

Dunedin School of Medicine

2024 Research Equipment Round



Applications are invited for grants to purchase new and replacement research equipment within the Dunedin School of Medicine. **Only applications up to \$30,000 will be considered.**

Each item must be valued >\$2000 as only items classified as Capital Expenditure can be funded. Refer to the University's Capital Expenditure/Asset guideline: [Assets Procedure, Policies and regulations, University of Otago, New Zealand](#)

Applications must include:

- a) **Cover page** including the name of applicant, contact details, department, equipment (item name) and cost (GST excl);
- b) **Item description.** Please note that advice regarding computers, software and audiovisual components should be obtained from IT Desktop Support Team Leader, IT Advisory Manager (Health Sciences);
- c) **Formal quotations** – ideally 3 quotes are required - **showing item total cost, including installation and freight.** Please justify if 3 quotes are not possible. For laboratory equipment Supply Chain may be able to help with quotes.
All amounts to be GST exclusive. Running and/or operational costs and funding for these in future years should also be included;
- d) **Justification, including clearly stating the reason for purchase** e.g. replacement, upgrade, increasing capacity, new research with strategic value (up to two A4 pages);
- e) **Strategic importance to the Dunedin School of Medicine** (up to two A4 pages);
- f) **User group / collaboration**, the names of users/groups, and their likely percentage of use (up to two A4 pages). To support collaboration across DSM, equipment supported by users across departments of DSM are strongly encouraged;
- g) **Details of contributory funding, if applicable.** Co-funding arrangements will be looked at favourably. Applications should specify contributory funding from other users/groups. There should be a formal understanding of the issues of ongoing access and usage, as well as responsibility for ongoing running costs, repairs, etc.;
- h) **Endorsement** from
 - a. Departmental Finance Associate
 - b. the Head of the Cost Centre including a priority ranking within the Cost Centre.

Assessment

- Applications will be assessed on items d) to g) above.
- Applications will be assessed by a panel of staff from across the Dunedin School of Medicine.

Applicants must submit an electronic application (one complete pdf file including all supporting documentation) to hrs@otago.ac.nz by **5pm Monday 12th February 2024.**