

EMERGENCY FUND FOR MINOR EQUIPMENT REPAIR PROGRAM (EFP)

The Emergency Fund for Minor Equipment Repair Program (EFP) aims to provide support for the unanticipated emergency repairs of research equipment caused by a normal and optimal use.

*** Joint program with the Office of the Vice-President Research – Research Management Services*

Priority will be given to repairs on essential research equipment where it is demonstrated that:

- the equipment is properly used
- the appropriate ongoing maintenance is done
- the life expectancy for the equipment is still active and required

ELIGIBILITY CRITERIA

Open to researchers with multi user equipment (2 researchers minimum).

For an application to be eligible for support through the EFP, the applicant must:

- Hold a full-time tenure or a tenure track position in the Faculty of Health Sciences
- Have a peer adjudicated research grant or contract
- Demonstrate that it is an emergency
- Demonstrate the scientific significance of the equipment, that the equipment is up to date, and that optimal use will be possible after the repair
- Demonstrate the ongoing need of the equipment for research purposes
- Share costs equally between the Faculty, Researchers (all involved), and EFP (OVPR)
- Provide the location of the equipment
- The maximum award granted by the Faculty and EFP is \$5,000 each (total repair cost of \$15,000)

IMPORTANT NOTE: The EFP can be only awarded once. To be eligible, the researchers must not have obtained funding through the EFP in the past.

Ineligible costs

- The operational cost of the equipment
- The cost of repair to equipment with an expired life expectancy
- The cost to extend the equipment's life expectancy for optimal functionality
- Core Facilities and CFI funded equipment while eligible to Strategic Reserve Fund

DEADLINE AND REQUIREMENTS

There is no deadline for the EFP. Proposals will be considered on an on-going basis.

Proposals must be submitted electronically (in a single PDF file) to: fsrecherche@uottawa.ca.

Proposals must be formatted in accordance with generally accepted standards at the granting councils, as follows:

- Text must be single-spaced, with no more than six lines per inch and in black color
- The accepted font is Times New Roman regular 12 pts, or any comparable font – nothing smaller
- Condensed font and applications completed strictly in italics are not acceptable

IMPORTANT NOTES:

- All text, including references, must conform to these standards. Incomplete applications and/or applications that do not meet the presentation standards may be rejected or be at a disadvantage.
- Color images submitted in the proposal will not be duplicated in color for the peer reviewers.

Requirements

A proposal for the EFP must include the following information:

A completed Application form for infrastructure support (does not count towards application page number), supported by:

- A short description of the equipment and its usage (max 1 page)
- A justification of the request detailing the importance of the equipment for the researcher, other research projects, and training of highly qualified personnel requiring the use of equipment (max 1 page)
- The maintenance program in place to ensure optimal use of the equipment (max 1 page)
- The list of research projects using the equipment (max 1 page) that includes:
 - name of principal investigator
 - research project title
- A budget for the entire cost of repair, including all matching fund portions, should they be awarded (max 1 page), with confirmation of the researchers' contribution to the repair (account number)
- At least 2 quotes confirming the cost of the repair, if possible
- Common CV or equivalent
- A copy of the original invoice with the purchase date of the equipment

IMPORTANT NOTE: Application packages must not exceed 12 pages including fund proposal, two quotations, confirmation of the researchers' contribution, and CV. Any additional pages will be removed.

ADJUDICATION OF APPLICATIONS

Evaluation Criteria

The evaluation for the EFP is based on documentation available in the original proposal. Applications will first be assessed by the Faculty Research Committee using the following criteria (same evaluation criteria as for the institutional competition):

- Demonstration of ongoing need and essentiality of the equipment
- Appropriateness of the maintenance plan for ongoing optimal use
- Age and mechanical lifespan of the equipment
- Number of researchers and students that use the equipment
- Verification that the budget reflects the price shown in the two quotations

All requests will be acknowledged and notification of Committee recommendation, as well as comments, will be sent to each applicant after the review process.

Should the application be approved after review by the Faculty Research Committee, the Faculty Research Office will:

- Provide a written letter of recommendation from the Faculty confirming that, should the request to the OVPR be approved, financial support will be provided in an amount at least equal to the amount being requested of the EFP.
- Request a completed RE form for the amount requested from the Office of the Vice-President Research
- Submit the full application to the OVPR EFP for review.

At the institutional level, the allocation of funds is evaluated by the selection committee and decided through a business review process based on the applicant's ability to demonstrate the needs for the equipment as described in the proposal requirement section.

OTHER REQUIREMENTS

Any funds remaining at the end of the validity period indicated on the official Notification of Decision will be reverted to the program.

For more information please contact the Research Office at fssrecherche@uottawa.ca.