



EMERGENCY EQUIPMENT FUND GUIDELINES

Purpose

The Emergency Equipment Fund aims to provide support for unanticipated emergency repairs or replacement of multi-user research equipment. This limited funding is available only: when the repair or replacement is essential to sustain the productivity of a significant number of researchers; when alternative equipment is unavailable; and when the urgency of the repair or replacement precludes the possibility of applying for new funding to purchase of new equipment.

Eligibility Criteria

This funding is open to researchers who manage multi-user equipment. Emergency funding may only be awarded once, and to be eligible, researchers must not have previously received funding through this program for the same piece of equipment. All applicants must have a primary academic appointment in the College of Medicine.

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

- Provide rationale for the urgency of the request
- Demonstrate the scientific significance of the equipment, that the equipment is up to date, and that optimal use will be possible after the repair
- Demonstrate the ongoing need of the equipment for research purposes

Details

- There is no deadline for the Emergency Equipment Fund, applications will be considered on an ongoing basis
- Applications must be submitted electronically (in a single PDF) to ovdr.funding@usask.ca
- Expenses must comply with Usask purchasing policies and procedures
- The awardee is responsible for managing the repair process and payments
- Cost overruns are the whole responsibility of the awardee
- Purchase and payment for awarded items must be completed within 6 months of the award notice
- Funds may only be used to purchase the required equipment/repair services. Any funds remaining at the end of the funding period indicated on the award letter will be returned to the OVDR
- Awardees must complete a short report at the end of the fiscal year

Ineligible Expenses

- Consumables and operational costs are not eligible for funding
- The cost of repair to equipment with an expired life expectancy
- The cost to extend the equipment's life expectancy for optimal functionality
- Past expenses are not eligible for retroactive funding

Application

The application for the Emergency Equipment Fund must include the following information:

- **Equipment Description (1 page):**
 - A short description of the equipment
 - The maintenance program in place to ensure optimal use of the equipment
- **Equipment Usage (1 page + user list):**
 - A justification of the request detailing the importance of the equipment for the researcher and other research projects requiring the use of equipment
 - The list of research projects using the equipment that includes: the name of principal investigator and research project title
 - A justification must be provided explaining why alternative existing equipment is either unavailable or not feasible to use
- **Budget (1 page + Vendor Quotes):**
 - A budget for the entire cost of repair or replacement, including matching funds
 - A quote confirming the cost of the repair (quotes from three vendors are required for purchases >\$10,000)
 - A copy of the original invoice with the purchase date of the equipment

Evaluation

Applications will be assessed by the Vice-Dean Research, Biomedical, according to the following selection criteria:

- **Urgency**
 - Similar equipment is not available/feasible to access
- **Impact**
 - The potential impact (# researchers/usage) justifies the size of the expenditure
 - Demonstration of ongoing need and essentiality of the equipment
 - Repair of the equipment is critical for one or more early career researchers
- **Longevity**
 - Appropriateness of the maintenance plan for ongoing optimal use
 - Age and mechanical lifespan of the equipment

Priority will be given to repairs or replacements on essential research equipment where it is demonstrated that:

- The equipment is being used appropriately and for its intended purpose
- Proper ongoing maintenance has been performed
- The equipment remains within its expected operational lifespan