



## UCL SLMS Research Capital Equipment

This application form should be used only by SLMS applicants when applying for CEF Call 2 and Wellcome MUE and BRTD

This form should be completed only by SLMS applicants adhering to the word limits where stated. Send your completed application to [e.tsaliki@ucl.ac.uk](mailto:e.tsaliki@ucl.ac.uk) or [r.jamieson@ucl.ac.uk](mailto:r.jamieson@ucl.ac.uk), with "SLMS RCE" in the subject line, and copy in your Divisional/Institute Director. Please entitle your pdf file "[your name]\_SLMS RCE".

Please select relevant call(s):

- Capital Equipment Fund Call 2
- Wellcome Multi-user Equipment
- Wellcome Biomedical Resource and Technology Development

Please select one the following: I am requesting funding for equipment relating to:

- New multi-user equipment over 300K
- New multi-user equipment between 50K and 300K
- Small multi-user equipment/upgrades between 25K and 50K
- Equipment linked to recruitment

You are seeking:

- New equipment
- Replacing existing equipment

### 1. Title

Application title/Name of equipment

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### 2. Lead applicant and co-applicants

List the names and affiliations (Division/Department) of the lead applicant and co-applicants (using a \* to indicate those with current Wellcome funding).

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### 3. Relevant UCL Facilities

*This section should not exceed 250 words.*

- a. Please identify the Core Facility / Multi-User Facility in which the equipment could/will be located and/or with which it could be associated.
- b. Does the same or similar equipment exist elsewhere at UCL? It may be helpful if you refer to the UCL Kit Catalogue for information [www.research-equipment.ucl.ac.uk](http://www.research-equipment.ucl.ac.uk) . If yes, please describe the existing equipment, explain why it is not suitable or why can it not be used? In which facility is it located?

#### 4. Summary of the request

Provide a description of the request, including the subheadings below. *This section should not exceed 750 words.*

- a. **Item:** Name and specific model of the item of equipment or details of the requested biomedical resource / technology. Include a web link to specifications of the requested equipment (if relevant).
- b. **Description:** Briefly describe the item of equipment / biomedical resource / technology and its primary functions / applications.
- c. **Strategic Case:** Please describe the research enabled by the requested equipment / resource / technology and/or the value added to existing research programmes and/or Core Facilities, indicating the strategic value of the requested item(s) to research within SLMS.
- d. **Usage:** Describe the likely demand for the equipment / biomedical resource / technology by groups within SLMS/UCL, researchers at other institutions, and research partners e.g. industry.
- e. **Location:** Identify 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 and if so, provide a quote from UCL Estate.
- f. **Additional funding applications:** Have you also submitted to another scheme (such as BBSRC ALERT)? If so please provide details.

#### 5. Management of the equipment/facility

Please indicate how the equipment will be managed and made available to users. What will be the charges to users and on what basis will these be calculated? What is the 3 year operational plan (i.e. technical support, maintenance and sustainability plans) for the equipment? If you have a track record of managing shared equipment and providing/managing services, please provide brief details. Wellcome Trust applicants must include plans for sustainability after the 5 years of the grant (350 words maximum).

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**6. Approximate budget**

Provide the approximate budget for the proposal, including estates costs for installation and maintenance. Is this application VAT exempt? Please consult Finance and Business Affairs team before applying (<https://www.ucl.ac.uk/finance/sales/medical-equipment>).

*Please note that funding for refurbishment costs will not be provided through this internal review process and that any required refurbishments or refitting of lab spaces should already be on the SLMS Estates priority list.*

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**7. Timelines**

Please indicate the estimated procurement time line.

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**8. Statement from Division/Institute Director**

Please provide:

- a. Confirmation of strategic importance of the equipment, availability of appropriate space and any refurbishment required, and that the SLMS Estates team has been informed.
- b. Details of any commitments such as technical staff, other resources or cash/in kind commitments (with exact amounts e.g. including FTE and grade of staff). Note that for equipment linked to recruitment, we require a financial contribution towards equipment purchase from the Division, which will be managed within the approved budget envelope of the Division.

***This section should not exceed 400 words.***

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**9. Signature of Division/Institute Director**

The signature from the Division/Institute Director must be included in the box below (electronic signature is fine) to confirm their support for the application.

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**10. Quotations for the equipment requested**

Please list three (if available/applicable\*) lowest amounts against respective suppliers. Quotations should be included as an attachment to the application. Please indicate any negotiated discounts.

Supplier 1.
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Supplier 2.

Supplier 3.

\* For small multi-user equipment/upgrades between 25K and 50K and Wellcome Trust equipment applications we don't need multiple quotes.