

LCI Research Equipment Maintenance Support Program

DESCRIPTION

The Libin Cardiovascular Institute (LCI) Research Equipment Maintenance Support program is intended to allow researchers to continue their existing or proposed research activities, externally funded projects, and advance our research programs by supporting the maintenance of necessary equipment.

Although requests from individual LCI investigators will be entertained, priority will be given to requests that constitute a shared resource and align with the LCI strategic research priorities. For example, a request for maintenance support for a shared resource would involve a principal investigator (PI), and multiple stakeholders.

Requests for maintenance and/or repair(s) will be managed as follows:

- All maintenance and/or repair requests will require a minimum of 25% matching funds committed by the PI(s) at the time of application.
- Urgent requests that are not part of the annual competition are accepted year-round and are considered on an exceptional basis. Off-cycle requests must be well-justified. To qualify, your request should address a time-sensitive issue that, if not resolved promptly, could lead to significant challenges, such as missed opportunities, operational disruptions, or critical project delays.

All requests for research equipment maintenance support will require approval, with decisions being made by the LCI's Deputy Director in consultation with the LCI Leadership Team and/or the LCI Research Committee.

Please note that core infrastructure (e.g., cold rooms, ice machines, fume hoods, etc.) that require maintenance and/or repair(s) should be reported to the LCI Operations Office (libin@ucalgary.ca) separately.

ELIGIBILITY

Eligible expenses include:

- Emergency repairs
- Preventative maintenance
- Software or hardware upgrades (if it is integral to equipment operation)

Ineligible expenses include:

- Multi-year service contracts
- New research equipment
- Basic equipment (e.g., pipettes, pH meters, water filtration, computer upgrades)
- Operating costs
- Office and laboratory furniture
- Office and laboratory computers and peripherals when not used for equipment operation.
- Construction/renovation

Please note:

- Primary investigator and the majority of collaborators must be primary members of LCI.
- In the event where there is significant involvement with members from other institutes, shared funding may be considered with other institutes.
- It is permissible to submit more than one request per investigator. An investigator can be a user on more than one request.

- There is no maximum amount per request; however, partial funding requests may be offered in some cases. This is at the discretion of the LCI's Deputy Director in consultation with the LCI Leadership Team and/or the LCI Research Committee.
- All maintenance and/or repair requests will require at least 25% matching.
- Equipment must be housed within the footprint of the LCI.
- Equipment used for clinical research purposes is eligible.
- Applicants should have necessary funds in place to support the operating costs or any other costs associated with the equipment.

REQUESTS FOR SUPPORT

A complete Request for Research Equipment Maintenance Support consists of the following:

1. A completed Research Equipment Competition [application form](#), signed by the Principal Investigator and Co-Applicants. Please only include co-applicants that can be justified as collaborators and/or directly utilizing the equipment in the next 1 to 3 years.
2. A letter, not exceeding 2 pages, single spaced, outlining the following:
 - a. **Justification**
 - Describe the equipment that requires maintenance and/or repair(s) and how the proposed maintenance/repair(s) will continue to enable the research capabilities of the investigator(s).
 - Does the equipment in need of maintenance and/or repair(s) facilitate research that is not possible with the present infrastructure?
 - Is there similar equipment available in the vicinity?
 - For urgent requests, please provide a clear rationale for why this request cannot wait until the next annual intake, including any relevant background information, immediate risks, and the potential impact of inaction. Supporting documentation is encouraged to strengthen your request.
 - b. **Interdisciplinary and strategic focus**
 - Describe any active collaborative or multi-user arrangements and how the equipment aligns with LCI's research priorities.
 - Describe the usage rate of equipment in need of maintenance and/or repair(s). Is it minor or critical?
 - c. **Maintenance support to be purchased**
 - Include a description of the maintenance and/or repair(s) to be purchased and funds requested. Please specify if the request is for an emergency repair, preventative maintenance, or software or hardware upgrade (if it is integral to equipment operation).
 - Indicate the approximate age of the equipment in need of maintenance/repair, and where it is currently located.
 - Indicate commitment and source of funds to cover at least 25% of the total cost of the requested maintenance and/or repair(s).
3. A quote with specifications from at least one vendor (email or fax) outlining the details of maintenance and price, dated within 30 days of the request for maintenance support. For maintenance support costing more than \$25,000, please provide the appropriate number of quotes based on the University of Calgary's [Supply Chain Management Purchasing Policy](#) (see section on "Bidding Process"). For equipment that can be purchased from only one supplier, please ensure that a Sole/Single Source Justification Form is complete prior to the purchase process.

TIMELINES

The LCI Research Equipment Maintenance Support competition takes place every Fall. In the case of urgent requests, the LCI will consider requests outside of the annual competition at any time throughout the year, as long as they are well justified.

Applications are to be completed on the application portal, including uploading all supporting documents. Applicants will be notified of maintenance request results approximately one month after submission deadline. Depending on timing and availability of resources, the LCI may require off-cycle requests be deferred and submitted as part of the annual competition.

