

**Faculty of Rehabilitation Medicine Equipment Renewal & Maintenance Fund 2021
Proposals Due: Oct. 15, 2021**

Due to unexpected changes in the 2021-2022 research budget forecast, a small amount of funding has become available to support research activities in the Faculty of Rehabilitation Medicine. These funds must be spent within the current fiscal year. Therefore, we are requesting proposals to support minor equipment renewal or maintenance. Requests of at least \$2 000 and up to \$10 000 will be considered.

Eligibility:

1. Only full-time Tenure-Track Faculty members in the FRM are eligible to apply.
2. Research Chairs who receive an annual research allowance are **NOT** eligible.
3. News hires (who have received new start up funding within the last 12 months) are **NOT** eligible.

Deadline: Applications must be received by Victoria Latimer (victoria.latimer@ualberta.ca) by **4:00 p.m. Oct. 15, 2021**.

Guidelines and Conditions: Equipment purchased with these funds shall be added to the FRM Equipment Inventory and be available to others, where feasible. Equipment is to be purchased prior to March 1, 2022. No extensions are permitted. Any unspent funds will be returned to the FRM.

Budget Allowances: Permitted costs include (where justified) extended warranties, training, shipping, taxes and other related costs required for the purchase of the equipment. ***The cost of renovating or modifying laboratory space to accommodate the equipment will not be an eligible expense.*** Any equipment that will require renovation of space will not be considered.

Completed Application Checklist:

1. Cover sheet with signature (attachment)
2. Five-year curriculum vitae for all applicants (i.e. 2016-2021 inclusive)
3. Description of equipment proposed for purchase, repair or maintenance. The proposal shall be a maximum of two (2) pages (Times New Roman font, 12 point, 1" margins) and include: a brief description of the research program, a description of the equipment, rationale and need for its purchase, names of researchers who will use the equipment, justification of budget, and the room where the equipment will be housed. The need for the funds should be specifically addressed in the request and should justify why other, existing funds cannot be used. Priority will be given to requests where the equipment will be used by multiple researchers within the Faculty of Rehabilitation Medicine.
4. Appropriate quote(s) for the equipment adhering to Supply Management Services policies and procedures for purchasing.

Adjudication: Applications will be adjudicated in a two-step process. A subcommittee of the Research Committee will rank applications received. The Associate Dean, Research will then allocate funds to the top-ranked applications, balanced against the decreasing available funds (i.e. if there are insufficient funds remaining to award the 5th ranked application, but the funds are sufficient for the 6th ranked application then the 6th ranked application will be awarded instead). The following criteria and weights will be used:

Need and Urgency (50%)

Top priority: renewal of aging equipment in highly productive research programs

Second priority: new equipment that extends or builds existing programs

Items considered:

- Age and condition of equipment to be renewed
- Impact on research program of old, failing or inefficient existing equipment

- Insufficient funds from other sources
- Suitability of equipment for purpose
- Extent to which equipment will relieve a “bottleneck”
- Likelihood New equipment will stimulate research program

Merit of Proposed Equipment (35%)

- Potential for major advances in research area
- Established excellence of applicant(s)
- Extent to which applicant(s) has relevant experience/expertise to use equipment
- Accessibility to trainees
- Evidence of use by multiple researchers within the FRM
- Probable degree of use by applicant(s) and others

Budget (15%)

- Extent to which equipment will provide core infrastructure (i.e. not limited to a single project)
- Reasonable, well justified
- Need for accessories, capabilities, add-ons
- Appropriate care, maintenance and renewal plan

Cover Sheet

Faculty of Rehabilitation Medicine Equipment Renewal & Maintenance Fund 2021

Personal Information

Primary Applicant's Name	Department	Phone	Email

Grant Information

Name(s) & Position(s) of Co-applicants(s)	
Name of Equipment:	
Supplier:	
Quotes Attached?	Yes No
Amount requested: Min \$2,000 Max \$10,000	

Signature

Date
