

**ACADEMIC SENATE COMMITTEE ON RESEARCH  
SHARED EQUIPMENT GRANT APPLICATION**

*Award:* Up to \$40,000 Maximum

*Deadline:* February 18, 2009, MUE-231, Box 0764

*Cycle:* Funds must be expended within 6 months from date of award.

*Contact:* Shilpa Patel, Academic Senate Analyst

[spatel@senate.ucsf.edu](mailto:spatel@senate.ucsf.edu)

Tel: (415) 514-2696

**Applicants will be informed of the outcome of their applications approximately six weeks after deadline date.**

Please note: Title to or ownership of all University property or material is vested in the Regents of the University of California, a Corporation. Without exception, equipment purchased with funds from the Academic Senate, Committee on Research remains the property of the Regents of the University of California and cannot be transferred from the University. If awarded funding, principal investigators must provide the Academic Senate Office with all documents showing proof of purchase for equipment purchased with Academic Senate Grant Funds prior to, or by the grant expiration date. (Include completed purchase order(s), invoice(s), purchase requisitions and receipts.) All Equipment must be assigned a Custody Code of 0026 (Property of the Academic Senate).

**Funding is based on priority scores and other factors and on the availability of funds in specialty areas.**

[DOWNLOAD THE SHARED EQUIPMENT GRANT COVER PAGE](#)

[SHARED EQUIPMENT GRANT RECIPIENTS BY YEAR](#)

The Committee on Research invites applications for funds to supplement the purchase of equipment, including related software for investigators who demonstrate a compelling need. These grants are intended for large and/or costly specialized items of equipment that will significantly and directly enhance research opportunities but cannot be purchased with ordinary sources of support.

Please note: Grant applications received by the Academic Senate Office one month prior to the published deadline for submission are eligible for an optional “pre-review”. **If requested**, Academic Senate staff will check to determine if the grant meets administrative eligibility requirements (i.e. complete accurate budget, required documents etc.). Academic Senate staff will not review the scientific merit of any grant. If a grant has been submitted within the timelines established for an administrative pre-review, and if administrative deficiencies are discovered that would prevent your grant from being forwarded to the Committee on Research for consideration, applications will be returned to Principal Investigators for modification. Modified applications must be re-submitted **on or before the published deadline**.

## **ELIGIBILITY**

In order to qualify for submission, an application must have **three or more** independent investigators (not necessarily in the same department). **An investigator cannot be listed on more than one application.** (It is the responsibility of the primary applicant to verify with all investigators listed as co-applicants to ensure this.) Consideration is generally given to large groups of investigators with partial or matching departmental funds. Meeting all criteria for funding does not guarantee an award.

***Who's Eligible:*** UCSF Faculty who are salaried at 50% or more than full time in the ladder-rank, in-residence, clinical X, adjunct, clinical or research series as well as appointees in the librarian series.

***Who's Not Eligible:*** UCSF Faculty who are not salaried at 50% or more of full time, visiting professors, residents, fellows, postdoctoral, graduate, undergraduate students and staff.

## **HOW TO APPLY**

An original and 26 copies of the grant application must be typed, single-spaced, **double-sided** and stapled. Type must not be smaller than 12 characters per inch. An application should be prepared with the same care afforded to outside agencies and written in terms that can be understood by Committee on Research members working in diverse fields of biomedical and other sciences, whose area of expertise may not coincide with the planned project.

The Academic Senate cover page must be used and can be downloaded by [clicking here](#). The cover page may be typed or completed by hand. Nothing should precede the application cover page.

**Applications will be returned if information is insufficient to conduct a satisfactory review.**

## **FORMAT FOR MAKING APPLICATIONS**

**1. Cover Sheet:** Provide the PI and each co-investigator's name, department, faculty title and series, campus and e-mail address, telephone and fax numbers. Include the total amount requested in your budget at the top of the page. Directly below the total funding request, please provide the designated location of the equipment to be shared.

The department chair's signature will guarantee that (s)he will assume full responsibility for the maintenance and disposition of the equipment requested and that each investigator will have access to the equipment.

**2. Previous Shared Equipment Award(s) Page:** List each investigator who has been a recipient of an earlier Committee on Research Shared Equipment grant as a principal investigator and/or as a co-investigator. Provide the year(s) and amount(s) of the grant(s).

**3. Budget Page:** List type(s) and model(s) for each item. Indicate all matching or other funding sources supporting the purchase of this equipment. Please make sure that you include sales tax and delivery charges in the total cost of your budget for equipment. Budgets cannot be modified after submission.

*Purposes for Which Funds Cannot Be Used:*

Service and contract costs, fax machines, copiers, all telecommunication equipment, installation and maintenance charges. Equipment intended for CORE use and subject to recharges will not be funded.

**4. Curriculum Vitae or Biographical Sketch for all Investigators Page:** The Biographical Sketch form from the NIH 398 kit is preferred. Limit each biographical sketch to 4 pages.

**5. Benefit to Users Page:** Prior to requesting funds from the Academic Senate, the investigators must determine that the required equipment is not available from the University Surplus Pool. **You must affirm in your application that you have contacted the University Surplus Pool (at 2-3064).** You must also make an affirmative statement that the equipment you request to purchase is not available for your use at any other UCSF location that is in a close enough proximity to your work location.

Explain how the equipment will benefit the users as a whole, followed by a brief description of each investigator's research project and the reason why the equipment will enhance the progress of their research. At the end of the description give the estimated percentage of use for each investigator. The description for each user should not exceed one (1) page.

**6. Current and Pending Research Support For All Investigators Page:** After the name of each investigator, list his/her:

1. Project titles for both current and pending sources of research support (extra- and intramural) project identification numbers.
2. Role in project (principal investigator or co-investigator.)
3. Total amount of support for each project.
4. Project period or expected notification date.
5. State whether supplemental funding is available, should the committee not fully fund this request.
6. Clearly identify source and amount of matching funds available.
7. Provide reason if matching funds are not available

**7. *Manufacturer's Price Quote Page:*** All applications must have manufacturer's price quotes good through the period of funding (March – June 2003). The Committee cannot consider an application without an itemized manufacturer's price quote. Premium equipment and comparisons in price and/or performance will be evaluated.

**8. Letter to Adhere to Policy Relating to the Awarding and Management of Grant Funds (Below)**

Please read carefully  
POLICY RELATING TO THE AWARDING AND MANAGEMENT  
OF GRANT FUNDS

The Academic Senate requires Principal Investigators and their Department Chairs to provide the Academic Senate with a letter which states agreement to adhere to the requirements of the Grant Award. The letter must include a Department Fund/Account to be used by the Academic Senate in the event an overage above and beyond the Grant Award appears in the Senate Fund/Account assigned to the Principal Investigator. Please include this letter with your original application. Only one copy is required.