allocations by college or vice presidential area are shown on Attachment B, with an additional column showing the thirty percent margin. Please provide departmental allocations for your area as soon as possible to allow each department to enter requests totaling 130 percent of the allocation. Please forward a copy of the departmental allocations to Courtney Long (cblong4@vt.edu) by August 31, 2016.

To prepare the files that will be submitted to the State Council, we will again use a web-based collection process for obtaining the list of equipment items. To access the program, go to our home page at <http://www.obfp.vt.edu>. An ETF Web User Guide (Attachment E) and a list of items excluded from funding from ETF (Attachment A) are attached to this memorandum and are posted on our web site. SCHEV intends for the 2016-17 Equipment Trust Fund allocations to help achieve the following goals:

- Significantly reduce the amount of obsolete technology and equipment.
- Provide every student access to an appropriate level of information and technology.
- Establish a statewide network that supports and encourages sharing and cooperation.
- Provide every faculty member with appropriate equipment and training to use technology in support of teaching and learning.
- Support faculty in the introduction of new ways of instruction and learning, provide courses customized to student needs, and take advantage of distance-learning opportunities.
- Install high quality, easy-access, network-deliverable student support services, such as transcripts, grades, class scheduling, and account balance and payment information.
- Install management information systems that are flexible and directly accessible to users to help support administrative restructuring and cost-containment.

Accordingly, allocations may be used to purchase technology and equipment for the following Educational and General programs: Instruction, Research, Academic Support, Student Services, and Institutional Support. Allocations should not be used to purchase technology and equipment for use in Public Service or Operation and Maintenance of Plant.

It is sometimes necessary for a department to request additional equipment items after SCHEV has approved the list. The form for requesting approval of additional equipment items and assignment of new SCHEV reference numbers is shown on Attachment D. This form will be available for downloading from our web site. Upon completion, the form should be sent to Courtney Long. She will provide the department with a new SCHEV reference number. We ask that these forms not be submitted before January 31st.

Please submit your Phase 30 request list through the web-based system by August 31, 2016. Questions about the Equipment Trust Fund program or compilation of the list should be directed to Courtney Long at 1-7450 and technical questions about the web-based submission process should be directed to Brad Sumpter at 1-0631.

Attachments

Cc: Candice Albert
Sharon Carbaugh
Sherri Cook
Ann Craig
Feride Daku
Martin Daniel
Wanda Dean
Jeff Earley
Beth Ebel
Pascha Gerni
Bruce Heath
Mary Helmick
Kay Hunnings
April Hylton
Stephen Kleiber
John Krallman
Courtney Long
Brad Martens
Ken Miller
Ed Nelson
Thomas Olson
Beth Osborne
Brenda Reed
Janet Sanders
Brian Shabanowitz
Dwight Shelton
Marty Simpson
Cindy Spangler
Ken Smith
Wendell Vest

**EXCLUDED FROM FUNDING FROM ETF
FOR 2016-17**

The Following Items:

In the Following Programs:

- | | |
|---|--------------------------------------|
| a. Library Books, Films, Videotapes, DVDs,
and Library Materials | All Programs |
| b. Microfilm Collection and Materials
(Readers are allowed.) | All Programs |
| c. Library Shelving | All Programs |
| d. Office Appurtenances
(Blinds, Carpets, File Cabinets and Similar Items) | All Programs |
| e. Office Furniture
(Desks, Chairs, Tables, and Similar Items) | All Programs |
| f. Transportation Equipment | All Programs |
| g. Equipment Normally Affixed to a Building
or Functional as a Part of an Operating
System of a Building | All Programs |
| h. Climate Control and Security Systems | All Programs |
| i. General Telecommunications Equipment | Public Service and
Physical Plant |
| j. Buildings | All Programs |
| k. Equipment with a Useful Life Less than
3 Years | All Programs |
| l. General Applications Software
(Microsoft Excel, Word, etc.) | All Programs |
| m. Items Costing Less than \$500 | All Programs |
| n. Used Equipment (can include reconditioned or factory
rebuilt equipment if company offers same factory warranty) | All Programs |
| o. Copiers and Fax Machines | All Programs |
| p. Maintenance agreements, site licenses, warranties,
training and consulting services | All Programs |
| q. Boats | All Programs |

