

*This template should be used for both the fall and spring call-outs. The **required sections** are listed below. Please: use the section titles provided; include them in the order listed; and delete the italicized explanations (including this paragraph) as you complete the sections.*

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 may be returned without review. The term "equipment" refers to an allowed apparatus, instrument, database or software product as defined in the program guidelines.

The sections on this page (Program Title through Information on Users) should be presented on a single page serving as the cover page.

Program Title: 17-18 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.

Category of Use

Specify: "Single Investigator," or "Multiple Investigators," or "University Core Facility" (identify the Core Facility).

Brief description of the Equipment

Include its function/use, and key capabilities

Total Costs:

Sponsor Costs:

Matching Funding:

Matching funding is relevant only for the spring major equipment call-out.

Information on Users

For single-investigator proposals, describe your research team. For Core Facilities, describe and quantify the user base. For multi-investigator applications, use the table below to identify up to six major users. A major user is a faculty or staff members who who can justify a significant or critical need for the equipment. Anyone included should be informed about this proposal. If more than six might be listed, add a sentence indicating the number that could also be included.

Name	Position title	Department(s) or School(s)	College(s)

Justification of Need

This critical section should briefly explain how the equipment will benefit the research program(s) of the User(s) or Core Facility. This may be provided as a collective description of similar benefits for a user community. You may include brief examples of the needs and benefits associated with specific research programs or specific users. Accessories required for special circumstances should be specifically justified.

This section must also 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 multi-user equipment including equipment to be housed in core facilities, briefly describe plans for management and upkeep of the equipment including provisions for meeting recurring expenses such as operator S&W costs, service contracts, or maintenance and repair costs not covered by a service contract.

For equipment to be housed in university core facilities also provide a brief assessment of the impact on recharge rates and/or current services.

Summary of Expenses Necessary to Bring the Equipment into Service

This should be an itemized list all of allowed costs necessary for the project. Not all cost categories apply to every proposal. Quotes should not be inserted here. If quotes are available, attach them after the main body of the application (see below).

Capital equipment price:
Delivery (shipping, import):
Installation/testing/training:
Minor S&E for commissioning:
Other:

Total:

Other Required Information

Confirm that the equipment not included in another funded or soon to be funded proposal. If a proposal is pending, note that here, then explain the situation and provide the likely decision date in an attachment..

For single-user applications, include 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) For both the fall and spring call-outs, please include 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) For the spring major equipment call-out only, please include an endorsement of the proposal by at least one Dean or Associate Dean for Research to confirm that the proposal addresses a strategic or critical need and to affirm that the plan for accumulating the matching funds is in-hand or feasible.
- 3) For both the fall and spring call-outs, include current NIH or NSF format biosketches for the PI(s) and any Co-PI(s).

Optional attachments *(not included in the five page limit)*

- 1) If pertinent, please include a brief synopsis of prior or concurrent attempts to acquire external funding for the requested item(s). If a proposal is pending, please explain the situation and provide the likely decision date.
- 2) If available, please include 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."