AWARD PROCESS

1. Purchase and payment for awarded maintenance and/or repair support must be completed within three months of the award notice. If this timeline is not possible due to the vendor and/or the maintenance and/or repair you are ordering, please advise the LCI Operations Office (libin@ucalgary.ca) as soon as possible.
2. If awarded, the maintenance and/or repairs should be purchased prior to receiving the institutional reimbursement amount awarded. Maintenance and/or repairs should be purchased on a Research & Trust project (Fund 60). The institutional portion will be transferred into the project account from which the original purchase was made from after proof of purchase is provided to the LCI Operations Office. Proof of purchase includes a copy of the final quote and competitive bid quotes (if applicable), the purchase order, the invoice and the accounting reports reflecting payment. The University of Calgary's competitive bid policy applies for any purchase over \$25,000. For maintenance and/or repairs that can be purchased from only one supplier, please ensure that a Sole/Single Source Justification Form has been completed. Please consult the University of Calgary [Supply Chain Management Purchasing Policy](#) for further details.
 - When the actual purchase amount is less than the awarded amount, only costs directly related to the maintenance and/or repair purchase can be applied to the difference with approval from the LCI. Conversely, if the actual purchase amount exceeds the awarded amount, the applicant is responsible for covering the overage.
3. If awarded, only the maintenance and/or repair(s) in the application is eligible for institutional reimbursement. Any changes in the equipment applied for requires approval from the LCI's Deputy Director in consultation with the LCI Leadership Team and/or the LCI Research Committee before being considered eligible for institutional support. Please send your request to libin@ucalgary.ca.

EVALUATION CRITERIA AND PROCESS

Proposal Evaluation Process

Applications will be adjudicated by an Equipment Adjudication Committee (EAC) consisting of members without direct conflict of interest to the competition process. The EAC will review the proposals and make recommendations for funding. EAC members must declare any conflicts of interest prior to the committee adjudication process, and as needed, will be replaced by a non-partisan representative. The evaluation process for the LCI Research Equipment Competition is outlined below.

The Committee reserves the right to consult with external reviewers if needed. Partial awards may be offered in some cases.

Detailed Evaluation Process (Proposed)

1. Committee chair and secretary will assign the role of primary and secondary reviewer to the EAC members. Assignment will be mindful of content knowledge and of avoiding major conflicts of interest.
2. Committee secretary will collate the applications and will send them to each of the committee members.
3. Committee members will review all applications. Written assessments using the LCI Equipment Competition Rating Form will be completed by the primary and secondary reviewers. A scale of 0 to 5.0 will be used to rate all applications with 5.0 being the highest possible rating. Ratings are assigned qualitative descriptors according to the table below to help guide reviewers in their rating of applications.

Descriptor	Range	Outcome
Outstanding	4.5 – 5.0	May be Funded
Excellent	4.0 – 4.4	
Very Good	3.5 – 3.9	
Acceptable	3.0 – 3.4	Not Fundable
Needs Revision	0.0 – 2.9	

4. Once applications are reviewed and ranked, the average rating will then be used to generate a rank ordered list of applications and the funding decisions will be based on this list.
5. The final decision is made by the Deputy Director in consultations with the Libin Leadership Team and/or LCI Research Committee.
 - Applications will be funded, in rank order, until all available funding is exhausted.

Evaluation Criteria

The committee will evaluate applications based on:

Merit of program to be supported and the potential impact	<ul style="list-style-type: none">• Enhances the research capabilities and profile of the investigator(s)• Supports research that is currently peer reviewed funded• Enhances investigator's ability to attract peer reviewed funding• Addresses a strategic priority of the LCI• Addresses a health outcome problem OR addresses a major block to research productivity• Has a plan for describing outputs and effectiveness?
Need	<ul style="list-style-type: none">• Facilitates research that is not possible with the present infrastructure• Need to upgrade or replace obsolete or failed equipment• Similar equipment is not available in vicinity
Compatibility and Synergy	<ul style="list-style-type: none">• Equipment realistically enhances the research endeavors of the co-applicants and other investigators• Synergy with other equipment and/or research programs
Funds Requested	<ul style="list-style-type: none">• Provision of funding contribution• The equipment requested is reasonable and represents 'good value for money'<ul style="list-style-type: none">○ Realistic plans to cover the operating and maintenance costs of the equipment

CONTACT

For questions or additional information, please contact libin@ucalgary.ca.

APPENDIX

Rating Form – Libin Cardiovascular Institute of Alberta (LCI) Research Equipment Maintenance Support Program

Applicant	
Application Title/Maintenance and/or Repair(s) Requested	
Amount Requested	
Number of Users	

Evaluation Criteria	Provide rating and rationale for rating
Merit of program to be supported and the potential impact	<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Revision
<ul style="list-style-type: none"> Enhances the research capabilities and profile of the investigator(s). Supports research that is currently peer reviewed funded. Enhances investigator's ability to attract peer reviewed funding. 	
Need	<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Revision
<ul style="list-style-type: none"> Facilitates research that is not possible with the present infrastructure. Need to upgrade or replace obsolete or failed equipment. Similar equipment is not available in vicinity. 	
Compatibility and Synergy	<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Revision
<ul style="list-style-type: none"> Equipment realistically enhances the research endeavors of the co-applicants and other investigators. Equipment supports an Institute Core Facility. Synergy with other equipment and/or research programs. 	
Funding Requested	<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Revision
<ul style="list-style-type: none"> Provision of funding contribution. The maintenance and/or repairs requested is reasonable and represents 'good value for money.' Realistic plans to cover the costs of the equipment. 	
Other Comments (e.g., special circumstance)	
Overall Impression/Priority:	Rating (out of 5):
Recommendation:	