*The terms "equipment," “allowed costs,” etc., are defined in the program guidelines.*

*This template must be used for both Part I and Part II Full Applications and for Part II Preliminary Concept Summaries. For all cases, use Arial 11-point font with 1.0 inch margins and single line spacing. Also: use the section titles provided; include them in the order listed; and delete italicized explanations (e.g., this paragraph) as you complete the template.* *NOTE: this template differs from templates used in the past because information previously required for the cover page will now be entered into the online InfoReady system.*

*Full applications for both Part and Part II must include the first four sections below within a total of four (4) pages. The Part II Concept Summary should include only the Descriptive Title and a brief (ca. two pages or less) Justification of Need.*

*Incomplete applications or applications that do not meet the above requirements may be returned without review.*

**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"*

**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 single description of similar benefits for a user community. You may also include brief examples of needs and benefits associated with specific research programs or specific users. Expensive 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 similar equipment is available for use on a recharge basis, address the potential for adverse impact on the services and revenue of the recharge center.*

*In all cases, provide information about the intended location of the equipment.*

*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, maintenance and repair costs not covered by a service contract, and depreciation.*

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

**Summary of Expenses Necessary to Acquire the Equipment and Bring it into Service**

*This should be an itemized list of all allowed costs necessary for the project using the categories below. Not all categories apply to every application. Per the Program Guidelines, installation expenses do not include site/room improvements for power, gas/water/vacuum service, etc. These improvements should be included in “Other.” If “Other” is used, briefly explain below the Total. If quotes are available, please attach them within the appropriate location of the online application portal (see below).*

Capital equipment costs:

Delivery (shipping, import):

Installation/testing/training:

Minor S&E for commissioning:

Other:

**Total:**

**Other Required Information**

*Confirm that the equipment is not included in another funded or soon to be funded project. If an external proposal is pending, please provide the sponsor, funding program (name and FOA/RFP/BAA number), and likely decision date. You may provide a more detailed explanation of the pending proposal in the optional attachments.*

*For single-investigator applications, include a statement addressing any remaining start-up funds available to the PI. If none, state $0.*

***For full applications, all sections above must be presented in the order above and within four pages. Required or optional attachments are described below.***

**Required Attachments**

*These items should be uploaded in the appropriate sections within the online application portal.*

**Required for Full Applications to both Parts I and II of the Program: Infrastructure Statement from Unit Head**

*Include a signed and dated statement from the responsible unit head or center director acknowledging 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. An email memo is also acceptable. (Example below)*

*"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."*

**Required for Full Applications to both Parts I and II of the Program: Biosketches**

*Include current NIH- or NSF-format biosketches for the PI(s) and any Co-PI(s). Biosketches are not required for others such as major users.*

**Required for Full Applications to Part II of the Program: College Endorsement(s)**

*For full applications only to Part II, include an endorsement of the application by at least one Dean or Associate Dean for Research to confirm that the application addresses a strategic or critical need and affirm that the plan for accumulating the matching funding is feasible.*

**Required for Full Applications to Part II of the Program: Status of Matching Funding**

*For full applications only to Part II, summarize confirmed and pending matching fund contributions. Include the current total of confirmed contributions. The pending contributors must be well-informed about the application and the approximate value of matching funding requested of them.*

**Optional Attachments:**

1. *If relevant, please include a brief synopsis of prior or concurrent attempts to acquire funding for the requested item(s).*
2. *If available, please include informational quotes or cost estimates from vendors.*