

HEETF proposal preparation guidelines

These are general guidelines for proposal preparation. There may be additional requirements to comply with the call for proposals for a specific year.

For research equipment requests, please address the following as applicable:

- The sufficiency of the environment into which the instrument will be placed – will renovations be required, are trained operating personnel available, is space available, where will the instrument be located, etc.
- A statement of how operating expenses (e.g., maintenance contracts, personnel to operate equipment, etc.) will be funded. This should envision the five year service life mandated by HEETF, not just the immediate post-purchase warranty period.

Renovations.

- If renovations will be required, a commitment they will be completed to allow for HEETF equipment installation, testing and payment prior to June 30, 2023.
- A statement of who will be responsible for bearing the expense for any required renovations or ancillary costs related to the installation of the instrument;

Matching funds.

- A statement describing the level of cost matching funds that the requesting unit would be willing to bear in the event that the HEETF review committee determines it is willing or able to fund only a portion of the proposed expense.
- Only amounts offered directly by a VCU unit counts as a match.
- If the purchase instrument ultimately costs less than anticipated then the match expected will be kept proportional at the same relative percentage. For example, if the original HEETF request included a \$500K instrument and a \$100K match (\$400K or 80% from HEETF and \$100K or 20%, matched), but the instrument ultimately costs \$400K, \$100K less than the original request. In this example, 80% or \$320k would come from HEETF and 20% or \$80k, is expected to come from matching funds. HEETF savings would be released back to fund acquisitions in the 30% overage category

Quotations

- Quotations from the equipment manufacturer should be provided and be consistent with the dollar amount requested.

Notification about changes/other awards

In the event a research award is received on a piece of equipment substantially equivalent to a HEETF requested or approved item, the unit is required to immediately notify the committee chairs so that, if necessary, the committee can be convened to determine what should happen with the previously granted request.

Supplemental information

The HEETF Research Committee is requesting supplemental information for equipment requests for shared major equipment (items that cost \$100,000 or more). The intent is to avoid duplication of requests for major equipment items for Core/Shared Instrumentation Facilities that serve multiple users. Please find additional information below.

Proposal submission

Please submit your proposal to Ruth McIntoshBrandt ruth.mcintosh-brandt@vcuhealth.org. For questions about HEETF program please contact Zakir.Ullah@vcuhealth.org or Michael. Donnenberg@vcuhealth.org.

SUPPLEMENTAL INFORMATION FOR SHARED MAJOR RESEARCH EQUIPMENT REQUEST

Please provide the following information for each qualifying research equipment request that costs \$100,000 or more.

Requesting Investigators/Users (attach NIH Biosketch for each, show how need is currently met, list any relevant publications using this equipment, note Current and Pending proposals dependent on this equipment):

Description – As shown on spreadsheet _____

Please provide a list of the users in the following table.

| Name | Dept/Unit | Office Phone | Email address name@vcu.edu | PI/CoPI Minor User |
|------|-----------|--------------|----------------------------|-----------------------|
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| Name/possible vendor of Requested Instrument: | Cost: \$ <i>A quotation from the manufacturer must be included supporting the request.</i> |
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Please respond to the following questions.

Insert as many lines or pages into this document as required to be fully responsive to the following questions.

1. Describe existing equipment of the same or similar type and capability at VCU (in both your

own *and in other units*) and fully justify why the requested item of equipment is needed (*e.g.*, different capability, existing equipment is used at full capacity, *etc.*)

2. Describe all other means by which your unit has sought to acquire similar instrumentation/capability. This should include NIH S10 or NSF MRI instrumentation grants, *etc.* Please indicate the status of any grants (submitted, pending review, reviewed but unfunded, *etc.*). If you have *not* attempted to secure requested instrumentation through such alternative funding mechanisms, please indicate why not, and why you believe HEETF funding is appropriate:
3. What is the estimated annual operating cost of this instrument and required supplies, and how do you propose that these expenses will be paid:
4. Describe and/or provide quotes for annual service contract amounts and how these will be paid. *Please note that it is not acceptable to specify that an institutionally designated core laboratory will be responsible unless the instrument request is made with the consent of and coordination with the director of the core lab and with the understanding that the instrument will fall under the management of that core. Similarly, it is not acceptable to specify that maintenance contracts will be supported by the Office of the Vice-President for Research and Innovation without the prior consent of the Director for Research Infrastructure. Such requests would normally only be considered for instruments to be placed into designated core laboratories.*
5. Describe the proposed location of the requested instrument. *Please note that it is not acceptable to specify that an instrument will be sited in an institutionally designated core laboratory unless the instrument request is made with the consent of and coordination with the director of the core lab and with the understanding that the instrument will fall under the management of that core. Similarly, it is unacceptable to propose location of instrumentation in Division of Animal Resources managed space without the specific consent and prior approval of the DAR Director.*
6. If requested equipment will require a *new* commitment of space, indicate the specific location (room number if possible) where the instrument will be located. Indicate also the academic unit that has agreed to commit this space. If the academic unit committing the space differs from the unit initiating the HEETF request, a separate memorandum of understanding from that unit agreeing to the space commitment should be attached.
7. If requested equipment will require renovations to space, indicate i) the estimated cost; ii) source of funding and; iii) estimated time needed for renovations to be completed: ***Note that the requesting units bears the ultimate responsibility for all renovation associated costs. Further note that it is impermissible to pay renovation costs from core laboratory budgets or from service center associated recharge accounts. If renovations are to be funded in whole or in part from an index not under the control of the requesting unit, or if a request is supported by multiple units and renovation costs are involved, then a memorandum of understanding between the involved units should be included with this application.***
8. Describe system and/or policies for instrument use/access (*i.e.*, charges, scheduling, front end sample submission procedures, attach details of existing system if one exists):
9. Please indicate the proposed instrument operator(s) of the requested instrumentation. This information should include their current position(s) at VCU, a concise summary of their training and experience with this or similar equipment that qualifies them for this role, and how their salary will be supported:

