|  |  |
| --- | --- |
|  | \\staff.hcs-p01.otago.ac.nz\corp-rd\UserShare\hulti19p\Documents\Custom Office Templates\University of Otago Logo - Landscape.jpg |
|  | Equipment Advisory Committee Application for Equipment > $250,000  *2022 for 2023 Purchase* |
|  | **Guidelines for Full Applications** |
|  | Due Noon, 31st May 2021 |

University of Otago Equipment Advisory Committee Application for Equipment > $250,000

### General

1. The Equipment Advisory Committee makes recommendations to the Vice-Chancellor for allocations of grants towards the purchase of single major items of equipment costing at least $250,000. While applications may be made to the Equipment Advisory Committee for equipment in excess of $1,500,000 no grant will be made in excess of this amount. Where an item costs more than $1,500,000 evidence must be provided that other funds are guaranteed from Divisional, Departmental or other sources.
2. In cases where an item costs more than $1,000,000 a case must also be submitted to the Capital Development Committee.
3. The Committee encourages applications from large research groups as well as Departments or Schools.
4. It is important that any equipment purchase has been considered in relation to any wider Department, School or Divisional equipment purchasing plans. Please discuss these with your HoD, Dean or PVC.

### Application Format

Due Date

All applications must be received by the due date. If an applicant has concerns about this, s/he should contact the Administrator to the Equipment Committee, Mrs Fiona Seaton, prior to the date to discuss.

Signatures

All signatures should be electronic – either your name typed in or a scan of your signature.

Copies

1. Applicants should:

* Email one Word Copy of the application to Mrs Seaton ([fiona.seaton@otago.ac.nz](mailto:fiona.seaton@otago.ac.nz)) by the due date. If necessary, appendices/ supporting material may be appended as PDFs.
* Font size should be no smaller than Century Gothic 12.

1. Appendices A-F should be set out on separate pages and be clearly marked with their title. If additional appendices are included, please list these on the Appendix summary page.
2. Illustrations of equipment, if included, should be attached as Appendix G.

Application Details

Strategic Importance and Equipment Usage

1. Applications must specify the strategic importance of the equipment and significant outcomes that will result from its use. For example:

* For the purchase of new equipment, what is the gap in the University’s current capability that will be met by this equipment purchase; or
* For the replacement of existing equipment, what capability will be lost if not replaced.

1. The application should explain how the equipment may support undergraduate classes and postgraduate research, and whether (and to what extent) the equipment will be used commercially.
2. The potential users of the equipment need to be specified and details provided of the research outputs that would result for them from the purchase of the equipment.
3. Major equipment grants can include software essential to the basic function of the equipment and alterations/renovations that are essential to the operation and/or functionality of the equipment. Evidence is needed to verify the claim for such software and/or alterations/renovations.
4. If the requested equipment duplicates an existing item on any campus (Dunedin, Wellington or Christchurch), this must be specified, and a justification provided as to why it needs to be replaced or complemented.

Equipment Costings

1. Give cost estimates of the equipment, based on supplier advice (including the expected life-span of the equipment in years), and any costs associated with the modification of rooms or buildings such as the cost of insulation or air-conditioning. Costs of capital items are detailed separately from non-capital items (for further details, see below).
2. Identify the essential specifications that must be present to select the most appropriate equipment supplier. Note also the desirable specifications for the equipment. If there are two or more manufacturers of comparable equipment, note this and justify why one brand is preferred above another.

**NB:** the final cost of the equipment will be determined during the procurement process. Contact with the market should be limited to gaining product information and collecting cost estimates only. Any negotiations will be conducted during the procurement process. For further information and advice about this, contact Mr Stephen Hall, Procurement Manager, [stephen.hall@otago.ac.nz](mailto:stephen.hall@otago.ac.nz).

1. Give the proposed location of the equipment and the reason for and cost breakdown of any renovations/alterations for which funding is being sought.
2. Prepare a Budget to cover:
3. Realistic estimates of the cost of processing samples, including consumable costs (include details such as cost per unit, number of units it is anticipated will be processed per year etc.). Include evidence of how the estimate was reached.
4. Other total annual costs including but not restricted to costs such as salaries, occupancy charges, electricity, phone, maintenance contracts, insurance, etc.
5. Applicants should detail how all applicable depreciation costs will be met over the lifetime of the equipment. A plan for dealing with these costs should be included in the application.
6. Where dedicated personnel are required to run the equipment, provide evidence as to how and by whom the staff will be paid.
7. Details of revenue sources and the user cost-recovery charging schedule for all non-capital running costs.  
   If appropriate, use a differential charging regime. For example, for users with full cost recovery research grants the use of the equipment should be fully costed into their grants; for researchers without full cost recovery grants a cheaper rate of charges might be applicable; for post-graduate and undergraduate students minimal rates could be levied; and for all commercial users realistic but market- level commercial rates must be levied.