2016-17 Equipment Trust Fund Allocations (Phase 30)

	2016-17 Allocation	30% Margin	130% of 2016-17 Allocation
Agriculture	546,728	164,018	710,746
Architecture	290,799	87,240	378,039
Business	159,012	47,704	206,715
Engineering	1,672,129	501,639	2,173,768
Liberal Arts & Human Sciences Sciences	391,587	117,476	509,064
Veterinary Medicine	752,790	225,837	978,627
Natural Resources	352,131	105,639	457,771
Library	194,616	58,385	253,000
Academic Computing (AIS)	400,000	120,000	520,000
Faculty Development Institute	600,000	180,000	780,000
Research Computing	1,363,241	408,972	1,772,213
Classroom Media Projects	621,735	186,521	808,256
VTTI	100,000	30,000	130,000
VTC Research Institute	500,000	150,000	650,000
Faculty Startup	357,609	107,283	464,892
Unmanned Test Range Equipment (State Allocation)	1,000,000	300,000	1,300,000
Mass Spectrometer - VP Research & Innovation	950,000	285,000	1,235,000
X-Ray Diffractometer - VP Research & Innovation	710,000	213,000	923,000
Renovate Decision Theatre Cluster in BI	165,000	49,500	214,500
Smart Design and Construction	750,000	225,000	975,000
Global Systems and Science Equipment - Fralin	1,000,000	300,000	1,300,000
Autonomy Park	500,000	150,000	650,000
ION Venture - Instruction Support with Carilion	500,000	150,000	650,000
Creative Technology and Experience Equipment	500,000	150,000	650,000
High Performance Computing - ARC	250,000	75,000	325,000
Controlled Unclassified Information Research Support	750,000	225,000	975,000
Storage Reliability for Enterprise ITAR Email	456,390	136,917	593,307
Data Center Maintenance/Upgrade	450,000	135,000	585,000
Log Archiving and Analysis	180,000	54,000	234,000
Honors College - Equipment	44,400	13,320	57,720
Supplant ETF	40,000	12,000	52,000
	(26,071)	(7,821)	(33,892)
Phase 30 Allocation	<u>\$ 16,522,097</u>	<u>\$ 4,956,629</u>	<u>\$ 21,478,726</u>

PHASE 30 CALENDAR**2016**

- June 30** Office of Budget and Financial Planning (OBFP) sends Phase 29 Equipment Trust Fund allocations and instructions to Deans/Vice Presidents.
- July 1** Web-based collection system opens for users to enter equipment request information.
- August 31** Last day to enter equipment request information; web-based collection system closes to users.
- September 5-9** OBFP aggregates the equipment requests; reviews the requests for ineligible items, assigns reference numbers, and prepares the data for submission to SCHEV.
- September** OBFP submits equipment list to SCHEV for review and approval.
- November-December** OBFP returns approved lists to departments after notification by SCHEV.

2017

- March 31** Final day for departments to enter ETF requisitions into HokieMart.
- June 20** Deadline for ETF invoices to be submitted to Controller's Office for payment. Please remember to work with Fixed Assets to ensure that all equipment is properly tagged and inventoried.

EQUIPMENT TRUST FUND PHASE 30
REQUEST FOR APPROVAL OF ADDITIONAL EQUIPMENT

Department: _____
(No.) (Name)

Mail Code

Requested By: _____

Telephone: _____

E-mail: _____

Item Requested: _____ Quantity: _____

Price: \$ _____

Model No.: _____

Manufacturer: _____

Purpose of Equipment (Check ONLY ONE):

Instruction _____ Research _____ Public Service _____
Academic Support _____ Student Services _____ Institutional Support _____

Justification: (Please provide a brief explanation for requesting a new number, if this is a substitution; include the affected SCHEV reference numbers for the replaced items.)

