



## **UCL Research Capital Equipment Fund 2018-19 (Call 2)** ***SLMS Internal review process and guidelines***

### **Call for applications for internal review:**

Applications are invited for research capital equipment that will be assessed through a process of internal review and prioritisation by the Chair of SLMS Research Board and Vice-Deans of Research. All bids must demonstrate a clear strategic need and add value to existing research programmes and/or Facilities.

The Capital Equipment Fund is available for equipment purchases from now to the end of July 2019. The procurement process must be completed and equipment delivered to UCL within this timeframe otherwise it cannot be funded from that year's RCIF allocation and risks being lost.

### **Important dates:**

Deadline for internal applications	Monday 12 <sup>th</sup> November 2018
SLMS Board Review Panel	27 <sup>th</sup> November 2018
Applicants informed about outcome from internal review/triage	Beginning of December 2018

### **SLMS Capital Equipment Fund Call 2 Scope:**

The Capital Equipment Fund (CEF) scheme is intended to complement other schemes, such as Wellcome Multi-User Equipment and BBSRC ALERT grants that provide funds for equipment purchase. Equipment bids that have been or will be submitted to external funding schemes can also be submitted to the CEF scheme. Resubmission of proposals from Call 1 deemed eligible for this funding scheme are allowed.

The CEF scheme will consider applications for:

- Requests for major multi-user equipment that will be managed within existing Core Facilities or other strategically important facilities – such requests will be prioritised. The track record of the Facility in providing service and access will be an important factor to consider and applicants should provide sufficient detail to assess this.
- Equipment linked to recruitment (both incoming recruits and those in post for 12 months or less); for such applications, the hosting Division is expected to contribute some matched funding towards purchase of the equipment, which must be managed within their approved Divisional budget. Note that some recruitment costs can also be sought through the WTSSF scheme and there should be no duplication of requests.
- Small equipment (between 25K and 50K) within core facilities or that more generally supports the research environment and that are unlikely to be competitive for external funding.

It would generally be expected that costs for equipment repairs, parts or upgrades are covered by maintenance contracts, insurance/warranties or built into the running costs for the equipment.

The CEF scheme is unlikely to support applications for equipment that should normally be included on project/programme grant/fellowship applications. Institutional matched funding for equipment on such schemes is considered through a different process ([Research Grant/Contract Checklist http://www.ucl.ac.uk/slms/slms-intranet/research](http://www.ucl.ac.uk/slms/slms-intranet/research)).

The CEF is unlikely to support bids when the same or similar equipment already exists in accessible Core Facilities elsewhere at UCL and will only be supported in exceptional circumstances, e.g. when demand significantly outstrips existing capability and/or geographical separation makes use of existing facilities not feasible.

When multiple pieces of equipment are being requested, the case for each separately costed item should be clearly stated.

For successful applications, we expect an annual report on equipment usage, finances and future plans. For equipment within Core Facilities, this should be included within the annual reporting processes for the Facility.

If an opportunity for cost-effective purchase of strategically important equipment arises outside of the normal timeframe for consideration through CEF, contact should initially be made with your Faculty Vice-Dean Research. In exceptional circumstances, it may be possible to consider applications for such equipment.

Alongside equipment purchase, installation and shipping costs will be considered, but maintenance contracts, staff support, and any lab refurbishment costs are not eligible and must be provided by commitments from the host Division/Institute/Department. Extended warranties, training or consumables purchased with the equipment are not eligible.

If you are uncertain if your application would be suitable / competitive for this scheme, please contact [e.tsaliki@ucl.ac.uk](mailto:e.tsaliki@ucl.ac.uk) or [r.jamieson@ucl.ac.uk](mailto:r.jamieson@ucl.ac.uk) and/or your Vice-Dean for Research.

### **Instructions for submitting an application:**

1. Complete the Expression of Interest form following guidance above.
2. Send your form, as a single PDF file, to [e.tsaliki@ucl.ac.uk](mailto:e.tsaliki@ucl.ac.uk) or [r.jamieson@ucl.ac.uk](mailto:r.jamieson@ucl.ac.uk) and copy in your Divisional/Institute Director.

**NB:** The applications for Research Capital Equipment Call 2 will be reviewed by the same panel that will review applications for Wellcome Trust Multi-User Equipment and Biomedical Resource and Technology Development schemes; therefore a generic application form has been created.