

## **Small Research Equipment Funding (SREF) Program** **General Guidelines**

### **Purpose**

The purpose of the Small Research Equipment Funding (**SREF**) Program is to support the purchase, repair, or fabrication of research equipment. The Office of the Vice-President (Research and International) will provide a maximum of **\$25,000** to researchers who have specific, lower-cost equipment needs required to support their research program.

### **Eligibility and Program Priorities**

All full-time academic faculty members *with professorial or academic librarian rank*, holding tenure or tenure-track appointments; and geographical full-time (GFT) academic faculty members, appointed for three years or longer and who have a minimum 40% protected time for research are eligible to apply to the SREF Program for support.

*\*Contingent, nil-salary and adjunct professors are not eligible to apply for internal grants.\**

Early career researchers (who are within five (5) years of the start date of their first independent research appointment) with start-up funds will be given lower priority unless adequate justification is provided.

Applications may be submitted by single or multiple researchers. Applications should include only major (frequent) users as co-applicants where appropriate. Applicants may participate in multiple applications to this competition, but may lead only one application per competition. There will be no special emphasis on multiple-laboratory vs individual laboratory applications.

Beginning in 2018, applicants are only eligible to receive SREF funding once every 2 years. Successful applicants will be expected to sit on the SREF Committee the year following their award.

### **Type, Nature, and Extent of Support**

The SREF Program will provide support for the following:

- the purchase of new, used, or refurbished equipment;
- the repair or update of equipment;
- the fabrication of equipment that is not readily available off the shelf;
- research equipment and components;
- shipping, transportation and installation of research infrastructure, including brokerage fees, excise taxes and duties;
- warranty and/or service contract purchased at the same time as the research infrastructure;
- software subscriptions and licenses; or
- acquisition of a database or the time-limited design and development of a database to the point that it is ready for exploitation by a designated research community

If a particular item is not clearly defined as eligible, please contact the Research Grants Officer.

Office and computer equipment normally provided by the institution is not eligible for support. Requests for equipment purchased prior to the application are ineligible.

Requests for similar equipment already located in the same Department or building must be well justified.

Applications may include unrelated pieces of equipment or a suite of equipment as long as the request does not exceed the budget maximum.

The budget should provide a breakdown of the costs to be incurred including applicable taxes, and transportation costs if appropriate.

Equipment quotations are not required to be attached to the application, but budgets must reflect actual costs to be incurred for equipment. At least three quotations will be required by Purchasing Services for purchase of research equipment. Questions on purchases of research equipment should be directed to Purchasing Services.

As the demand for funds normally far exceeds the funds available, not all meritorious proposals can be adequately supported. **The maximum level of support is \$25,000.** Applicants must develop their proposed budgets with this figure in mind.

### **Competition Deadline Dates and Program Administration**

One competition is held annually: The application deadline date is **July 31**. If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.

The SREF Program is administered by the Office of Research Services.

### **Conditions of the Award**

Internal grant funding must be used for the purposes described in the application. Grant-holders wanting to use funds in a way not outlined in the application must secure the prior written approval of the Office of Research Services.

The award recipient is responsible for the use of the funds and for any over-expenditure of research accounts. Expenditures must comply with University regulations and must be made in accordance with standard University financial procedures. Grants involving the purchase of equipment are made on the understanding that any costs associated with the installation, operation, and maintenance of any equipment purchased will be the responsibility of the researcher and his/her department. Equipment purchases must be made through Purchasing Services.

SREF funding must be spent according to the approved budget by no later than March 31 of the following year, as indicated in the Award letter. No extensions will be provided if funds are not spent by this time. Any unspent funds are automatically returned to the SREF. Expenses incurred prior to receiving the grant cannot be charged.

If an award recipient receives an award for the same equipment request from an external agency as a result of concurrent or previous application, the SREF award or balance remaining will be recalled.

If an award recipient loses his/her eligibility to hold internal grant funding during the term of award, all unused funds must be returned to the program's funding pool.

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## **Application Procedures**

Application forms are available on the web at: [http://umanitoba.ca/research/ors/um\\_funding.html](http://umanitoba.ca/research/ors/um_funding.html). If you have any questions, please contact the ORS Research Grants Officer listed. **The application must be filled out in the format provided.**

**The complete signed application with all supporting documentation must be forwarded to the Office of Research Services, [researchgrants@umanitoba.ca](mailto:researchgrants@umanitoba.ca).** Late and incomplete applications will **not** be considered.

**The application deadline is July 31. If this date fall on a weekend or statutory holiday, the deadline moves to the next business day.**

Results of the competitions will normally be announced approximately eight weeks after the application deadline. There is no provision for appeal of funding decisions.