



RESEARCH EQUIPMENT FUNDING PROGRAM APPLICATION

Please refer to the 2024-25 Research Equipment Funding Program for details. Completed applications should be sent as a single PDF to OVDR@usask.ca.

Personal Information	
Name:	
Department of primary academic appointment:	
E-mail Address:	
Budget Requested	
TOTAL REQUESTED	\$

Equipment Description

- Identify equipment type, make, model, the proposed source, and whether purchase is new or intended to replace existing equipment (provide a justification for why the existing equipment needs replacement).
- Describe the critical research need that the equipment will meet, and its anticipated impact for the applicant and other researchers requiring the use of equipment.
- *Specification sheet or brochure may be appended.*

Equipment Usage Plan

- Describe the pool of potential users of the equipment.
- Describe any accessible piece of similar equipment and, if known, the fee structure for its use.
- Describe the anticipated frequency of use for the proposed equipment.
- Identify whether other users will be able to access the proposed equipment. If yes, describe how accessibility and use by others will be managed.

Equipment Location Considerations

- Identify and provide a site analysis for the proposed equipment location including adequacy of available space for size and weight requirements, utilities, shielding, etc.
- Describe any safety considerations associated with equipment installation/operation such as shielding, exposure to hazardous material, radiation, etc.
- Describe any modifications to the proposed location that will be required for equipment installation or operation. *Modifications or renovations must be approved in writing by Health Sciences Facilities, **please append to application.***

Budget and Sustainability Plan

- A budget for the entire cost of the equipment (installation, shipping, warranty etc.), should it be awarded.
- Identify the funding source(s) that will be used to maintain the equipment following installation - this may be in the form of user fees and/or department/cluster support.
- A quote with specifications from at least one vendor outlining the details of equipment and price, dated within 30 days of the application submission. *Three vendor quotes are required if requested equipment is > \$10,000, please append to application.*