

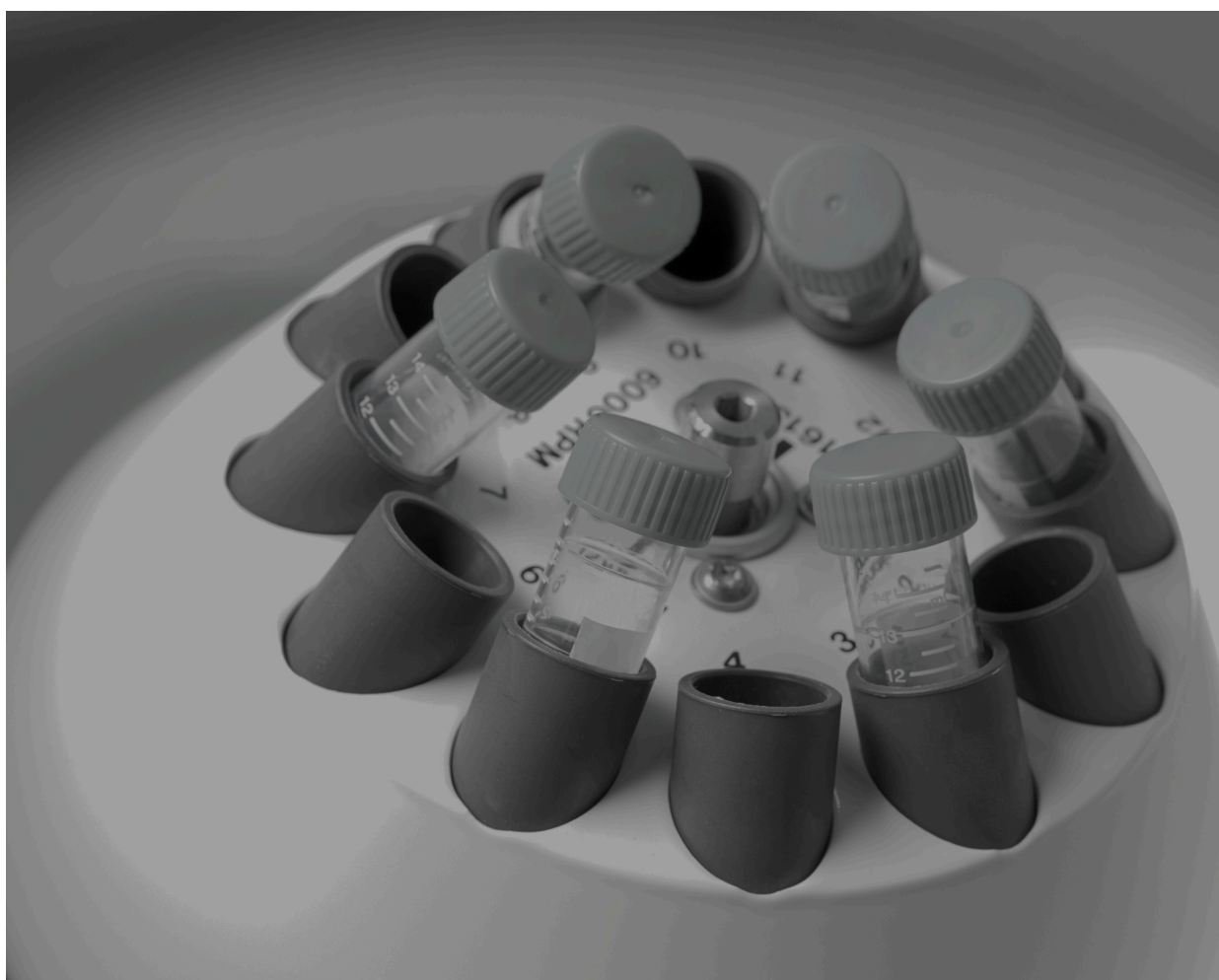


UNIVERSITY OF SASKATCHEWAN

College of Medicine

OFFICE OF THE VICE-DEAN RESEARCH  
[MEDICINE.USASK.CA/RESEARCH.PHP](http://MEDICINE.USASK.CA/RESEARCH.PHP)

# RESEARCH EQUIPMENT FUNDING 2025-26 GUIDELINES



DEADLINE: 4:00 PM OCTOBER 1, 2025 AND FEBRUARY 1, 2026

SUBMIT APPLICATION TO [OVDR.FUNDING@USASK.CA](mailto:OVDR.FUNDING@USASK.CA)



## Research Equipment Funding

### Purpose

*The Research Equipment Funding Program is a competitive initiative supporting the repair, upgrade, or replacement of **existing research equipment** critical to College of Medicine researchers. This program prioritizes shared-use equipment that enhances research capacity across disciplines.*

### Value and Length of Award

- The overall funding envelope will vary by year
- Applications **may not exceed \$50,000**
- **Purchase and payment** for awarded items must be completed within **6 months** of the award notice

### Eligibility

Applicants must:

- Hold a **primary academic appointment** in the College of Medicine.
- Clearly demonstrate:
  - The **scientific need** and **significance** of the equipment
  - **Collaborative value**: proposed equipment should benefit a wider pool of users beyond the applicant
  - A **sustainability plan**: confirmed availability of funds for ongoing operations and maintenance

### Timeline

Calls for applications will occur twice a year.

- Call: October 1<sup>st</sup> -> Results: November 1<sup>st</sup>
- Call: February 1<sup>st</sup> -> Results: March 1<sup>st</sup>

### Eligible Expenses

Applications must support one or more of the following:

- Replacement of outdated or non-functioning equipment
- Upgrade of existing equipment
- Repair of existing equipment
- Purchase of general-purpose laboratory equipment that supports cluster operations (e.g., storage systems, basic computing hardware, fume hoods)

### Ineligible Expenses

Funding cannot be used for:

- New equipment not previously held by the College
- Consumables or operational costs

- Salaries, benefits, or service contracts
- Office furniture
- Personal computing equipment
- Insurance
- Equipment housed outside the University of Saskatchewan
- Retrospective reimbursement for past purchases

## Post-Award Conditions

- The awardee is responsible for the procurement process and any cost overruns.
- Unused funds at the end of the award period will be returned to OVDR.
- A brief report is required at project completion and after one year. **Failure to submit reports will disqualify future applications.**
- Department Head approval is required.

## Evaluation Process

### Adjudication

- A review committee appointed by the Vice-Dean Research will evaluate applications.
- Adjudicators will be assigned **after applications are received** to ensure relevant expertise and minimize conflicts of interest.

### Adjudication Rubric

Each application will be evaluated out of **30 points** total, divided across **five key criteria**:

Category	Description	Score Range
1. <b>Research Need</b>	Clear rationale for equipment; fills a significant gap in research infrastructure.	0–6
2. <b>Collaborative Impact</b>	Degree to which equipment benefits users beyond the applicant's group.	0–6
3. <b>Feasibility &amp; Readiness</b>	Appropriate location identified, logistics and safety requirements considered, installation feasible.	0–6
4. <b>Budget &amp; Sustainability</b>	Budget is realistic and justified. Clear plan for long-term operation and maintenance.	0–6
5. <b>Supporting Evidence</b>	Letters from additional users, vendor quotes, and alignment with strategic priorities.	0–6

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Score	Meaning
0–1	Unacceptable / Not addressed or seriously flawed.
2–3	Weak / Limited rationale, unclear or incomplete justification.
4–5	Strong / Adequately addressed with minor gaps.
6	Excellent / Comprehensive, well justified, clearly exceeds expectations.