

Research St. Joseph's – Hamilton (RSJ-H)		Pages 1 of 2	Number 050-RSJ-H
Policy Title Purchase and Use of Computers, Computer-Related Equipment and Software		Date 25 October 2022	
Supersedes 01 November 2015	Cross Reference	Issuing Authority RSJ-H Scientific Director	
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

Position responsible for developing and maintaining the policy: RSJ-H Scientific Director

1.0 Purpose & Goals Description

It is recognized that computers, computer-related equipment, and software are essential tools for the effective conduct of research at Research St. Joseph's – Hamilton (RSJ-H). This policy will ensure the procedures to purchase, install, record, and dispose of all computers, computer-related equipment, and software for research use are uniform within the Research Institute.

2.0 Policy:

2.1 Purchasing Computers, Computer-Related Equipment and Software

- 2.1.1 Only researchers associated with the Research Institute can utilize the services of the Research Institute's Research System Analyst.
- 2.1.2 All requests to purchase computers, computer-related equipment, and software are to be directed to the RSJ-H Research System Analyst in Research Administration. The RSJ-H Research System Analyst will review all purchase requests to ensure the appropriate equipment and/or software is purchased based on the requesting research group's needs. Under no circumstances should computers, computer-related equipment, or software be purchased through the use of personal funds.
- 2.1.3 The Research Institute cannot commit to supporting computers or computer software not purchased through the Research Institute.

2.2 Installation or Relocation of Computers, Computer-Related Equipment and Software

- 2.2.1 The RSJ-H Research System Analyst, upon receipt of purchased equipment and/or software or request to relocate equipment, will install said equipment and/or to ensure compliance with Software Licensing Agreements and the St. Joseph's Healthcare Hamilton (SJHH) Information Technology policies. Under no circumstances should staff install or relocate computer equipment on their own.
- 2.2.2 RSJ-H will make every effort to ensure the devices are compatible with the SJHH infrastructure, however connection to the SJHH network is at the sole discretion of Digital Solutions.

These Research St. Joseph's - Hamilton policies are **CONTROLLED** documents as are all management system files on the intranet. Any documents appearing in paper form are not controlled and should **ALWAYS** be checked against the intranet version (electronic version) prior to use.

2.3 Records and Ownership

- 2.3.1 The RSJ-H Research System Analyst, upon receipt of purchased equipment and/or software, in conjunction with the Finance Department, will issue an asset tag for all purchased equipment.
- 2.3.2 Title to or ownership of equipment and/or software is determined by the provisions of the award, contract, or agency policy. If no provisions are outlined by the award, contract, or agency policy then equipment and/or software purchased with RSJ-H-held funds are considered property of RSJ-H.

2.4 Disposition

- 2.4.1 Decisions regarding the disposition of equipment and/or software owned by RSJ-H will be made by the Executive Director of the Research Institute.