



# Research Initiatives Fund (RIF) Collaborative Equipment Grant 2019 Instructions to Applicants

## 1. Introduction

This document is intended to provide guidance and instructions to applicants on completing the application for the RIF Collaborative Equipment Grant in 2019. It is intended to be read in conjunction with the following Supporting Documents, which can be found on the [RIF Collaborative Equipment Grant Scheme](#) website:

- Funding Rules
- Application form (available online via SmartyGrants)
- Instructions to applicants (this document)
- Frequently asked questions
- Co-investment approval form

## 2. Preparing your application

A complete application consists of:

- A completed application form submitted through SmartyGrants. An application number will be generated once you have started the application. Please retain this number and use it for any queries relating to the application.
- A quote for the requested equipment in AUD (excluding GST).
- Evidence of cash co-investment greater than or equal to 25% of the total purchase cost of the equipment from the relevant signatory. A co-investment approval form should be downloaded and completed. Please ensure that all contributors sign at the prescribed areas of the form. This form can then be uploaded when prompted within SmartyGrants under Section 2.
- Evidence of support for the proposed equipment location from the relevant signatory. Email documentation from the Head of Department, Dean or Associate Dean of Research stating support for the proposed physical location is considered acceptable. If the requested equipment is to be located within an existing platform (MCRIP funded or otherwise) you should include evidence of endorsement for inclusion into the platform by the Platform Manager and/or Platform Steering Committee.

If the application is for equipment with a cost less than \$100,000, then applicants are also required to submit a written rationale (300 words or less) for the following types of application:

- Discipline-specific
- A one-off software purchase with the minimum threshold of \$50,000

## 3. Application form

To ensure the applicants adhere to the requirements of the application template there are word limits applied to text boxes and drop down lists to select options. Please adhere to these.

### Section 1 Applicant Details

Complete details for each applicant. A maximum of three applicants may be listed. Please note that there is no evaluation weighting given to the track record of the applicants, and early/mid-career researchers, Platform Managers, professional staff and female applicants are particularly encouraged to apply.

### Section 2 Equipment Details

**Equipment Cost Threshold:** If the equipment cost is above \$100,000 proceed to the “Equipment Components and Suppliers” section of the online form.

If the cost does not meet the **Equipment Cost Threshold** of \$100,000 ensure you provide a written rationale (300 words or less) for the following types of application:

- Discipline specific
- A one-off software purchase with minimum threshold of \$50,000

### **Equipment Components and Suppliers**

Outline the cost (in AUD) of the equipment as a numbered list of components and their corresponding prices (excluding GST) and attach quotes from the preferred supplier to your application when prompted. While there is no set maximum permitted value of equipment requests, investment will be guided by a whole-of-University perspective on collaborative equipment needs.

While it is only necessary to obtain quotes from the preferred supplier, the **Alternate Supplier** section asks for the names of other potential suppliers. Purchases above \$400,000 are required to progress through University Procurement Review Board evaluation, in accordance with the Procurement Policy (MPF1087). These processes may require identification of and engagement with multiple suppliers and this section will facilitate that process should an application be successful.

### **Cash Co-investment**

Please provide a list of contributors (the name of Department/School/Faculty) and the corresponding contribution amounts. At the prompt to download the “Co-Investment Approval Form”, if you haven’t done so already, ensure that you download the form, complete it and upload a copy at the prompt to “Attach co-investment approval form here (with signatures)”. Noting a minimum co-investment level of 25% of the total cost of the equipment, higher levels of co-investment will be viewed favourably particularly with regard to equipment requests of high value.

**N.B Any cash co-investments for refurbishment, operational or maintenance costs should not be included in the percentage cash co-investment calculation.**

### Section 3 Equipment Justification

Section 3.1 requires that the applicants outline the steps taken to determine that the specific equipment or equipment with a similar function is not currently available within existing research platforms (MCRIP funded or otherwise) on campus.

Section 3.1a and 3.1b requires that applicants provide contact and location details for the equipment and the outcome of any enquires made regarding gaining access to the equipment. Reasons for not being able to access or use the equipment should be given.

Section 3.2 requires the applicants to outline the need for and proposed use of the equipment.

Section 3.2a should address the following:

- Is this a new piece of equipment?
- Is this replacing outdated or decommissioned equipment?

Section 3.2b should address the following:

- Will the equipment be used for research, research training and/or teaching purposes?
- What is the projected utilisation of the equipment?
- How does it pass the ‘collaborative test’? Refer to Section 11 of the Funding Rules for collaborative test information.

Section 3.3 asks applicants to summarise the potential of the equipment to increase University research capability, quality and output. Supporting evidence will be essential to make a compelling case.

Section 3.4 requires applicants to identify whether the equipment meets the eligibility requirements of the Australian Research Council's Linkage Infrastructure, Equipment and Facilities (LIEF) scheme. Equipment considered eligible for LIEF would not usually be considered eligible for support through the RIF Collaborative Equipment Grant scheme. If you are unsure if your request could be eligible for ARC LIEF funding, please contact RIC Major Initiatives prior to developing an application for support through the RIF Collaborative Equipment Grant Scheme.

In Section 3.5, applicants are asked to indicate whether the equipment has ever been requested through the Faculty of Medicine, Dentistry and Health Sciences Large Equipment Grant Scheme. If the proposed equipment was the focus of an unsuccessful application, the same or similar equipment may be requested through the RIF Collaborative Equipment Grant scheme, provided it complies with eligibility requirements of this scheme. If your answer is a "Yes" to this question, please provide details of the outcome.

#### Section 4 Collaborative Nature of Proposed Use

In this section you elect to complete *either* Sections 4.1 and 4.1a (Equipment requested for inclusion in existing platform) *or* Section 4.1, 4.1a, 4.1b and 4.1c (Equipment requested for outside a platform).

Section 4.1 If selecting Yes, **Proposed Equipment Location** should indicate a node name (e.g. Biosciences node), a building number and room number. When prompted, attach evidence of platform leadership endorsement, which may be in the form of an email, as long as it indicates the proposed location and date of endorsement. Platform Managers must be contacted for approval at least two weeks prior to the closing date for applications.

If selecting No, **Host** should include the name of the equipment custodian, name of research lab and/or department/school/faculty/centre. Follow the instructions above for **Proposed Equipment Location**. When prompted, attach evidence of endorsement by host, which may be in the form of an email, as long as it indicates the proposed location and date of endorsement.

Section 4.1a Please provide Information on why the proposed location is suitable and how access will be managed.

Section 4.1b **Expected Demand** should outline the type of users (staff/student, Department/School/Faculty), the expected utilisation of the equipment over time, and any opportunities for use by industry or external collaborators. Supporting evidence will be considered favourably.

Section 4.1c **Management Plan** should include details of persons of responsibility & governance, access procedures for internal & external end users, the access system (web-booking, etc.), fee schedule, the technical expertise for operation & maintenance of equipment, as appropriate.

#### Section 5 Operations

In the **Operating Costs** section, please list the operating expense and the associated costs in AUD. Indicate technical support, subsequent ongoing costs such as upgrades to software or software support costs, service maintenance and operational consumables that will be provided (in kind) for the equipment. Amounts and expense types are required here.

Section 5.1 should outline the source of funding for the operating costs in the previous section.

#### Section 6 Capital Works

When completing this section, it is important to note that it is **not** necessary to obtain quotes for this work.

#### Section 7 Letters of Support

A maximum of three letters of support may be uploaded here to demonstrate the value and importance of the proposed equipment.