

# Guidelines for Major Research Equipment Grant

Established May 2010

Updated January 7, 2012

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## **A. Grant Overview**

Major Research Equipment Grant (MREG) is introduced at KFUPM to support major research equipment submissions from faculty and established researchers involved in active research programs. The MREG is an exclusive grant for purchasing equipment or establishing a facility for conducting research by the university faculty and researchers. The aim of the scheme is to encourage, support and facilitate collaboration among researchers in acquiring equipments that could be used by numerous parties. Essentially, the MREG provides funding for acquiring major equipment and developing facilities that can be shared by faculty and researchers at KFUPM. The MREG funds will be used to purchase equipment exceeding SR 100,000.

## **B. Grant Objectives**

The main objectives of MREG are:

1. To encourage faculty and researchers to develop high quality research infrastructure, and collaborative research arrangements (within KFUPM and with outside institutions) in order to acquire high quality research infrastructure;
2. To support large-scale cooperative initiatives involving two or more departments, thereby allowing expensive facilities to be shared among all the departments of the university,
3. To enhance support for areas of research strength in the university
4. To ensure that researchers in fields of recognized research potential have access to the support necessary for development, and
5. To provide new avenues for supporting research activities and major equipment that cannot be acquired through other schemes.

## **C. Eligibility**

1. All KFUPM faculty and researchers are eligible to apply for MREG.
2. Proposals for funding will be considered for equipment costing more than SR 100,000

## **D. Supported Major Equipment Grant Proposals**

Proposals for MREG can be submitted for the following:

1. Purchasing new equipment
2. Building new equipment
3. Replacing obsolete equipment
4. For computing equipment which is not considered by other scheme or by regular ITC support.
5. Establishing a facility that is not already available in the university

## **E. Eligible Costs**

In addition to the equipment funds, the MREG may include the following:

1. Cost of equipment installation
2. Freight / Transportation charges
3. Sales tax (if any)
4. Expenses for training specialized staff purchasing new equipment

## **F. Use of Funds**

Funds provided must be used for the purchase of the pre-approved equipment only. Any changes regarding this equipment must be approved by the Deanship of Scientific Research (DSR) in advance.

## **G. Ownership**

All equipments purchased with MREG become the property of KFUPM.

## **H. Application Procedure & Requirements**

The applicant/s should:

1. Attest to the fact that the requested equipment is not available in the university
2. Document and justify the need for the desired equipment
3. Comment on the accessibility of similar apparatus or equipment within the university
4. Provide justification for the model or system chosen (against others)
5. Provide detailed information on how the equipment will be shared with others
6. Ensure that arrangements for covering the equipment's on-going operating costs are in place

Only one proposal may be submitted per applicant per year. Proposals from groups of proponents are encouraged and will be given high priority during the review process. One individual from the group must be named as the principal proponent. Both new equipment and upgrades (or replacement) to existing equipment will be considered. Proposals focusing mainly on equipment maintenance, installation costs, remodeling or renovation requests will not be considered.

## **I. Assessment Criteria**

The proposals will be assessed according to the following criteria:

1. The quality and scale of the research activity to be supported by the equipment,
2. Alignment to the strategic plans of the Department/College, and to the overall strategic objectives of the University,
3. Evidence of cost effective use of the equipment,
4. Improvements to the research environment,
5. Level of commitment to the overall cost of the equipment by the Department/College,
6. Availability of space,
7. Availability of technicians/staff to operate the required equipment, and
8. Tangible outcomes expected from the usage of the equipment in relation to publications, other projects, patents, collaboration with other researchers, etc.

The applicant/s should ensure that the following issues are discussed in detail in the application:

1. **Equipment Description:** Provide a brief description of the proposed equipment and the rationale for selecting (where appropriate) a particular model/manufacturer.
2. **Brief summary:** In terms that could be understood by a review panel representing diverse fields, describe the research that would be carried out with the proposed equipment. Summarize the relevance and importance of the request to the research effort. Indicate how the equipment will be shared with other researchers, provision for required training, and the intended means of supporting the maintenance and usage. A list of users and some estimate of their usage time is useful. Address the question of whether similar equipment is on campus or available on a fee-for-service basis and why this existing equipment will not serve the proponent/s needs.
3. **Budget:** Vendor quote for the total cost of proposed equipment should include shipping. If part of the cost of the proposed equipment will come from other sources, please indicate the amount and source.
4. **Facilities:** Provide a brief description of the facilities that will house the proposed equipment, the plan for allowing (where appropriate) other investigators to have access to the equipment. If renovation is essential, please indicate the source of the funds.



