

Capital Equipment Fund Call (CEF6)



Application Form

This form should be completed by Faculties of Life, Medical, Brain and Population Health Sciences (LMS) applicants adhering to the word limits where stated.

This funding is intended to support the purchase of strategically important research capital equipment.

* Required

* This form will record your name, please fill your name.

Applicants

1. Lead applicant - 1

Last name, first name *

2. Email address. *

3. Division/Institute *

4. Faculty. *

FLS

FMS

FBS

FPHS

5. Lead applicant - 2 (if applicable).

Last name, first name

6. **Division/Institute** (if applicable).

7. **Faculty** (if applicable)

FLS

FMS


FBS

FPHS

Co-applicants

8. Please upload a list (Excel) of all co-applicants with the following information:

1. Last name, first name
2. Division/Institute
3. Faculty

 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Excel

Equipment

Please provide details about the equipment requested.

9. Name of equipment
(specific model) *

10. Supplier *

11. Type of equipment.

E.g. confocal microscope, cell sorter, mass spectrometer etc. *

12. Description.

Briefly describe the primary functions and applications. *

Budget

Please provide financial details of the equipment requested.

Please consult Finance and Business Affairs team before applying (<https://www.ucl.ac.uk/finance/sales/medical-equipment>) and clearly state if the equipment requested is eligible, or ineligible, for VAT Zero Rating.

Please note:

- Funding for refurbishment costs will not be provided through CEF6 – these costs will need to be met through other funding sources. In addition, any required refurbishments or refitting of lab spaces should already be on the UCL Estates priority list.

- Non-capital items (e.g., extended warranties, maintenance/service contracts, staff, training, consumables) cannot be funded through CEF6.

13. Total cost for the equipment (exc. VAT) in GBP.

Please enter a number only i.e. 100000 rather than £100k or £100000.

*

14. Is VAT chargeable on the equipment? *

Yes

No

15. **Are you receiving a contribution towards the cost of the equipment from your Division/Institute or other? ***

Yes

No

16. **Name of Division/Institute or other contributing** (if applicable).

17. **Division/Institute or other contributions in GBP.**

Please enter a number only i.e. 100000 rather than £100k or £100000.

18. **What is the total cost of the equipment requested from CEF6 for the equipment (inc./exc. VAT as appropriate) in GBP?**

Please enter a number only i.e. 100000 rather than £100k or £100000.

*

19. **Please add any additional notes or explanations on budget requests including currency conversion rates and 10% currency conversion buffers applied.**

20. **Please upload 1 supplier quotation (pdf).**

** Please note that the quote may only include service contracts, extended warranties, consumables and training costs if these are provided free of charge. If included at cost, please ensure that these costs are removed from what you have requested in question 19 as these costs are not eligible for reimbursement from the CEF6 budget.

If a quote cannot be provided please upload (supplier) email or statement with details.

*

 Upload file

File number limit: 2 Single file size limit: 10MB Allowed file types: PDF

21. **Is the requested equipment from a single source supplier? ***

Yes

No

Purpose

22. **Which best describes the purpose of the proposed equipment?**
(please tick all that apply)

*

- Replacement for ageing/end-of-life equipment
- Additional capability
- Additional capacity
- Bringing in technology not currently available at UCL

Justification

Provide a description of the request.

23. **Strategic Case.** *

Please describe the research enabled by the requested equipment and/or the value added to existing research programmes and/or Science Technology Platform (STP)/multi-user core facilities, indicating the strategic value of the requested item(s) to research within LMS.
(400 words maximum).

24. **Usage.** *

What are expected user numbers/usage rates for the equipment by groups within LMS/UCL, researchers at other institutions, and external research partners?

25. **Benefits:** *

What are the anticipated benefits, outcomes, or impact of the availability of the new equipment at UCL?
(250 words maximum).

Location

Please provide details of where the equipment will be housed, including site, building, and room. Indicate if there are any estates costs associated with the installation or maintenance of the equipment.

26. Site/Building/Floor/Room. *

27. Are Estates costs associated? *

Yes

No

28. Please provide details. *

Application details

29. **Recruitment.** *

Is the equipment related to recruitment?

Yes

No

30. **If the equipment is related to recruitment, please indicate which funding sources will be used to support the new recruit and when they are expected to start/started at UCL.**

31. **Additional Funding applications.** *

Please indicate if you are currently applying or expect to apply for this equipment from an external research funder.

MRC-Equip

BBSRC ALERT

Other

None

32. If other, please provide details.**33. Previous applications. ***

Please indicate if you, or members of your wider group, previously applied for this equipment unsuccessfully through earlier Capital Equipment Fund (CEF) calls or other external funding calls.

- CEF4
- CEF5
- MRC-Equip-1
- MRC-Equip-2
- BBSRC ALERT21
- BBSRC ALERT22
- Other
- None

34. If other please provide details.

35. Procurement timelines. *

What is the expected lead time?

Management of the equipment/facility

Please indicate:

36. How will the equipment be managed and made available to users?

*

37. What are the access charges to users and on what basis will these be calculated?

*

38. What is the 3-year operational plan (i.e. technical support, maintenance, and sustainability plans) for the equipment?

*

39. If you have a track record of managing shared equipment and providing/managing access and services, please provide brief details.

*

Relevant UCL STP or other multi-user facility

All applications that fit within the remit of a UCL STP will be ranked by the relevant STP Academic Lead (<https://www.ucl.ac.uk/science-technology-platforms/>). Please discuss your application with the relevant STP Academic Lead (if applicable) by 14th July.

Please indicate if your application does not relate to a UCL STP (e.g. ultra-centrifuge) but is located at a multi-user facility or available to multiple users.

40. Please name the multi-user facility in which the equipment will be located (if applicable).

*

Please give details (lab and location) if it will not be located in a multi-user facility but will be used by multiple users.

41. Name of facility Academic and/or Technical Lead (if applicable).

