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

*Please use Times New Roman 12-point font with 1-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.*

*Full applications must include the first four sections below within a total of four (4) pages.*

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

**Descriptive Title**

* *Designate if the instrument will be placed in a core facility or a shared-use facility.*
* *Define the generic type of instrument to be acquired, upgraded, or repaired.*
* *Example: “Core Facility: Acquisition of a Stereo Light Microscope with Polarizer and Analyzer"*

**Justification of Need**

* *Describe the function and use of the proposed instrument.*
* *Explain how the instrument will advance the national and global impact of Purdue’s research enterprise. This may be provided as a single description of similar benefits for a user community. It may also include brief examples of needs and benefits associated with specific research programs or specific users. Accessories required for specific needs should be justified.*
* *Address the availability on the Purdue-WL campus of instrumentation of similar function/use and capabilities. Explain why an instrument that is already available in a core or shared user facility is needed. Address the potential for a positive or adverse impact on the existing facilities.*
* *Provide the intended location of the instrument and details related to accessibility of the instrument. For example, explain how the instrument will be accessible through iLabs or some other open reservation system.*
* *Provide a brief plan for the management and long-term sustainability of the instrument 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. Greater detail should be included in the separate Operations and Maintenance Plan document.*
* *For core facilities, also provide a brief assessment of the impact on current services and/or user rates. A more detailed discussion of this should be included in the Operations and Maintenance Plan document.*
* *Provide details on how you intend to incorporate the training of graduate students and/or post-docs on the proposed instrumentation.*

**Estimated Budget to Acquire the Instrument and Bring it into Service**

*Provide an itemized list of all costs necessary for the project using the categories below. Not all categories apply to every application. Installation expenses do not include site/room improvements for power, gas/water/vacuum service, etc. These improvements should be included in “Other.” Please attach quotes 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 Costs:

**Total:**

**Other Required Information**

*Confirm that the instrument 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. A more detailed explanation of the pending proposal can be provided in the optional attachments.*

***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 using the online application portal.*

**Infrastructure Statement from Unit Head**

*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 instrument. An email memo is also acceptable. (Example below)*

*"The instrument 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 instrument, and the department will fully support any such costs not included in the budget of the application."*

**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.*

**Informational quote(s) from vendor(s)**

*Informational quotes or cost estimates from vendors, including university discounts and trade-in value.*

**Operations and Maintenance Plan**

*Include a detailed operations and maintenance plan for the planned instrument once installed and operational.* *This should include a description of how and by whom the requested instrumentation will be operated and maintained over the expected lifetime of the instrument. Discuss responsibility for training and maintenance of the instrument. Discuss anticipated future costs and how these will be recovered. For example, will the instrument be part of a recharge rate?*

**Information on Users**

*Using the template provided, include a listing of PI, Co-PIs, and other major users of the proposed instrumentation as described on the template.*

**Required if costs exceed $125,000**

*Proposals should include a complete list of approved funding sources for all costs in excess of $125,000.*

**Optional and Beneficial**

*If relevant, include a brief synopsis of prior or concurrent attempts to acquire funding for the requested item(s).*