**LONDON’S GLOBAL UNIVERSITY**

**Capital Equipment Fund Call (CEF5)**

**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 Nadine Simons-Weidenmaier ([n.simons-weidenmaier@ucl.ac.uk](mailto:n.simons-weidenmaier@ucl.ac.uk)), with ‘CEF5’ in the subject line, and copy in your Division/Institute Director and the relevant UCL STP Academic Lead/multi-user core facility academic lead/ARC Head of Research Computing as most appropriate. Please entitle your pdf file ‘[your surname\_CEF5].

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. Equipment**

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| Please provide details of the equipment requested. | |
| **Type of equipment**  *(e.g. confocal microscope, cell sorter, mass spectrometer etc.)* |  |
| **Name of equipment**  *(specific model)* |  |
| **Description**  *(briefly describe the primary functions and applications)* |  |

**5. Purpose**

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| Which best describes the purpose of the proposed equipment relative to the equipment currently available at UCL? |
| Replacement for ageing/end-of-life equipment |
| Replacement for ageing/end-of-life equipment and providing new capabilities |
| Additional capability |
| Additional capacity |
| Additional capacity and capability |
| Bringing in technology not currently available |

**6. Summary of the request**

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| Provide a description of the request, including the subheadings below. *(650 words maximum)*   1. **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. 2. **Usage:** What are expected user numbers/usage rates for the equipment by groups within LMS/UCL, researchers at other institutions, and external research partners. 3. **Benefits:** What are the anticipated benefits, outcomes, or impact of the availability of the new equipment at UCL? |
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**7. 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 (CEF5).** 3. 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:*  *- Funding for refurbishment costs will not be provided through CEF5 – 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 CEF5.* | | |
| **Total budget for the proposal (exc. VAT) in GBP** | **Is VAT chargeable on the equipment?** | **Costs requested from CEF5 for the equipment (inc./exc. VAT as appropriate) in GBP?** |
|  |  |  |
| Additional notes or explanations on budget requests including currency conversion rates and 10% currency conversion buffers applied. | | |

**8. Division/Institute or other contributions**

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| Please state if there are any Division/Institute or other contributions to the cost of the equipment: | |
| **Division/Institute or other** |  |
| **Amount** |  |
| **Further details:** | |

**9. Location**

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| Please provide details of 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. | |
| **Site/Building/Floor/Room:** | |
| **Estates cost** | Yes  No |
| **Further details:** | |

**10. Recruitment**

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| 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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**11. Additional funding applications**

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| Please indicate if you have applied for this equipment from an external research funder (EoI stage only or full application stage), e.g. MRC-Equip-1 or 2, BBSRC ALERT22. |
| MRC-Equip-1 (EoI) |
| MRC-Equip-1 (full application) |
| MRC-Equip-2 (EoI – UCL internal triage) |
| MRC-Equip-2 (full application) |
| BBSRC ALERT22 |
| Other |

**12. Previous applications**

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| Please indicate if 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. If so, please provide details i.e. CEF2, CEF4, BBSRC ALERT21. | |
| **Funding call** | **Details of specific call applied for & describe how you are addressing any feedback received in this application.** |
| CEF: |  |
| Wellcome Multi-User Equipment: |  |
| BBSRC ALERT: |  |
| Other: |  |

**13. 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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**14. Relevant UCL STP facility or other multi-user core facility**

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| 1. Please identify the STP facility or 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. If your application is not aligned with one of the UCL STPs, but will be situated in a multi-user core facility, please indicate this and describe how you will work with the facility and Academic and Technical Lead of the facility going forward.   *(250 words maximum)* | |
| Name of facility |  |
| Name of Academic and/or Technical Lead |  |
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**15. Has the relevant UCL STP Academic Lead or ARC Head of Research Computing been contacted?**

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| Have you contacted the relevant UCL STP Academic Lead to discuss your equipment request?  Does the equipment request relate to Advance Research Computing (ARC)?  If the equipment requested does not align with the remit of a UCL STP (e.g. ultracentrifuges) please add details. | |
| **Name of UCL Academic Lead** |  |
| UCL STP Academic Lead contacted | Yes  No |
| Advance Research Computing (ARC) | Yes  No |
| Equipment unrelated to UCL STPs/ARC | Yes  No |
| Further details: | |

**16. Statement from the STP 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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**17. Procurement timelines**

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| Please state the estimated procurement, purchasing, and delivery timeline for the requested equipment. CEF5 funding decisions are expected by the w/o 19.12.2022. To be funded through CEF5 the equipment **must** be on site by 31 July 2023.  *(150 words maximum)* |
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**18. Quotations for the equipment requested**

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| Please list three (if available/applicable) lowest quotations against respective suppliers. Quotations **must** be included as an attachment to the application.  Please indicate any negotiated discounts.  Please indicate if single source supplier.  \*\* Please note that quotes may include service contracts, extended warranties, consumables and training costs if these are provided for free. If included at cost, please ensure that these costs are removed from what you have requested in question 7 as these costs are not eligible for reimbursement from the CEF5 budget. | |
| **Supplier 1.**  (name of equipment / specific model) |  |
| **Supplier 2.**  (name of equipment / specific model) |  |
| **Supplier 3.**  (name of equipment / specific model) |  |

**19. Sustainability**

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| We are aware that making sustainable choices can have an impact on cost.  Please describe any choices made in selecting suppliers, items etc. and the approximate extra costs.  Please also provide examples of how the requested equipment will contribute to improving environmental sustainability e.g., decarbonising and contributing to net zero targets, and reducing waste.  Please also indicate if your lab/facility is participating in LEAF?  *(150 words maximum)* | |
| Participating in LEAF | Yes  No |
| Further details: | |

**20. 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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**21. 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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