**LONDON’S GLOBAL UNIVERSITY**

**Capital Equipment Fund Call (CEF4)**

**Faculties of Life and Medical Sciences (LMS)**

**Application Form**

This form should be completed by Faculties of Life and Medical Sciences (LMS) applicants adhering to the word limits where stated. Send your completed application to Karen Groot ([k.groot@ucl.ac.uk](mailto:k.groot@ucl.ac.uk)), with ‘CEF4’ in the subject line, and copy in your Division/Institute Director and the relevant STP Academic Lead/multi-user core facility academic lead/ARC Head of Research Computing as most appropriate. Please entitle your pdf file ‘[your surname]\_CEF4’.

Please tick all that apply. I am requesting:

New equipment

Replacing existing equipment

Funding for equipment linked to recruitment

**1. Title**

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| Application title / Name of equipment |
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**2. Lead applicant and co-applicants**

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| List the names and affiliations (Division/Institute & Faculty) of the lead applicant and co-applicants. | | | |
| **Name** | **Lead/Co-applicant** | **Division/Institute** | **Faculty** |
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**3. Contact name of administrator/s**

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| List the name(s) of team member(s) who will be administering and monitoring the purchase and delivery of the equipment should your application be successful. | | |
| **Name & email address** | **Role/Job title** | **Division/Institute** |
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**4. Summary of the request**

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| Provide a description of the request, including the subheadings below. *(750 words maximum)*   1. **Item:**Name and specific model of the item of equipment. Include a web link to specifications of the requested equipment (if relevant/available). 2. **Description:** Briefly describe the item of equipment and its primary functions/applications. 3. **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. 4. **Usage:** What are expected user numbers/usage rates for the equipment by groups within LMS/UCL, researchers at other institutions, and external research partners. 5. **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 Estates. 6. **Additional funding applications:** Do you currently have an application for this equipment under consideration by an external research funder e.g. BBSRC 21ALERT)? If so please provide details. 7. **Previous applications**: Have 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 (e.g. BBSRC 20ALERT or Wellcome Multi-User Equipment)? If so please provide details. 8. **Recruitment:** 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. |
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**5. Management of the equipment/facility**

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| Please indicate:   1. How the equipment will be managed and made available to users. 2. What the access charges will be to users and on what basis will these be calculated. 3. What the 3-year operational plan is (i.e. technical support, maintenance and sustainability plans) for the equipment. 4. If you have a track record of managing shared equipment and providing/managing access and services, please provide brief details.   *(350 words maximum).* |
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**6. Relevant UCL Facilities & Links with STPs, other facilities or ARC**

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| 1. Please identify the multi-user Facility in which the equipment will be located and/or with which it could be associated. 2. 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 it cannot be used and in which facility it is located? 3. Is the equipment requested aligned to one of the [UCL Science Technology Platforms](https://www.ucl.ac.uk/science-technology-platforms/) (STPs)? If so please state which one and describe how do you plan to work with the relevant STP, and the STP Academic Lead, going forward. 4. Does the equipment request relate to Advance Research Computing (ARC)? If so please indicate this and describe how you will work with ARC going forward. 5. If your application is not aligned with one of the STPs, but will be situated in a multi-user core facility, please indicate this and describe how you will work with the facility going forward.   *(400 words maximum)* |
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**7. Statement from the STP Academic Lead, other multi-user core facility academic lead or ARC Head of Research Computing**

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| Please provide:   1. Details of how the proposed equipment fits with the remit and plans of the STP, other multi-user core facility or ARC. 2. Details of how proposed equipment complements other equipment available through the STP, other multi-user core facilities or ARC.   *(400 words maximum)* | |
| **Name of Academic Lead** | **Statement** |
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**8. Budget**

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| 1. Provide the approximate **total budget for the proposal**, including estates costs to allow installation, and maintenance. 2. Please also **indicate what costs are requested from the Capital Equipment Fund (CEF4).** 3. Prices should **not** include VAT. 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 that funding for refurbishment costs will not be provided through CEF4 – 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 CEF4.* | | |
| **Total budget for the proposal (exc. VAT) in GBP** | **Is VAT chargeable on the equipment?** | **Costs requested from CEF4 for the equipment (inc./exc. VAT as appropriate) in GBP?** |
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| Additional notes or explanations on budget request including currency conversion rates and 10% currency conversion buffers applied and Division/Institute contributions to cost of the equipment: (*150 words maximum)* | | |

**9. Procurement timelines**

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| Please state the estimated procurement, purchasing and delivery timeline for the requested equipment. CEF4 funding decisions are expected by mid-Feb 2022. To be funded through CEF4 the equipment must be on site by 31 July 2022.  *(150 words maximum)* |
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**10. Quotations for the equipment requested**

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| Please list three (if available/applicable) lowest quotations against respective suppliers. Quotations should be included as an attachment to the application. Please indicate any negotiated discounts. | |
| **Supplier 1.** |  |
| **Supplier 2.** |  |
| **Supplier 3.** |  |

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

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| Please provide:   1. Confirmation of strategic importance of the equipment, availability of appropriate space and any refurbishment required (including availability of funds for the required works), and that UCL Estates has been informed. 2. 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/Institute, which will be managed within the approved budget envelope of the Division/Institute.   *(400 words maximum)* |
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**12. Signature of Division/Institute Director**

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| 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. | |
| **Name** | **Signature** |
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