



MAJOR EQUIPMENT COMMITTEE GUIDELINES FOR FUNDING

The ANU Major Equipment Committee (MEC), via the Research Office, invites proposals from academic staff for the purchase of large equipment for research purposes, including equipment supporting health and medical research.

Major Equipment Grants (ME Grants) Guidelines and Forms

ME Grants Guidelines, dates and application forms can be found at <http://www.anu.edu.au/ro/grants/MEC.php#forms>

Key Dates

The closing date for applications for Major Equipment Grants is 30 November of the year of application, for funding in the following year. Short-listed applicants will be invited to attend an interview in early March. Outcomes for Major Equipment Grants will be known at the end of March of the year following application.

Applications must reach the Research Office by close of business on **the closing date posted on the Research Office web site at** <http://www.anu.edu.au/ro/info/calendar.php>.

The closing date for 2009 applications is **12th December 2008**.
Interviews will be conducted in **early March 2009**.
Announcement of outcomes is expected in **late March 2009**.

Contact

All enquiries should be directed to the MEC Secretary.

Research Office
Chancelry Building 10B,
Phone: 6125 0099
Fax: 6125 4807
Email: MEC@anu.edu.au

http://www.anu.edu.au/ro/OSR/Funding/funding_MEC.php

Overview

Applicants whose Major Equipment Grant proposals are eligible for the ARC-LIEF Program are strongly encouraged to apply for such funding. Failure to apply for ARC-LIEF funding where it is appropriate to do so is a valid reason for declining to provide an ANU Major Equipment Grant.

Funding Eligibility for Major Equipment Grants

- All ANU academic staff are eligible to apply for ANU ME Grants.
- Proposals for funding will be considered for equipment costing more than \$50,000.
- Local areas are required to contribute at least 10% of the total cost of the equipment
- Funding is for the year following the application (i.e. applications submitted in November 2008 are for funding in 2009).

Supported Major Equipment Grant Proposals

ME Grant Applications can include:

- Proposals for purchasing or building new equipment
- Proposals for replacing obsolescent equipment
- Proposals for computing equipment which is a necessary part of an innovative research project, **as distinct from general purpose computing;**
- Proposals for equipment supporting health and medical research **as supported by the NHMRC**
- Proposals for special library collections. NB: Proposals for library collections will not be bound by the \$50,000 lower limit but requests should be linked to specific areas of research.

ME Grant Applications **cannot** include:

- Proposals from central information technology service providers whose computing needs are considered by the Information Technology Strategy Committee.
- Proposals for Mass Spectrometers (MS), Electron Microscopes (EM) or Nuclear Magnetic Resonance (NMR) Spectrometers, as these should be forwarded to the relevant committees for consideration.

Assessment Criteria

Eligible proposals will be assessed according to the following criteria:

- The quality and scale of the research activity to be supported by the equipment
- Alignment to the strategic plans of the School/Centre/Faculty/College, and to the strategic objectives of the University
- Evidence of cost effective use of the equipment
- Improvements to the research environment
- Level of financial commitment to the overall cost of equipment by the School/Centre/Faculty

The MEC encourages proposals that are cost effective. It will therefore be obliged to consider rationalisation of funding, especially where the same equipment is requested in more than one area of the University. Where possible, applicants are urged to view their needs in a wider University setting and so bids offering collaboration or sharing of facilities between different areas of the University will be welcomed.

Application Requirements

Application forms can be found at: <http://www.anu.edu.au/ro/grants/MEC.php#forms>

Please check carefully before submitting your proposal that all information contained in this Application Form is accurate. Fully completed applications must be submitted to the MEC Secretary by the closing date. Applicants must supply a hard copy (including all signatures) to:

Major Equipment Committee Secretary
Research Office
Chancelry Building 10B
Lower Ground Floor

In addition, an **electronic** copy (preferably **pdf**) must be sent to MEC@anu.edu.au by the same date.

Budgets and GST

Do **not** include GST in the budget on your ME Grant application form. The University will pay GST from a central holding account. All quotations and invoices (or customs papers, if the equipment is imported) must therefore show GST as a separate item.

Department/School/Faculty/College and Other Contributions

A minimum local cash contribution of **10% of the TOTAL cost of the equipment** is required for ME Grant proposals costing less than \$500,000. Higher contributions will be considered favourably.

For equipment costing more than \$500,000 the Committee will negotiate the local contribution.

Details of the local area contributions must be provided on the application form, with the contribution to be made by each Department, School, Faculty, and Centre clearly described. Grants or contract funds must be clearly identified, specifying the granting body and monies.

Applications must explain how the local area will cover construction, installation, and operational costs, where appropriate.

Applicants should note that:

- If this proposal is related to a previous Major Equipment Grant, a **Progress Report** on the successful proposal must accompany your current proposal;

- It is the responsibility of the applicant to specifically note and check the eligibility criteria for ME Grants. The Committee reserves the right to reject ineligible proposals. Late or incomplete proposals will not be accepted.

Submission Requirements

Proposals must be signed by the Principal Investigator, the Head of Department, the Director, and the College Dean, and delivered to the Research Office no later than **the time and date specified on the Research Office web page** <http://www.anu.edu.au/ro/info/calendar.php>.

- Applicants must submit a full ME Grants application form after completing all sections within prescribed limits. Failure to **correctly** complete all required sections of your application will result in your application being **deemed ineligible**.
- The application is to be submitted in full with all required signatures, certifications and attachments by Close of Business on the advertised date. Failure to do so will result in the application being deemed ineligible.
- College Deans may rank all proposals in their College. If they choose to do so, the Major Equipment Committee may invite them to provide comparative justifications for the rank they assign each proposal.

Application Components

Applications should comprise the following components

- a) Completed Major Equipment Application for Funding Form, including all required signatures.
- b) Supporting text (to be no more than 10 pages in 12pt font). Completed within the electronic application form, preferably pdf.
- c) A *curriculum vitae* (Maximum of 1x A4 page) for each investigator named on the Application Form (to include name, qualifications and current appointment, employment history, and for the last five years a list of ten most significant relevant publications and details of competitive grant funding).
- d) Other supporting documentation such as Quotations (that show **untaxed** prices). Also to be attached are Letters of support from the relevant delegate confirming financial support to the application.

Proposal Assessments

The written application will be the primary source of assessment.

Applicants, or their delegates, will be invited to a brief interview session for clarification of any outstanding issues associated with their application.

Applicants may also be required to provide updated quotations before the Major Equipment Committee allocates funds. Assessors will discuss this during the individual application assessments.

Announcement

All applicants will be advised by mail of the success or otherwise of their application.

Applicants whose applications have been unsuccessful may request advice from the Major Equipment Committee on how to improve their application. Neither the Committee nor the Secretariat will enter into any discussion regarding the outcome of the funding round.

Outcomes will usually be communicated in late March of the year in which funding is awarded.