

# **Equipment Restoration and Renewal Program**

## **Office of the Vice President for Research**

The Office of the Vice President for Research is pleased to announce the Equipment Restoration and Renewal (ERR) for the 2011-2012 academic year. This program is designed to provide University funds to *restore or replace equipment* required for research, scholarship or creative endeavor (which will be referred to throughout this document as research).

### **PROGRAM PURPOSE**

Restore, replace and expand the capabilities needed for faculty research, scholarship and creative endeavor. Grants will typically be in the range of \$25,000 to \$200,000.

### **ELIGIBILITY**

- *Costs to restore or replace research equipment* including the purchase of new or additional equipment that restores, replaces or expands an existing facility are eligible.
- Notre Dame faculty (including teaching and research faculty, research faculty, library faculty and special professional faculty) who have not received an award as the PI of a funded project under this program in the last five years may submit a proposal.
- Each College will screen the proposals submitted by its departments and submit no more than two proposals to the Office of the Vice President for Research.
- Centers and Institutes not reporting through a College may submit one proposal through their normal proposal approval process; either to the Provost or Vice President for Research.

### **INELIGIBLE REQUESTS**

- Renovation of facilities
- Non-equipment items
- Items intended solely for undergraduate instruction
- General purpose computer equipment or software
- Restoration of equipment not owned by the University
- Office equipment
- Library acquisitions (see the Library Acquisitions Program)

### **GRANT PERIOD**

Funds will be available at the start of the spring 2012 semester and must be expended by December 31, 2012. Funds not expended by that date will be withdrawn unless an extension is requested and granted.

### **ACCEPTANCE CONDITIONS**

All equipment renovated or purchased under this program remains the property of the University of Notre Dame in accordance with current University policies.

### **PROPOSAL SUBMISSION**

- Each proposal is limited to four (4) pages, including all attachments except CVs and the cover page.

- The proposal should be written for the non-expert reviewer.
- CVs must be abbreviated to two pages per investigator and should highlight recent publications/awards/exhibits in the areas of research and scholarship for which the equipment is requested. CVs for all investigators may be submitted, but one participant must be designated as the project Principal Investigator.
- The deadline for receipt of all proposals to the relevant office is **October 28, 2011**. This deadline includes proposals being submitted through a Department and to the appropriate College or School office as well as proposals being submitted from Centers and Institutes not reporting through a College to the Provost or to OVPR.
- The Provost's office, the Vice President for Research office, and each College and School will rank submitted proposals and may submit two (2) proposals to the Office of the Vice President for Research.
- Deadline for receipt of ranked proposals to the Office of the Vice President for Research is **Friday, November 18, 2011**.
- Submission is via email to Research Development Program Director, Heather H. Boyd hboyd@nd.edu.
- Please attach your proposal materials to the email and copy your Chair and Dean. ***Proposals will only be accepted if the appropriate Chair and Dean are both copied.*** (If your appointment is within a Center, please also copy the Director and the Dean or Provost as appropriate).

#### **PROPOSAL FORMAT**

- Cover page with following information: PI Name, Department/Center/Institute affiliation, Phone, Email, and Proposal Title.
- The four-page (maximum) proposal should include:
  1. A statement of work and intended use of the equipment
  2. A description of the equipment
  3. A discussion of the shared nature of the equipment and the facility in which it is located and the involvement of any external partners in the research.
  4. A list of past graduate and undergraduate research students involved in the facility (past 3 years).
  5. Several items related to the funding history of the facility:
    - a. How was the equipment being replaced/restored originally purchased?
    - b. What efforts have been made to secure outside funds for restoration/renewal? Provide names of potential funders, estimated dates of attempts and outcomes of efforts.
    - c. What other major equipment purchases have been made in the past three years for this facility?
    - d. To what extent can this equipment be purchased using existing capitalization or other funds?
    - e. Please submit reviewer's comments on external proposals if any.
  6. Budget details:
    - a. Include vendor information and estimated equipment cost – including discounts (please do not include actual quotes).
    - b. Funds for installation and extended warranties can be included but facilities renovation costs may not be included.

- Abbreviated two page current CVs for each investigator.

### **PROPOSAL EVALUATION**

Review will be by a committee convened by the Vice President for Research. All of the following criteria (listed in priority order) will be used in the proposal review:

- Merit of the research being performed in the facility.
- Potential for this work to improve the research environment of the University and the impact of the University's research programs.
- The shared nature of the equipment and/or impact on external partnerships
- Opportunity to leverage these funds with external awards and gifts and evidence of effort to secure external funding for the facility.
- Graduate and undergraduate research students involvement in the project.
- Condition and status of the equipment currently used.