OBFP Use Only: Approved: _____ Yes _____ No _____ Program: _____

HEGIS: _____

Fund Number: _____

SCHEV Reference No(s): _____

Record added: _____

ETF Request System User Guide

The ETF Request system is a web-based application designed for collection of equipment request data for submission and approval by the State Council of Higher Education for Virginia. This system is administered by the Office of Budget and Financial Planning.

HOW TO

The following set of instructions will instruct the user on how to use the ETF Request System to create, modify, and delete equipment requests. Also how to use the batch upload for multiple requests, the reporting features, and the admin tools for administrators.

Accessing the System

The ETF Request system can be accessed by clicking the Equipment Trust Fund link on the Office of Budget and Financial Reporting website or by using the following URL: <https://etfrequest.vpfin.vt.edu>. To access the system the user must have a current Virginia Tech PID and password and be a designated ETF Request System user.

Steps to access the system:

1. Navigate to the ETF Request System authentication page via Login by one of the methods described above
2. Enter your Virginia Tech PID and password and press the Login button
3. The New Request screen is displayed.

Add New Request

Steps to add a new request:

1. Click the New Request link from the navigation bar.
2. Complete the following fields appropriately
 - a. Department Name – The department that is requesting the item. Must be within same senior management and only departments you have access to will show up in drop-down
 - b. Model – Provide a current model number for the requested equipment. This information may change at time of purchase; however, it is required for the approval process.
 - c. Description – Provide a brief description of the equipment. Please remember that this description should be singular in nature (i.e. Computer, Autoclave, etc.)

- d. Manufacturer – Provide the name of the manufacturer (not the vendor)
 - e. Unit Price – Provide an estimate of the cost for the requested equipment.
 - f. Quantity – Number of requested equipment.
3. Press the Add Request button.
 4. User will be notified that the request has been successfully saved.

User may also add request by using the modify table. At bottom of table you fill out fields just like the new request page. When all the information is entered, click the add button. User should see request loaded into table if valid request.

Batch Upload

To upload multiple requests, you can use the batch upload function to import them at one time. To do this:

1. Download the ETF Batch Request Template from here: http://obfp.vt.edu/content/dam/obfp_vt_edu/ETF/ETFRequestBatchTemplate.xlsx.
2. Save the template to your computer and enter the requests that are to be made.
3. In the application, click the Batch Upload link from the navigation Bar.
4. Click the browse/choose file button and select the desired file to upload
5. Click the upload and view button. The requests will show on page in table. Review the requests and make sure the information is correct. Un-check the requests with errors.
6. Once ready, click save requests. User will be redirected to the Modify table where you can see the requests that were just saved.

Modify Previous Request

Steps to modify a previously entered request:

1. Click the Modify/Delete link from the navigation bar.
2. A list of equipment requests that you have access to will be displayed in a tabular format.
3. Find the equipment request that you would like to modify and press the edit link.
4. That equipment request edit text-boxes will be displayed with the requested information. Modify this information as needed.
5. Press the Update button when finished.

6. User should see the changes made in the table if so the request has been successfully modified.

Delete Previous Request

Steps to delete a previously entered request:

1. Click the Modify/Delete link from the navigation bar.
2. A list of equipment requests that you have access to will be displayed in a tabular format.
3. Find the equipment request that you would like to delete and press the Delete link.
4. Press OK on the confirmation popup to delete the request.
5. User should not see the request in the table now, if so that verifies that the deleted equipment is no longer present.

Create Report

To view a detailed report of the requested equipment for a department or senior management perform the following steps:

1. Click the Create Report link from the navigation bar.
2. On the Report Creation screen, select the type of report you would like to create.
3. Select the department or senior management that you would like the report to use.
4. Press the Download Report button. The report will be generated on screen.
5. User may print the report or save it as an Excel, PDF, or Word document.

Contact Information

The ETF Request System is administered by the Budget Office. Please refer to the following contact list when assistance is needed:

- For general policy related questions related to the current ETF phase contact **Courtney Long** at cblong4@vt.edu or 540-231-7450.
- For help with technical problems contact email fitdev@vt.edu.