



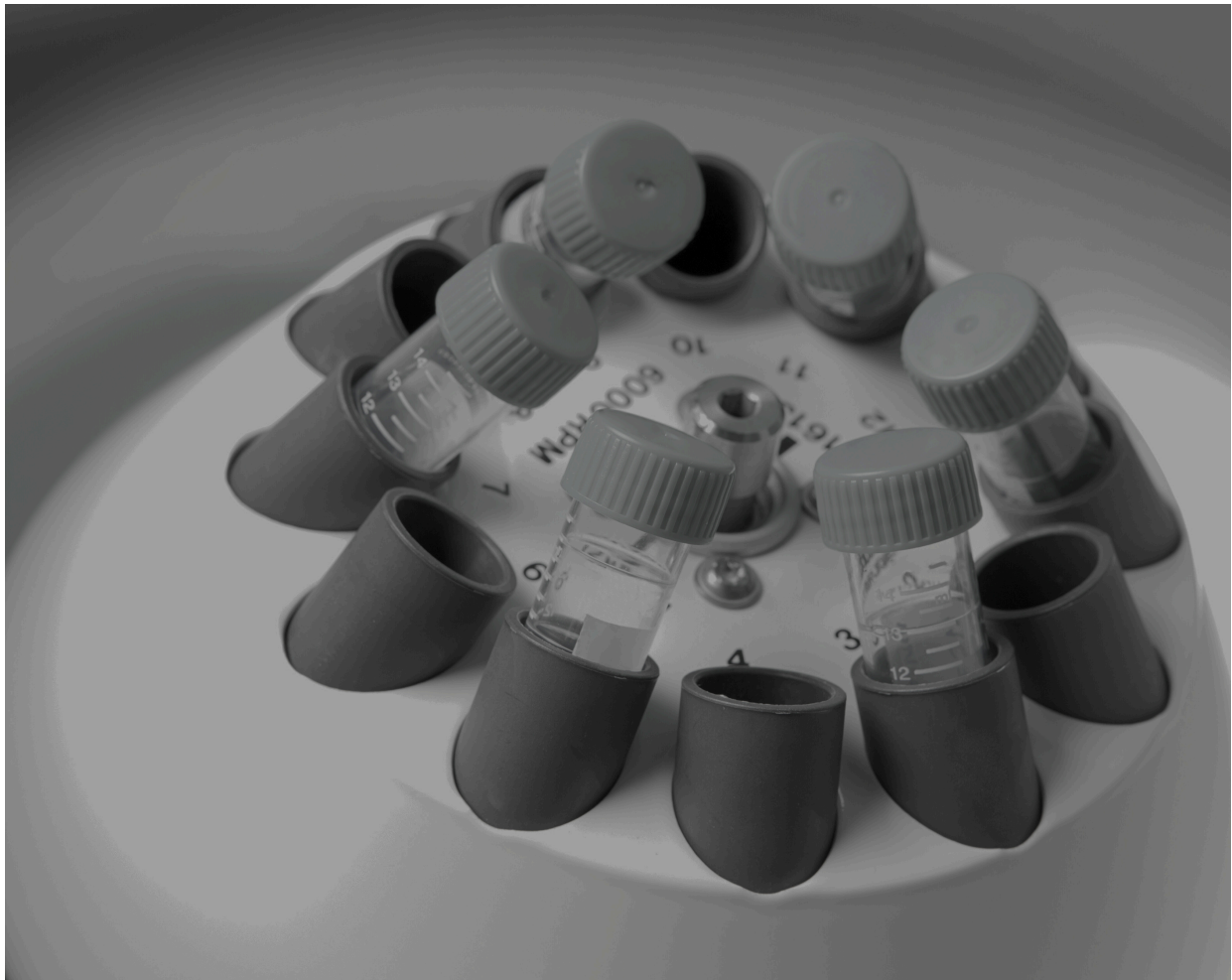
UNIVERSITY OF SASKATCHEWAN

College of Medicine

OFFICE OF THE VICE-DEAN RESEARCH
MEDICINE.USASK.CA/RESEARCH.PHP

RESEARCH EQUIPMENT FUNDING PROGRAM

2024-25 GUIDELINES



DEADLINE: 4:00 PM FEBRUARY 28, 2025

SUBMIT APPLICATION TO OVDR@USASK.CA

RESEARCH EQUIPMENT FUNDING PROGRAM GUIDELINES

OVERVIEW OF THE FUNDING PROGRAM

The Research Equipment Funding Program is a competitive funding program designed to provide financial support for the acquisition, upgrading, or maintenance of research equipment essential to College of Medicine researchers. By increasing access to research tools and equipment, this program aims to strengthen the College's ability to facilitate impactful discovery and address complex challenges.

PROGRAM DETAILS

Value and Length of Award

- The overall funding envelope will vary by year
- For the 2024/25 competition, applicants may request up to \$50,000
- Purchase and payment for awarded items must be completed within 6 months of the award notice

Eligibility

For an application to be eligible for Research Equipment Funding Program, the applicant must:

- Have a primary academic appointment in the College of Medicine
- Demonstrate the scientific significance of the equipment requested
- Demonstrate availability of funds needed to cover ongoing operational costs or associated with the equipment

Details

- Expenses must comply with U of S purchasing policies and procedures
- The awardee is responsible for managing the purchase process
- Cost overruns are the whole responsibility of the awardee
- Any funds remaining at the end of the funding period indicated on the award letter will be returned to the OVDR
- Approval of the department head is required
- Awardees will be emailed a brief report at the conclusion of their funding and after 1 year; failure to submit these reports will exclude the PI from being eligible to apply for future OVDR funding

Ineligible Expenses

- Consumables and operational costs
- Salary and benefits
- Service contracts
- Insurance
- Office furniture, computers and peripherals
- Equipment located outside of the University of Saskatchewan
- General-purpose support equipment that would normally be found in a laboratory/research facility (e.g. basic, durable components of a research facility that are integral to its operation (e.g., fume hoods, storage equipment, general-purpose computers, data storage systems, etc.)
- Past purchases are not eligible for retroactive funding

Application Instructions

Please complete the application form for the Research Equipment Funding Program with the following information:

- **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). *Specification sheet or brochure may be appended.*
 - 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.
- **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.*

Evaluation

Applications will be assessed by a committee appointed by the Dean, according to the following selection criteria:

- **Need:**
 - Facilitates research that is not possible with the present infrastructure
 - Need to upgrade or replace obsolete or failed equipment
 - Similar equipment is not available/feasible to access
- **Impact:**
 - The potential impact (# researchers/usage) justifies the size of the expenditure
 - The potential impact enhances the research capabilities and profile of the College, addresses a strategic priority of the University/College, or addresses a health outcome problem of importance to Saskatchewan
- **Sustainability:**
 - The equipment requested is reasonable and represents 'good value for money'
 - The applicant proposes a realistic plan to cover the operating/maintenance cost of equipment