

**UCL Research Capital Equipment Fund 2019-20 (Call 3)**

***SLMS Internal review process and guidelines***

**Background:**

The Office of Vice-Provost (Research) has allocated a portion of Research Capital Infrastructure Fund (RCIF), provided by HEFCE to UCL, for research capital equipment purchases across the whole of UCL. Funds allocated to SLMS will be used both to provide matched funding for equipment requests on grant applications and to enable outright purchase of strategically important new equipment. Matched funding requests will continue to be assessed through existing procedures; this document describes the process for application for funds for new equipment purchase.

Funding is available for equipment purchases from 1 August 2019 to 31 July 2020. 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.

**Call for equipment bids:**

We invite applications for strategically important 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. For 2019/20, we will run one call for applications for equipment funding.

**Important dates:**

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| UCL SLMS Equipment call - internal review process | |
| Internal process opens (Call 3) | Friday 8 March 2019 |
| Deadline for internal applications | Wednesday 10 April 2019 |
| SLMS Board Review Panel | Monday 13 May 2019 |

**Scope and Guidance:**

The CEF scheme is intended to complement other schemes, such as BBSRC ALERT and Wellcome Multi-User Equipment grants that provide funds for equipment purchase. Applicants are encouraged to apply for external funding sources in the first instance. Bids that are currently submitted to external funding schemes can also be submitted to the CEF scheme.

We expect many successful applications to be for major equipment that will be managed within existing Core Facilities or other strategically important multi-user facilities such as the Science Technology Platforms. In such cases, the track record of the Facility in providing service and access to facilities will be an important factor to consider and applicants should provide sufficient detail to assess this. Such applications may attach annual reports, business plans and/or TRAC forms as appendices to their applications.

The CEF scheme will consider applications for equipment linked to recruitment (both incoming recruits and those in post for 12 months or less); for such applications, the expectation is that the hosting Division will contribute some match funding towards purchase of the equipment. Note that some recruitment costs can also be sought through the WTISSF scheme and there should be no duplication of requests.

The CEF will also consider applications for 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.

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.

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

Although financial contribution towards the cost of the equipment is only a requirement when the application is linked to recruitment costs, if such funds are available for other shared equipment applications, they should be included.

When multiple pieces of equipment are being requested, the case for each separately costed item should be clearly stated. The CEF will not consider applications for whole lab refurbishment.

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 of Research. In exceptional circumstances, it may be possible to consider applications for such equipment.

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.

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.

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

If you are uncertain if your application would be suitable / competitive for this scheme, please contact Dr Ruth Jamieson (r.jamieson@ucl.ac.uk) and/or your Vice-Dean for Research.

**Instructions for submitting an application:**

1. Complete the CEF3 Expression of Interest form following guidance above.

2. Send your form, as a single PDF file, to Dr Ruth Jamieson ([r.jamieson@ucl.ac.uk](mailto:r.jamieson@ucl.ac.uk)) copying in your Divisional/Institute Director.