**NOTE:** Major equipment grants support the purchase of capital items, NOT non-capital items such as maintenance contracts, extended warranties, and other running costs. Nor do they cover standard University costs such as the cost of consumable items, staff salaries or time to operate / maintain the equipment and non-essential software and peripherals.

Equipment Management and Operation

1. Provide details about:
2. Management and time usage of the equipment.
3. Proposed management of the accounts for the equipment.
4. Details of the training processes for users (including research students).
5. Numbers of staff serviced and percentage of time.
6. In some cases, a Management Advisory Committee will be needed to oversee issues associated with the day-to-day management of the equipment. Include details of the membership of this Committee. The Equipment Advisory Committee retains the right to co-opt one of its own members to the Management Advisory Committee, if necessary.

Approvals and Reporting

1. Unless the grant is for replacement equipment, all successful applicants for grants will be required to complete relevant capital expenditure (CAPEX) forms for submission to the Finance and Budget Committee for approval. The relevant information to enable completion of the forms will be sent to the successful applicant by the Financial Services Division.
2. A Report will be required within two years of implementation of the equipment for promotional purposes. This will need to detail research outcomes, usage data, expenditure and cost recovery against the information provided in the Business Plan. The report must be submitted to the Secretary of the Committee no later than the 31 May each year, commencing the year after the equipment was purchased.

|  |  |
| --- | --- |
|  | \\staff.hcs-p01.otago.ac.nz\corp-rd\UserShare\hulti19p\Documents\Custom Office Templates\University of Otago Logo - Landscape.jpg |
|  | Equipment Advisory Committee |
|  | Application for Equipment > $250,000 |
|  | Descriptive name of equipment |
|  | Total amount requested (NZ $) |
|  | Total indicative cost of equipment (NZ $) |
|  | Entity/group requesting equipment |
|  | Principal applicant’s name and title |
|  | Closing Date: Noon, 31st May 2022 |

Application For Equipment > $250,000

Please ensure that you address all questions

1. Applicant Details
   1. Applicant Details

|  |  |
| --- | --- |
| Entity/group requesting equipment |  |
| Principal applicant’s name and title |  |
| Principal applicant’s position |  |
| Phone |  |
| Department |  |
| E-mail |  |
| Name and title of alternative contact |  |
| Phone |  |
| E-mail |  |

* 1. Equipment Summary

|  |  |
| --- | --- |
| Descriptive name of equipment |  |
| Location (department/school) where the equipment will be housed |  |
| Total amount requested (NZ $) | $ |
| Total amount pledged/already accessed from other sources (NZ$) | $ |
| Total indicative cost of equipment (NZ$) | $ |

* 1. Signatures/Declarations

Note: All signatures to be electronic – either type your name or insert a scan of your signature

| Signatory | Signature | Date |
| --- | --- | --- |
| Principal applicant |  |  |
| Head of Department: Name  I confirm that if this application is approved the basic resources to support use of the equipment will be available at depart level. |  |  |
| Funding contribution from Department should the application be approved. | $ |  |
| Head of Resource Centre/Dean of School (if applicable): Name  I confirm that if this application is approved the basic resources to support use of the equipment will be available at res. centre level. |  |  |
| Funding contribution from Centre/School should the application be approved. | $ |  |
| Comments by Head of Department/ Resource Centre  (if any. NOTE: you may append letters if desired)  Comments | | |
| Pro-Vice-Chancellor: Name  I confirm that if this application is approved the basic resources required will be made available and/or supported at divisional level. |  |  |
| Funding contribution from the Division should the application be approved. | $ |  |
| Comments by Pro-Vice-Chancellor (if any):  Comments | | |

1. Costings

(Please avoid jargon but be precise)

* 1. Equipment and Related Costings

1. What is the expected life-span of the equipment?

Life-span

1. Identify separately the main and subsidiary CAPITAL items that are essential and integral to the request.

| Item Description | Number of Items | Total Price Estimates (state original currency) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Identify separately any additional CAPITAL items that are being requested but that are not essential or integral to the request but may be desirable

| Item Description | Number of Items | Total Price Estimates (state original currency) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Identify all NON-CAPITAL items in the quotation (e.g. extended warranties, disposable pipette tips, etc). Note that these can NOT be funded by the Committee.

| Item Description | Number of Items | Total Price Estimates (state original currency) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

At the back of this application, attach as Appendix A all itemised estimates for the above resources.

* 1. Room/Building and Related Costings

Identify any room alterations/renovations that are required to house the equipment such as new walls, floors, strengthening of structural features, ducting, air conditioning etc.

| Brief Description of Alterations/Renovations | Approximate Cost NZ$ |
| --- | --- |
|  |  |
|  |  |

At the back of this application, attach as Appendix B evidence of how these cost will be met.

