The application must not exceed five (5) pages, and must use Arial 11 point font with 1.0 inch margins and single line spacing. Incomplete applications or applications that do not meet these requirements will be returned without review. The required sections are listed below. Please: use the section titles provided; include them in the order listed; and delete any associated, italicized explanations. The term "equipment" refers to an allowed apparatus, instrument, database or software product as defined in the Request for Applications.

Program Title: 16-17 Laboratory & University Core Facility Research Equipment Program

Include this line as written.

Descriptive Title
Define the generic type of equipment to be acquired, upgraded, or repaired.
Example: "Acquisition of a Stereo Light Microscope with Polarizer and Analyzer"

Principal Investigator(s)
Include Rank/Title, Academic Unit (department/school, college) or Center, and E-mail address. If more than one, the corresponding PI should be identified and listed first.

Co-Principal Investigator(s)
Include Rank/Title, Unit (department/school, college) or Center, and E-mail address. It is not necessary or advantageous to include all users as Co-PIs.

Category of Use
Specify: "Single Laboratory," or Multiple Laboratory," or "University Core Facility" (identify the Core Facility).

Brief description of the Equipment
Include its function/use, and key capabilities

Justification of Need
This critical section should briefly explain how the equipment will benefit the research program(s) of the Users/Core Facility and briefly describe plans for its management and maintenance.

This section must specifically address the availability on the Purdue-WL campus of equipment of similar function/use and capabilities. If such equipment is already available for shared use, why is the new equipment needed? If the existing shared equipment is available for use on a recharge basis, address the potential impact on the services and revenue of the recharge center.

For equipment in the Multiple Laboratory category, provide a list (including the departmental affiliation) of all faculty members, including the PI and co-PIs, whose research programs will benefit. Summarize how the equipment will benefit their research. See FAQs for more Information.

For equipment to be housed in University Core Facilities additionally also provide the following.

a. A synopsis of the likely user base (number of faculty/student/staff users and their academic and/or center affiliations
b. A brief assessment of the impact on future recurring costs and/or recharge rates and/or current services.
Summary of Costs
This should be an itemized list with prices including all allowed items necessary for the project and the total cost. Quotes should not be included here. If quotes are available attach them after the main body of the application (see below).

Other Required Information
A statement indicating that the equipment is not included in another funded or soon to be funded proposal. If a proposal is pending, indicate the likely decision date.

A statement addressing the remaining start-up funds for PI(s). If none, state $0. (This is not necessary for equipment to be housed in University Core Facilities).

All of the above fall within the five page limit and should be presented in the order they appear in the template. Additional required or optional attachments are described below.

Required attachments (not included in the five page limit)
1) A statement from the responsible unit head or center director acknowledging of the availability of appropriate space, utilities, etc. and/or the responsibility for the costs and timely completion of any infrastructure improvements necessary or advantageous for effective use of the equipment. (example below)

2) Current NIH or NSF format biosketches for the PI and each Co-PI

Optional attachments (not included in the five page limit)
1) A brief synopsis of prior or concurrent attempts to acquire external funding for the requested item(s).

2) Informational quotes or cost estimates from vendors

Example of a Unit Head's Infrastructure Statement (not included in the five page limit)
This can be provided in a memo or e-mail from the head.

"The equipment described in this application will be deployed in space assigned to the XYZ Department (Center). The necessary space, utilities, etc., are available or will be made available by the department in a timely manner. I am aware of the likely costs of any improvements required to deploy and effectively operate the requested equipment, and the department will fully support any such costs not included in the budget of the application."