# J. Major Research Equipment Grant (MREG) Application Form

## 1. PROPOSAL SUMMARY

*(Maximum 300 words, focusing on type, advantages over available alternatives (location, costs, efficiency, opens up research prospects etc.), how will the equipment improve/support KFUPM research environment, contribute in achievement of KFUPM/College/department/ group research strategic goals).*



## 2. APPLICANT(S) DETAILS

#	Name	Role*	Dept.	College	Address	Telephone	Fax	Email
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

\*Roles are: principle Proponent, coordinator, faculty, researcher, graduate student, technician etc.





### 3. EQUIPMENT DETAILS

3.1. Is there similar equipment available in the university? (If, Yes Provide details)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Equipment Name/ Type			
Location (Dept./ col./ unit/ etc.)			
% similarity (e.g. functions / usage)			
3.2. Will the equipment be			
a. Wholly purchased?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Wholly built in house?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. Partly built in house?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d. An entirely new venture?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
e. An extension or upgrading of an existing facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
f. Replacement of obsolete equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.3. Description: what is the equipment? What are its uses, etc.			
3.4. Other Alternatives you considered; Name them			
3.5. Advantages of the equipment over alternatives			
3.6. Others using this equipment (Universities, Research Centers, etc.)			



3.7. Where will the equipment be housed? (Attach supporting document from Dean, Chairman/manager etc.)		
3.8. Can the equipment be housed without		
a. calling for additional space	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. seeking funds for building modifications	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(If no provide details)		
3.7. Budget		
<b>Detailed budget items</b>	<b>Priority</b>	<b>Amount requested</b>

**4. EQUIPMENT/FACILITY UTILIZATION, MAINTENANCE, AND MANAGEMENT**

4.1 What will it be used for? (Give percentage %)	<b>Research</b>	<b>Training</b>	<b>Teaching</b>	<b>Other (specify)</b>
4.2 Who will be managing the equipment's use (operation/maintenance)	<b>Name</b>	<b>Position</b>	<b>Department</b>	
4.3 Will there be specialized trained staff to operate the equipment?	Provide name(s) of trained staff (if needed) to operate the equipment			
4.4. Equipment maintenance costs	<b>Nature</b>	<b>Frequency</b>	<b>Expected cost</b>	



	Equipment use items costs	Cost	Provisions to meet costs		If Yes, how?
			Yes	No	
4.5. Other operational costs	Licensing				
	Training				
	Salary costs				
	Running costs				
	Other (specify)				
<b>Details:</b>					
4.6 How will others access equipment (faculty/researchers from KFUPM and outside)?					

**5. JUSTIFICATION FOR THE EQUIPMENT/FACILITY**

5.1. What specific projects/research will benefit from such equipment? (Use a separate sheet if necessary)	Project/Research Title(area)	PI/ Researcher		
5.2. KFUPM Potential users of the equipment	Users (Departments/Research Groups and individuals)	Department	Support letter	



5.3. Outside potential users	Users (Institution/Research Groups/ Individuals)	Organization	Purpose	Support letter

  

5.4. Collaborative activity (ies) that would benefit from the equipment?	
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**6. RESUMES OF INVESTIGATORS**

The CV should include the following:

1. Personal Information
2. Academic Qualifications
3. Employment History
4. Research Experience and Profile
5. Funding from Competitive Grants (during last 5 years)
6. Postgraduate Research Students Supervision
7. Publications (relevant journal and conference publications from the last 5 years)

**7. ADDITIONAL SUPPORTING MATERIALS**

Attach to this application form additional supporting materials to address the potential benefits from the equipment in promoting the research culture and environment at KFUPM and the community at large, and the expected tangible outcomes from using such equipment.

**8. CERTIFICATION**

I certify that the information provided in this Application Form is accurate and that I have considered all the implications associated with the purchase and life-cycle of this equipment.

Principal Investigator's Name	Signature	Date:

I support this proposal and I certify that the Department can accommodate and manage the above equipment/facility.

Department Chairman/Dean	Signature/Seal	Date:



## K. Major Research Equipment Grant Assessment Form

Project Title:	
Principal Investigator:	
Department:	
Assessor's name	
Affiliation & Address	

<b>Please Answer and Comment on the following statements based on your review of the application.</b>			
1. The applicant(s) has (have) well justified the need for the equipment.	<input type="checkbox"/> Agree	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disagree
Comments:			
2. The applicant(s) has (have) selected the right equipment	<input type="checkbox"/> Agree	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disagree
Comments:			
3. The cost (initial and running) was well justified.	<input type="checkbox"/> Agree	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disagree
Comments:			
4. The equipment can justifiably be used by other than the applicants	<input type="checkbox"/> Agree	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disagree
Comments:			
5. The applicant(s)' credentials support their capability for the good utilization of the equipment	<input type="checkbox"/> Agree	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disagree
Comments:			



6. The proponent(s)' application for the acquisition of the equipment should be supported.	<input type="checkbox"/> Agree	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disagree
Comments:			