



Memorandum / Manatu

To / Ki a:	Pro Vice-Chancellors Deans of Schools Heads of Departments
From / Nā:	Professor Richard Blaikie, Deputy Vice-Chancellor, Research and Enterprise & Convenor, Equipment Advisory Committee
CC / He kape mā:	Research Committee Ruth Sharpe, Senior Administrator, Academic Committees and Services Mr Peter Stables, Maintenance & Facilities Manager Mr Stephen Hall, Procurement Manager, FSD
Date / Te rā:	16 February 2022
Re / Te Kaupapa:	2022/23 Major Equipment >\$250,000 Round

Dear All

Expressions of Interest are invited by the Equipment Advisory Committee for purchase of major items of equipment (that is, a single item of equipment in excess of \$250,000) during 2023. Proposals are welcomed from individual Departments or Divisions as well as inter- Departmental or Divisional applicants.

Expressions of interest (2-3 pages in 12 point), should provide a brief description of the equipment and its approximate cost (quotations are not needed at this stage), a comment on how the equipment will be used and how it will contribute to furthering the research effort at Otago. **Emphasis should be given to the strategic importance** of the equipment and how a grant may be used to leverage external sources of research income. Applicants are encouraged to discuss their proposal with Department Heads and Divisional Research Committees.

Full applications will be invited by the Committee following consideration of the preliminary applications. Applications not funded in a previous year can be resubmitted in their original or updated form.

For further information, a copy of 2021's Guidelines for Full Applications may be accessed from:

[https://www.otago.ac.nz/research/forms/4_University_of_Otago_Forms_Guidelines/Major Equipment Round 2021/](https://www.otago.ac.nz/research/forms/4_University_of_Otago_Forms_Guidelines/Major_Equipment_Round_2021/)

The updated (2022) Guidelines will be available shortly.

Email Expressions of Interest, as an attachment, to fiona.seaton@otago.ac.nz by or before 12:00 noon on **Thursday, 31 March 2022**.

A handwritten signature in purple ink, appearing to read 'R. Blaikie'.

Professor Richard Blaikie
Deputy Vice-Chancellor, Research and Enterprise