# UON 2017 Researcher Equipment Grant Scheme Application Form

**CLOSING DATE: Monday 1 May 2017**

*Late or incomplete applications will not be considered*

Consideration will be given to the following:

* How the equipment supports high quality research;
* Whether the equipment is a strategic investment into research infrastructure;
* Current availability of related or alternative equipment;
* Whether the equipment provides collaborative support to the research group, particularly across disciplines, groups and departments.

The grants round will open Monday, 3 April and close Monday, 1 May 2017.

RSG will review and award the in May 2017. A maximum of $50,000 will be awarded per grant application.

**Eligibility:**

This equipment grants round is open to all UON researchers (staff only). Applicants can be only named on **one application**. Where a CI is named on more than one application, **all applications** that include that investigator will be automatically ineligible and removed from the assessment process. It is the responsibility of all CIs to ensure that they meet this requirement prior to submission of an application.

LEAD CHIEF INVESTIGATOR (CIA) DETAILS

|  |
| --- |
| Title, first name, surname: |
| School, Faculty: |
| Level of current appointment (e.g. level A): |
| Commencement date of current appointment: |
| End date of current appointment: |
| If fractional indicate percentage: |
| Employed on a research grant (y/n): |
| Telephone: |
| Email: |
| Gender: |
| Highest academic qualification: |
| Year of award: |

*Chief Investigator A (CIA) will be considered the contact point for the Equipment Grant and will be understood to be acting for and in concurrence with all Chief Investigators.*

ADDITIONAL CHIEF INVESTIGATOR (CI) DETAILS

(Remove if not applicable)

|  |
| --- |
| Title, First and Surname: |
| Institute: |
| Faculty: |
| Highest academic qualification: |
| Year of award: |
| Email address: |
| Signature |

**Please copy and paste the above table to include additional chief investigators.**

BRIEF SUMMARY OF EQUIPMENT (max 50 words)

SELECTION CRITERIA

*(Applications which do not address the selection criteria will be excluded from assessment)*

1. Explain how the equipment supports high quality research (no more than ½ page)
2. Explain how the equipment will be a strategic investment in research infrastructure (no more than ½ page)
3. Provide details of availability of related or alternative equipment within the Institution and/affiliated research area, and why new equipment is required. In your considerations please demonstrate that equipment housed elsewhere is not practical (no more than ½ page)
4. Provide details of how the equipment provides collaborative support to the research group, particularly across disciplines, groups and departments (no more than ½ page)

EQUIPMENT DETAILS

Please complete the table below

|  |  |
| --- | --- |
| Name of Equipment |  |
| Brief description of equipment | Please itemise all components and include place of manufacture |
| Location for equipment storage | Include precinct/department, institution & school details. Consideration should be given to available space, sufficient electrical and/or technological requirements to house the equipment. |
| Maintenance and repair costs | Verify how equipment maintenance and repair costs will be covered (incl. source of funding if known) |
| Estimated amount of use | Indicate how much time, average hours per month, each CI is expected to spend using the piece of equipment along with a brief justification of the management  Also include details on how the equipment will be shared with others if applicable. |
| Proposed date of purchase | Verify that funds awarded will be committed by 30 September 2017. Supplier should confirm equipment can be delivered this year |
| Justification of chosen vendor | Especially if not purchased from an Australian company |

## BUDGET

*Detailed budget exclusive of GST*

|  |  |
| --- | --- |
| Equipment cost | $ |
| Maintenance (if applicable)\* | $ |
| Installation (if applicable) | $ |
| Other related costs | $ |
| Discount negotiated (if applicable) | -$ |
| **TOTAL EQUIPMENT COST** | **$** |
|  |  |
| Total available external or industry funding | $ |
| Total available internal funding | $ |
|  |  |
| **TOTAL AMOUNT SOUGHT FROM THIS GRANT** | **$** |

**UON Procurement requirements:**

As per the Procurement guidelines, for goods and services valued from $5,000 to less than $50,000 (GST exclusive), at least two written quotations must be obtained. Quotes are required upon submission of application. If, due to the specific nature of the equipment, only one suitable supplier is available, an exemption application must be submitted through RFS prior to the purchase of the equipment (see FAQs for more information).

external/Industry or InTernal (School or other support) funding for this project

In the space below detail support to be provided for this project from other sources (e.g. School/Faculty, other grant schemes). Please note that this section must be complete for all funding listed in these categories in the budget table above.

**Please submit your application in a single electronic file in PDF format including quotes, signatures and confirmation of additional funding, if applicable, to** [strategic-initiatives@newcastle.edu.au](mailto:strategic-initiatives@newcastle.edu.au)**.**

CHECKLIST:

Application form is completed.

Application form is signed by all listed CIs, the Head of School and AD(R) (for the lead CI).

Quotations are attached – if required to meet the requirements of the University’s [Purchasing Policy](http://www.newcastle.edu.au/current-staff/working-here/finance/purchasing-goods-and-services). Two written quotes must be provided for equipment valued over $5,000. If only one quote can be obtained an Exemption Application is required to be submitted through RFS prior to the purchase of equipment.

Evidence of other external or internal funding support provided (if applicable).

Supplier has confirmed equipment will be delivered this year

*If you are requesting IT software or Hardware, please advise if you have discussed your application with ARCS prior to submission:*

Yes  N/A

***CERTIFICATION: to be signed by LEAD Chief Investigator (CIA)***

I certify that all the details in this application are correct.

I understand that research within the University must be conducted in accordance with the Guidelines for Responsible Practice in Research and specifically that clearance for research involving humans, animals and/or safety implications must be obtained before the research commences.

I declare that all persons listed as Chief Investigators have agreed to take part in the proposed research.

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Signature Date

***CERTIFICATION: TO BE SIGNED by Head of School***

I certify that the project can be accommodated within the general facilities in my School and that sufficient working and office space is available for any proposed additional staff. I am prepared to have the project carried out in my School under the circumstances set out by the applicant.

I have noted the amount of time which the investigator will be devoting to the project and confirm that it is appropriate to existing workloads.

I have noted my School will be responsible for funding ongoing maintenance costs for this piece of equipment (if applicable).

**Note:** A confidential statement may be forwarded to the Research Strategy Group if advisable.

Comments:

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Signature Date

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Print Name

***ENDORSEMENT: TO BE SIGNED BY Assistant Dean (Research)***

This application has been reviewed and endorsed for submission to the Research Strategy Group by the Faculty Assistant Dean (Research).

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Signature Date

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Print Name