

Capital Equipment Fund Call (CEF6)

Faculties of Life, Brain, Population Health and Medical Sciences (LMS)

Frequently Asked Questions:

What equipment may be purchased through CEF6?

You can request one piece of equipment, it must be >£50k in value. We expect many successful applications to be for major equipment that will be managed within strategically important multi-user facilities such as the [UCL Science Technology Platforms \(STPs\)](#) or other core facilities.

Who can apply for CEF6 funding?

Lead applicants (PI) must be based within the UCL faculties of Life, Brain, Population Health and medical sciences (LMS).

Can I apply for CEF6 if I am based outside the Faculties of Life and Medical Sciences?

No. Lead Applicants are expected to be based in one of the Faculties of Life, Brain, Population Health or Medical Sciences. Co-applicants may be based in other UCL faculties.

Lead applicants based in other UCL faculties should contact their local research coordination team or local finance lead, to enquire about equipment funding support.

What are the criteria by which applications will be assessed by the review panel?

Applications will be assessed by a review panel constituting the four Faculties of Life and Medical Sciences Vice Deans (Research) or their designated representatives. Criteria by which applications will be reviewed and prioritised include, but are not limited to, scientific need and strategic value, user base, cost recovery and management plan, and value for money.

Can I submit more than one application to CEF6?

You may submit more than one application where the requests are for different pieces of equipment, and these are free-standing requests. If applying for more than one piece of equipment, please indicate this in your applications making clear the distinction between them and if one application is of higher priority than the other.

Can I submit an application for funding through CEF6 if I already have an application submitted to an external funder for the same equipment?

Yes. If you currently have applications for the same equipment under review externally (e.g. BBSRC ALERT or MRC-Equip) please indicate to whom you have submitted your external application on your CEF6 application.

Can I resubmit a request for equipment that has previously been rejected externally (e.g. BBSRC ALERT22, MRC-Equip-1 or 2) or internal CEF calls (e.g. CEF5)?

You may submit a request for equipment that has been previously submitted to an external funder for consideration for CEF6 funding. In your application, please state which funder and scheme you applied for and how you are addressing any feedback given by the external funder in your CEF6 application.

** call timelines ***

When is the deadline for applications?

Should your application fit within the remit of a UCL STP, please contact the relevant UCL STP Academic Lead by **14th July 2023** to discuss your equipment request.

Applications must be submitted by **Thursday 7th September 2023** via the online form: [CEF6 application form](#).

Divisional rankings must also be submitted by Thursday 7th September 2023 and should be sent to Nadine Simons-Weidenmaier (n.simons-weidenmaier@ucl.ac.uk) with 'CEF6' in the email subject line.

When will I receive the outcome from my CEF6 application?

Applicants can expect to hear the outcome of their applications from the end of November 2023.

** Links with wider UCL activities & structures ***

What are the UCL Science Technology Platforms (STPs) and who are the STP Academic Leads?

The UCL Science Technology Platforms (STPs) are a network of our world-leading science and technology facilities that provide access and support for researchers. Currently there are 9 Science Technology Platforms: Biological Services, Cell Sorting & Analysis, Fish Facility, Genomics, Imaging, Mass Spectrometry, NMR Spectroscopy, Radiochemistry and Biomedical/In vivo Imaging. For more information visit: www.ucl.ac.uk/science-technology-platforms. This page also lists the Academic

Leads for each STP who should be contacted if your application falls within the remit of an existing STP.

My application relates to Advanced Research Computing (ARC). What should I do?

If your application involves Research IT infrastructure please contact the Head of Research Computing within [ARC](#) Owain Kenway (o.kenway@ucl.ac.uk) to discuss your application.

Why do I need to contact a UCL STP Academic Lead or ARC Head of Research Computing?

All applications will be reviewed and ranked by the relevant STP Academic Lead or ARC Head of Research Computing if they fall within the remit.

- Biological Services: [Mike Brown](#)
- Cell Sorting & Analysis: [Arne Akbar](#)
- Fish Facility: [Isaac Bianco](#)
- Genomics: [Sergi Castellano](#)
- Imaging: [Franck Pichaud](#)
- Mass Spectrometry: [Kostas Thalassinou](#)
- NMR Spectroscopy: [John Christodoulou](#)
- Radiochemistry: [Erik Arstad](#)
- Biomedical/In vivo Imaging: [Tammy Kalber \(pre-clinical\)](#), [Ahmed Toosy \(clinical\)](#)

If the equipment requested does not align with a UCL STP (e.g. ultracentrifuges) please tick 'not applicable' in question 43 of your application.

