



Equipment Restoration and Renewal Program Office of Research

The Office of Research is pleased to continue the Equipment Restoration and Renewal (ERR) for the 2008-2009 academic year. This program is designed to provide University funds to restore or replace equipment required for current research and other scholarly activities.

Proposals for single capital investment needs with a cost greater than \$50,000 are being solicited; however, please feel free to submit requests of a lesser amount if needed.

PROGRAM PURPOSE

- Restore, replace and expand the capabilities needed to maintain and promote faculty research and scholarship, including the purchase of new or additional equipment.

ELIGIBILITY

- Notre Dame Faculty who have not received an award under this program in the last five years may submit a proposal
- Each College will screen the proposals submitted by its departments and submit no more than two proposals to the Office of Research.
- Centers and Institutes not reporting through a College may submit one proposal through their normal proposal approval process; either to the Provost or Vice President for Research.

INELIGIBLE REQUESTS

- Non-equipment items or items intended solely for undergraduate instruction.
- General purpose computer equipment or software
- Restoration of equipment not owned by the University
- Office equipment or renovation of facilities

GRANT PERIOD

- Funds will be available at the start of the spring 2009 semester and must be expended by December 31, 2009. Funds not expended by that date will be withdrawn unless an extension is granted.

ACCEPTANCE CONDITIONS

- All equipment renovated or purchased under this program remains the property of The University of Notre Dame in accordance with current University and outside sponsor policies

PROPOSAL SUBMISSION

- Each proposal is limited to four (4) pages, including all attachments except CVs.
- Proposal should be written for the non-expert reviewer
- CVs must be abbreviated to two pages per investigator and should highlight recent publications/awards in the areas of research and scholarship for which the equipment is requested. CVs for all investigators may be submitted, but one must be designated as the project Principal Investigator.
- Proposals should be submitted through the Department and to the appropriate College office by **Thursday, October 30, 2008**.
- Centers and Institutes not reporting through a College should submit to the Provost or the Vice President for Research by **Thursday, October 30, 2008**.
- The Provost's office, the Vice President for Research office, and each College and School will rank submitted proposals may submit two (2) proposals to the Office of Research.

Proposal deadline to the Office of Research is **Thursday, November 20, 2008**.

Please submit the original and one copy to:

**Office of Research
Attn: Erin Ytterberg
511 Main Building**

PROPOSAL FORMAT

- Cover page with following information: PI Name, Department/Center/Institute affiliation, Phone, Email, and Proposal Title
- The four-page (maximum) proposal should include:
 1. A statement of work and intended use of the equipment
 2. A description of the equipment
 3. A discussion of the interdisciplinary/multi-user nature of the project and the involvement of corporate and international partners in the research.
 4. A list of past graduate students involved in the project (past 3 years).
 5. Several items related to the funding history of the project:
 - a. How was the equipment being replaced/restored originally purchased?
 - b. What efforts have been made to secure outside funds for restoration/renewal?
 - c. What other major equipment purchases have been made in the past three years for this project?
 - d. To what extent can this equipment be purchased using existing capitalization or other funds?
 6. Budget Details
 - a. Include vendor information and estimated equipment cost – including discounts (please do not include actual quotes)
 - b. Funds for installation and extended warranties can be included but facilities renovation costs may not be included.

PROPOSAL EVALUATION

- Review will be by a committee convened by the Vice President for Research. ALL of the following criteria (listed in priority order) will be used in the proposal review:
 - Merit of the work being performed
 - Potential for this work to improve the research environment of the University
 - Opportunity to leverage these funds with external research awards
 - Description of the proposed equipment.
 - The impact of the equipment on the work being done.
 - Condition and status of the equipment currently being used within the project.
 - Funding history and evidence of efforts to secure outside funding for the project or program requesting the equipment (i.e. past awards and current proposals).
 - Please submit reviewer's comments on external proposals.
 - Graduate students involvement in the project
 - The Interdisciplinary/multi-user nature of the equipment, or impact on corporate and/or international partnerships.