* 1. Annual Budget

Prepare a Budget Forecast (attached as Appendix C to this application) that gives detail about annual operating costs and revenue. Summarise this information as below:

1. Annual operating costs for the equipment and its use.

| Annual Costs | Approximate cost NZ$ |
| --- | --- |
| Total running costs for chemicals, supplies etc. |  |
| Occupancy costs |  |
| Salaries |  |
| Depreciation (purchase price/expected useful asset life. Note: default is 10 years) |  |
| Other costs e.g. insurance, maintenance contracts, capital charges etc (please specify) |  |
| **Total:** |  |

1. Are the operating costs identified above quantified with precision or with a high degree of uncertainty? Explain.

Explain

1. Annual internal and external revenue for use of the equipment

| Annual Revenue | Approximate cost NZ$ |
| --- | --- |
| User Charges |  |
| Dept/Divisional Funds |  |
| Commercial Charges |  |
| Other Sources (please specify) |  |
| **Total:** |  |

1. Is the revenue readily quantifiable or difficult to estimate and/or subject to uncontrollable fluctuations? Will this present any risks to the operation of the equipment? Explain.

Explain

1. Strategic Issues
2. How does this application fit in with the strategic plans of the University and/or your Department/School and Division, including strategic equipment purchases? For example, how will the purchase of the equipment enhance existing research strengths, provide new research opportunities, foster new collaborations?

Answer

1. Is support for the purchase of this equipment being sought from other funding sources? Yes:  No:  (Tick One)

If YES, outline briefly the amount(s) being sought, and from whom.

Answer

1. List the major research projects (including those funded from external sources) which it is known at this time will definitely use the equipment. At the back of this application, attach as Appendix D a one-page summary for each with details of the project and the anticipated research outcomes and publications.

Answer

1. Give details of the staff (both academic and technical/service staff) and their experience with this type of equipment who will be required to:
2. Have oversight of or management responsibilities for the equipment
3. Run or service the equipment on a day-to-day basis

Answer

1. List the principal users of this equipment by Department and School/Division.

Answer

1. Specify the expected use by PhD, Masters and undergraduate students. At the back of this application, attach as Appendix E further supporting information if appropriate

Answer

1. Identify all anticipated commercial users of this equipment. (Note that equipment will not be funded for purely commercial purposes although commercial use, additional to the main use of the equipment for research and teaching, is encouraged).

Answer

1. Does this equipment duplicate any existing or similar equipment at Otago? List and justify why the requested equipment is warranted.

Answer

1. Access and Training
2. Who will have open access to the equipment?

Answer

1. How will access to the equipment be booked and provided, including after hours?

Answer

1. How will fair and equitable access to the equipment be ensured for all users?

Answer

1. Will users who have supported this application be given preference (including with pricing)?

Answer

1. Detail the training activities that will put in place for undergraduates, post-graduates and other users.

Answer

1. Charging and Collection of Funds
2. How will user training be funded?

Answer

1. How will the charging and collection of funds operate?

Answer

1. Will a dedicated fund be set up in the host Department for all transactions associated with this equipment? Yes:  No:  (Tick One)

If NO, outline briefly the amount(s) being sought, and from whom.

Answer

1. Identify how funds will be set aside to manage eventual break-downs and other unforeseen costs.

Answer

1. What is the long-term plan for raising additional funds to replace the equipment at the end of its useful life?

Answer

1. Is this a request to upgrade or replace existing equipment?   
    Yes:  No:  (Tick One)

If YES, attach as an Appendix evidence of research or teaching outputs derived from the existing equipment over the past 5 years and of the extent of use of the equipment in terms of number of samples / number of hours used etc. each year. (Note that the Equipment Advisory Committee does not routinely provide funding for replacement equipment. Such items are normally funded from depreciation funds)

Appendices

### Appendix Summary

Please indicate which appendices are included.

|  |  |  |
| --- | --- | --- |
| Appendix | Title | Included *(Tick)* |
| Appendix A | Itemised Estimates |  |
| Appendix B | Room/Building and Related Costs |  |
| Appendix C | Budget |  |
| Appendix D | Major Research Projects |  |
| Appendix E | Expected Use by PhD, Masters and Undergraduate Students |  |
| Appendix F | Equipment Illustrations |  |
| Appendix G | *(add if required)* |  |

1. Itemised Estimates
2. Room/Building and Related Costings

Note: the Large Equipment Committee does not fund construction of or alterations to buildings

1. Budget
2. Major Research Projects
3. Expected Use by PhD, Masters and Undergraduate Students
4. Equipment Illustrations