*** Budgets, costs and procurement ***

Is there a minimum value for equipment requested through CEF6? Yes, the equipment must cost >£50k in order to be eligible for CEF6 funding.

What if the equipment I would like to request comprises multiple parts from different suppliers?

There may be instances where the equipment to be purchased requires assembly from multiple different technical parts. Such equipment is typically eligible for support through CEF6, however, please clarify the component parts to be ordered, their expected costs and the likely supplier(s). Please contact Nadine Simons-Weidenmaier (n.simons-weidenmaier@ucl.ac.uk) to discuss if you are eligible to apply or have any questions.

Is there a maximum value for equipment requested through CEF6?

There is no upper funding limit. All applications will be reviewed by the review panel who prioritise all requests using the assessment criteria laid out for this call including, but not limited to, need, value for money and cost recovery.

Which types of costs can be covered by the CEF6 budget?

The CEF6 budget considers the costs of the equipment, shipping and installation, taxes (VAT and import tax, where chargeable), standard guarantees and standard warranties as eligible costs.

CEF6 funds cannot be used to cover:

- extended warranties,
- running costs of the equipment,
- staff,
- consumables,
- training,
- maintenance/service contracts; and
- lab refurbishments.

Are Division/Institute contributions to CEF6 applications a requirement?

For applications for equipment, we do not require but welcome any Division/Institute contributions except where the request is for a new recruit or the request is led by UCL but involves partners (e.g. hospital partner, research partner/organisation).

Who can be considered a 'new recruit' for the purposes of the CEF6 call?

For the purposes of CEF6 new recruits are those who joined UCL in an academic post on 1st September 2022 or more recently, and those new recruits not yet in post but who will be in post by 1st November 2023.

My request is associated with a new recruit and thus requires a cash contribution towards the cost of the equipment. Where do I highlight the Divisional/Institute cash contribution in the application form?

Any cash contributions to the cost of the equipment should be noted in the free text part of Section 'Budget' of the application form. If the request is associated with a new recruit, please also provide details in Section 'Application Details'8 of your application.

Should I include VAT in the costs I include in the application form?

You should provide the cost of the equipment in pounds sterling (GBP). VAT should only be included in the costs if it is chargeable. Make clear in your application what the cost of the equipment is with and without VAT. If in doubt whether the equipment is VAT zero rated, please liaise with [UCL Finance - Taxation](#) who can advise.

My equipment comes from an international supplier and the costs are not provided in pound sterling (GBP). What should I do?

Provide the costs of the equipment pound sterling (GBP) value using an up-to-date currency conversion rate and adding a 10% conversion buffer. If import taxes, or other taxes, apply please include these so the true cost to the CEF6 budget is clearly stated.

Please describe what the costs do and don't include in the free text part of Section 'Budget' of the application form, provide the exchange rate used and provide the cost in the original currency (USD or other).

Can I request costs associated with the installation of the equipment?

Costs associated with the installation, if charged by the company supplying the equipment, can be covered from the CEF6 budget. Other types of refurbishment costs required to allow the equipment to be installed must be covered by Division/Institute funds.

The equipment will be housed in a room that will require refurbishment before the equipment can be installed. What should I do?

Liaise with your Division/Institute Manager to ensure that costs associated with the refurbishment will be met by Division/Institute budgets and agree how to work with UCL Estates to ensure that the required refurbishments are on their priority list. CEF6 funds cannot be used for refurbishment costs.

Why do we need to clarify the lead time for the equipment and what is the significance of the 31st July 2024 delivery deadline?

CEF6 funding is provided via a UKRI Research England allocation (Research Capital Investment Fund – RCIF) to UCL for the 2023/24 Financial Year. As a result, all equipment purchased through CEF6 must be on UCL premises no later than 31st July 2024. Given the timeline for the CEF6 understanding the lead time will allow us to assess whether, if awarded, equipment will arrive by the delivery deadline. Equipment delivered after the 31 July 2024 deadline cannot be funded from the CEF6. If the delivery date cannot be met, costs will move as a commitment to the next fiscal year reducing the available budget. Please inform Nadine Simons-Weidenmaier (n.simons-weidenmaier@ucl.ac.uk) of any delivery issues as soon as possible. This will allow us to consider allocating the available budget to finance additional equipment in the current fiscal year.

Note that the deadline relates to delivery of the requested equipment not the award spend. Equivalent equipment loans, where the 31st July 2024 delivery deadline will not be met for the purchased equipment, are not considered 'deliveries' in the context of CEF6.

Why do I need to seek a quote for the equipment I am requesting and how does this inform the procurement process?

