



Research Equipment Funding Application

Application Deadline: October 1, 2026; February 1, 2027

Please provide adequate information for each section. Save the application form to computer before starting to ensure the form works correctly. Compile all parts of the applications into one document and email to ovdr.funding@usask.ca.

Cluster Lead Information			
Cluster Lead:		NSID:	
Research Cluster:		Email address:	

Cluster Application Information	
Application Instructions Arrange required components in the following order, saved as “Cluster(or Faculty)Name_Equipment_Year”, and submit as one document to ovdr.funding@usask.ca by October 1, 2026 or February 1, 2027 .	
<ol style="list-style-type: none"> 1. Application Form 2. Letters of Support (Optional, maximum 2 pages) 3. Quotes (required for equipment purchase and renovations) 	
Budget Summary	
Provide a budget summary, including costs for purchase, shipping, installation, taxes and warranty. Please see the <i>Equipment Funding: Guidelines</i> for more detailed information, including ineligible expenditures.	
Name of Equipment Requested:	
Summary of Total Amount Requested	
Total Equipment Cost Requested	\$
Total Renovation Cost (only if required)	\$
TOTAL (maximum \$50,000)	

Equipment Description

- **Identify equipment:** type, make, model, the proposed source.
- **Indicate whether this is new, replacement, or upgraded equipment.** If requesting new equipment, justify why it is required instead of repairing or upgrading existing assets.

Research Need and Use

- **Describe the critical research need** that the equipment will address, and its anticipated impact for the applicant and other researchers requiring the use of equipment.
- **List anticipated users**, including researchers from outside the applicant's immediate team or lab.
- Describe how the equipment will **enhance collaborative research efforts** and potentially support research across departments or clusters.
- Indicate the **anticipated frequency of use** and describe how access by others will be managed.
- *(Optional)* **Attach a letter of support** signed by users within and outside the applicant's team confirming their collective need for the equipment.

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, taxes, 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.*

Faculty Signature: _____ Date: _____

Department Head Signature: _____ Date: _____