

## **Request for Research Equipment Maintenance Support**

### **DESCRIPTION**

LCI Research Equipment Maintenance Support is intended to allow researchers to continue their existing or proposed research activities, externally funded prospects, 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:

- Maintenance and/or repair(s) less than \$5,000 will be managed by the Libin Institute's Research Office, in consultation with the Libin Institute's Research Director and Research Committee.
- Maintenance and/or repair(s) \$5,000 or greater will require at least 25% matching funds committed by the PI(s) at the time of application. These requests will require approval, decision will be made by the Research Director in consultation with the Libin Leadership Team and/or the 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 Office ([libin@ucalgary.ca](mailto:libin@ucalgary.ca)) separately.

### **ELIGIBILITY**

<p><b>Eligible / Ineligible Expenses</b></p> <p>Eligible expenses include:</p> <ul style="list-style-type: none"> <li>• Emergency repairs</li> <li>• Preventative maintenance</li> <li>• Software or hardware upgrades (if it is integral to equipment operation)</li> </ul>	<p><b>Ineligible expenses include:</b></p> <ul style="list-style-type: none"> <li>• Multi-year service contracts</li> <li>• New research equipment</li> <li>• Basic equipment (e.g., pipettes, pH meters, water filtration, computer upgrades)</li> <li>• Operating costs</li> <li>• Office and laboratory furniture</li> <li>• Office and laboratory computers and peripherals when not used for equipment operation.</li> <li>• Construction/renovation</li> </ul>
--	--

### **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 Office, in consultation with the Libin Institute's Research Director and Research Committee.
- Maintenance and/or requests \$5,000 or greater 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 other funds on hand to cover 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 Request for Research Equipment Maintenance Support form, not exceeding 2 pages, 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?
  - 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.
    - If the request is \$5,000 or greater, indicate commitment and source of funds to cover (at least) 25% of the total cost of the requested maintenance and/or repair(s).
2. 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 deadline for submissions is **October 31 at 5:00 PM**. Electronic submissions in one PDF are preferred and can be e-mailed to [libin@ucalgary.ca](mailto:libin@ucalgary.ca). Applicants will be notified of maintenance request results approximately one month after submission deadline.

In the case of urgent requests, the LCI will entertain requests outside of the submission deadline at any time throughout the year.

## FUNDING PROCESS

1. If the subcommittee approves the maintenance request, purchase and payment for maintenance and/or repair(s) 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(s) you are ordering, please advise the LCI Office ([libin@ucalgary.ca](mailto:libin@ucalgary.ca)) as soon as possible.
2. If the quote submitted at the time of the primary investigator's original request is expired, the primary investigator will be asked to obtain an updated quote. Submit the quote to [libin@ucalgary.ca](mailto:libin@ucalgary.ca). The LCI Office will process a requisition on the primary investigator's behalf, using LCI funds allocated towards maintenance. One or more accounting string(s) for 25% matching will also be required for requests \$5,000 or greater. The University of Calgary's competitive bid policy applies for any purchase over \$25,000. For equipment 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.
3. If the maintenance request is successful, only the maintenance/repair(s) is eligible for institutional reimbursement. Any changes in the maintenance requested requires approval from LCI Office and/or Research Committee before being considered eligible for institutional support. Please send your request to [libin@ucalgary.ca](mailto: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 proposed evaluation process for the LCI Research Equipment Competition will be similar to the approach used at CIHR. It 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 1-2 weeks prior to the review meeting.
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 – 4.9	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 Research Director in consultations with the Libin Leadership team.
  - a. 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"><li>• Enhances the research capabilities and profile of the investigator(s)</li><li>• Supports research that is currently peer reviewed funded</li><li>• Enhances investigator's ability to attract peer reviewed funding</li><li>• Addresses a strategic priority of the LCI</li><li>• Addresses a health outcome problem OR addresses a major block to research productivity</li><li>• Has a plan for describing outputs and effectiveness?</li></ul>
Need	<ul style="list-style-type: none"><li>• Facilitates research that is not possible with the present infrastructure</li><li>• Need to upgrade or replace obsolete or failed equipment</li><li>• Similar equipment is not available in vicinity</li></ul>
Compatibility and Synergy	<ul style="list-style-type: none"><li>• Equipment realistically enhances the research endeavors of the co-applicants and other investigators</li><li>• Synergy with other equipment and/or research programs</li></ul>
Funds Requested	<ul style="list-style-type: none"><li>• Provision of funding contribution</li><li>• The equipment requested is reasonable and represents 'good value for money'<ul style="list-style-type: none"><li>○ Realistic plans to cover the operating and maintenance costs of the equipment</li></ul></li></ul>

## CONTACT INFORMATION

For questions or additional information, please contact [libin@ucalgary.ca](mailto:libin@ucalgary.ca).