The quote will enable you to clarify the specifications (required and optional extras) of the equipment you are requesting, discuss any discounts the suppliers may be able to offer, clarify the standard warranty to be provided, delivery requirements/lead times and get a clearer idea of the funds required from the CEF6 budget.

Once awarded CEF6 funding you will be contacted by UCL's Procurement - STEMEd Team (stem.procurement@ucl.ac.uk) to discuss the intended purchase. This will allow determination of the correct procurement process to follow which may include a competitive tender, single source justifications, supplier appraisals and other processes. More information can be found on the [UCL Procurement website](#).

The application states that I must provide one quote, what if a quote cannot be provided?

If the supplier cannot provide a quote, please provide a statement of email confirmation from the supplier describing the details of the cost of the equipment.

When and who do I contact from Procurement?

You will be contacted by the procurement team should your application be successful. All negotiations with suppliers must be led by the procurement team.

Please contact the procurement team (stem.procurement@ucl.ac.uk) or Nadine Simons-Weidenmaier (n.simons-weidenmaier@ucl.ac.uk) **prior** to the application deadline for advice.

*** Application submission and follow up for successful applications ***

I have completed my application, who should sign it before it is submitted?

We require:

- Statement & signature from Division/ Institute Director: who will confirm support for the equipment in terms of strategic need, that necessary space is available, and that support is available. This must be uploaded as a PDF within the MS Form application.

How do I submit my completed application?

CEF6 applications are to be completed on MS Forms: [CEF6 application form](#). Any issues with the form contact Nadine Simons-Weidenmaier (n.simons-weidenmaier@ucl.ac.uk).

There is a pdf and Microsoft Word version of the application for your convenience (**not to be submitted**).

- [CEF6 - Capital Equipment Fund Call - application form.pdf](#)
- [CEF6 - Capital Equipment Fund Call - application form.docx](#)

If successful will funds be transferred to me or my department? Will I get a project code?

Successful applicants and their Division/Institute Manager will be informed. Applicants will need to liaise with their departmental finance leads, using the appropriate UCL procurement process, to organise purchase and delivery of the equipment. The equipment must be purchased using a departmental budget code in the first instance. Once the equipment is delivered to UCL the department can request transfer of the expenditure from their budget to the UCL central budget, by contacting the Faculty Management Accountant. Expenditure cannot be transferred until the equipment is on site.

Please let us know when the equipment has been delivered and receipted in the system by emailing Nadine Simons-Weidenmaier n.simons-weidenmaier@ucl.ac.uk.

Any delays in delivery **must** be reported immediately so we can make the best use of the RCIF budget.

Reporting and updates

If successful, you may be asked to provide brief reports on the equipment and related research activity/facility.

All Research Facilities (TRAC listed and multi-user facilities) that run on cost-recovery model (apply a charge-out or access fee to users) will be required to submit an annual financial return, with pricing information maintained by UCL Research and Innovation Services (RIS).

Who do I contact if I still have questions?

If you have any queries on the call that are not answered by the call guidelines or the FAQ please contact Nadine Simons-Weidenmaier (n.simons-weidenmaier@ucl.ac.uk) with 'CEF6' in the email subject line.

Key Principles - Governance and Financial Management

The following principles were approved by the Life and Medical Sciences Research & Innovation Board in relation to Research Facilities and use of the UCL Research Capital Investment Funds (RCIF) from which CEF6 funds are derived.

- Research Facilities will run on cost-recovery model, and income will be returned to the facility in a transparent fashion thus enabling them to operate on a more sustainable basis in the long term. All research facilities will provide an annual financial return to School Finance teams (setting out up to date access rates) for faculty approval.
- The financial treatment of a UCL Research Facility should be chosen to maximise the financial return to UCL, and this should be agreed with host department and faculty management accountant, with advice from Research & Innovation Services and UCL's TRAC accountant. This may be a TRAC or Multi-User (Non-TRAC) Research Facility.

- In line with Funder's expectations and audit controls, an approved list of UCL research facilities and the associated access rates which can be charged to research grant applications, will be kept by Research Services, and updated annually.
- Where appropriate, research facilities will be aggregated as Science Technology Platforms, with academic and technical leadership and local admin support. We will also seek to standardise charge out rates for similar facilities/equipment across the University, so as not to create an internal market.
- Research facilities must be transparent and consistent in terms of price applied to users and in line with funder type (FEC, Charity, Commercial). Any price discounts should be met by the user and their host department not the facility.
- UCL Research Capital Investment Fund (RCIF), provide by Research England, will be used to support strategic investment (*e.g.*, new or replacement equipment) in UCL research facilities.