1. OBJECTIVES

1.1. The Major Research Equipment and Infrastructure Initiative is designed to provide UNSW with a world-class research environment to attract and retain a critical mass of research excellence. Whether it is in the Humanities, Arts and Social Sciences, or in Medical research, Science, Engineering and Technology, our investment in major research infrastructure and equipment is a strategic investment to enable our researchers to work at the cutting edge of local, national and international research.

2. ELIGIBILITY

2.1. Applicants must be members of the academic staff of the University, and on the payroll of the University or have been formally appointed according to established processes for Conjoint or Clinical appointments for Area Health Services or associated research institutions.

2.2. Conjoint and Clinical staff must have all their research productivity (e.g., grant applications, postgraduate research student supervision, publications) submitted through and administered by UNSW to be eligible to apply for support under this scheme.

2.3. Emeritus and Honorary staff are not eligible to apply for support from this scheme.

3. FUNDING SOURCES

3.1. The Major Equipment & Infrastructure Initiative scheme is funded from the University’s Research Infrastructure Block Grant funding. The University’s National Health and Medical Research Council Equipment Grants funding will also be rolled into the Major Equipment & Infrastructure Initiative scheme.

4. TYPES OF EQUIPMENT AND INFRASTRUCTURE

4.1. For the purpose of this initiative, major research equipment and infrastructure is defined as a significant single item (or a complete system) required to support research activity at UNSW.

4.2. Items supported:

All items consistent with the RIBG Guidelines\(^1\), are valid applications to this scheme. These could include for example:

4.2.1. Support for libraries, data bases, computing centres, animal houses, herbaria;

4.2.2. Major equipment purchase, installation and maintenance;

4.2.3. Equipment and major facilities to underpin research activities – e.g. modifying, upgrading, fitting out laboratories, creating and installing the facility;

4.2.4. Offsetting (or partly offsetting) the salaries of technical staff who support research activities (workshop staff, computing and IT support staff, laboratory technicians, support staff for major instruments and databases etc.);

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\(^1\)RIBG Guidelines are available from the Government website at https://education.gov.au/research-infrastructure-block-grants
4.2.5. Providing or improving the infrastructure for Postgraduate Research Students.

4.3. **Items eligible under the NHMRC Equipment grants funding:**

All items consistent with the following additional criteria, are eligible for support:

4.3.1. The equipment should support the highest quality health and medical research, as supported by the NHMRC (or other competitive grant support);

4.3.2. Consideration to the lack of access to similar equipment in the institution or region; and

4.3.3. The collaborative gain through use of the equipment *e.g.* multi-user equipment which crosses disciplines, research groups or departments.

4.4. **Additional non-RIBG items supported:**

4.4.1. Funding for initiatives to support research activity outside the normal DET RIBG guidelines may also be considered from the humanities, arts and social sciences.

4.5. **Items not supported:**

4.5.1. The provision of normal office or laboratory infrastructure which would normally be supplied to members of staff.

4.5.2. Computing equipment designed to support undergraduate teaching programs (*e.g.* general computer laboratories) or office equipment.

4.5.3. Costs for equipment hire, the acquisition of services or purchase of time on computers, vessels, aerial photography or access to specialised facilities are NOT permitted.

4.5.4. UNSW does not provide ‘grant-in-aid’ or contributions to equipment that will become assets of other institutions. Any items purchased through this initiative must be listed as assets of UNSW. If they are purchased and installed ‘off-site’, they still need to be recorded on the University’s Assets Register with a fractional ownership if the equipment is jointly owned.

4.5.5. Funding cannot be used for major capital works (buildings), rental of accommodation, salaries of teaching and research staff (including the cost of "buying time" to free such staff to do more research); salaries of staff supporting research at the institutional level or staff involved in research administration; postgraduate research student stipends; or travel costs directly associated with individual projects.

5. **LEVEL AND DURATION OF FUNDING**

5.1. There is no lower, or upper limit set on the level funding requested. However proposals must be significant and will be assessed on the basis that they will make a real and positive contribution to the University’s research effort.

5.2. For Major Research Equipment and Infrastructure above $100,000 there must be a compelling reason why this should not be more appropriately obtained through the ARC Linkage Infrastructure and Equipment Facilities (LIEF) Scheme.²

5.3. Funding for this initiative will be allocated centrally. The payment for equipment and infrastructure will be made by the lead School/Faculty from an approved account on presentation of an appropriate invoice or order.

² Further details on the ARC LIEF Scheme is available from the ARC’s website at: [http://www.arc.gov.au/linkage-infrastructure-equipment-and-facilities](http://www.arc.gov.au/linkage-infrastructure-equipment-and-facilities)
6. PROCUREMENT

6.1. Any acquisition of research equipment or infrastructure under this initiative MUST be in accordance with the University's Procurement policy and procedure\(^3\).

6.2. The “Buying” section of the Strategic Procurement website help you choose the right process to follow: https://www.fin.unsw.edu.au/Procurement/Buying.html

Relevant templates and knowledge materials can also be found on the Strategic Procurement website\(^4\). It is recommended that you contact the UNSW Strategic Procurement team to discuss your requirements and the support services they offer.

6.3. If these funds are awarded to you as part of an organisation affiliated with UNSW, then UNSW at all times retains title to goods purchased using these funds. The affiliated organisation is also responsible for: a) maintaining the equipment in good working order unless the goods have, as reasonably agreed between UNSW and the affiliated organization, reached the end of its useful life; and b) protected the goods against theft, loss, damage, or unauthorised use.

7. SPACE REQUIREMENTS, RISK ASSESSMENT & RESOURCE SUPPORT

7.1. Any application for research equipment or infrastructure under this initiative needs to take into account:

7.1.1. The availability of on-going space to house/operate the equipment requested.

7.1.2. Installation requirements for the equipment; these must be fully costed in the budget and the checklist attached is to be completed and signed by the Head of School and Project Manager, in consultation with Facilities Management where necessary.

7.1.3. Any need for refurbishment of existing space to accommodate the equipment. In this case, such costs need to be covered by the School/Faculty budget OR the School/Faculty submission for funding through the Capital Works Program. Such applications can only be supported in principle, subject to approval of the refurbishment budget.

7.1.4. The OHS and Risk Assessment requirements for the design, manufacture, importation, supply, installation/erection, commissioning, use, alteration, dismantling, storage and disposal of the equipment.

7.1.5. The on-going maintenance and technical staff requirements. These costs will need to be covered by the School/Faculty budget.

8. APPLICATION PROCESS

8.1. Individuals (or teams of individuals) will need to put forward a strategic case (max 3 pages – excluding certification page) and obtain approval from their Head of School, using the form attached.

8.2. The application must include the following:

8.2.1. a clear and concise description of equipment, infrastructure or support requested;

\(^3\)UNSW's Procurement policy and procedure can be found on the Strategic Procurement website at: https://www.fin.unsw.edu.au/Procurement/About_Us.html
8.2.2. the strategic purpose of the request including the impact the equipment or infrastructure will have on improving UNSW’s research capacity;

8.2.3. a statement of the research programs or groups which will be supported by the equipment or infrastructure;

8.2.4. details of the funding requested including quote/s and budget justification. (Equipment funded under MREII will be expected to undergo a rigorous procurement process to ensure value for money is achieved and probity and risks are managed. This means that the eventual supplier may or may not be the same as the preferred supplier named in the application. At the same time it is important that budgets are based on competitive quotes and fully justified.)

8.3. The application must be certified by the relevant Head of School before the completed application is submitted to the Dean for approval.

8.4. Deans will review the proposals and submit these to the Deputy Vice-Chancellor (Research), together with a ranked Faculty list recommended for funding. The Dean should rank applications based on the strategic research priorities for the Faculty.

8.5. The Deputy Vice-Chancellor (Research) will consider the applications with consultation as necessary.

9. **TIMETABLE**

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<th>Event</th>
<th>Date</th>
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<tr>
<td>Dean’s ranked list along with applications to Office of DVC (R)</td>
<td>No later than Monday, 26 October 2015</td>
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<tr>
<td>DVC (R) announces funded applications</td>
<td>Within 2 weeks of the 2016 LIEF grant announcement (anticipated early in November, 2015)</td>
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