**CAPITAL EQUIPMENT GRANT COVER SHEET**

|  |  |
| --- | --- |
| **Equipment:** |  |

**Application Type:**  New  Resubmission

|  |  |
| --- | --- |
| **Equipment Requestor:** | |
| **Name** |  |
| **Position** |  |
| **A-Number** |  |
| **Email** |  |
| **College** |  |
| **Department** |  |
| **Business Manager** |  |

**Does the Equipment Requestor have current start-up funding from the Office of Research?**

No  Yes

**At the time of application, is the proposed equipment being submitted for other funding consideration?**

No  Yes Where?

**Check any of the following that apply to the equipment proposed.**

[Export control restrictions](https://research.usu.edu/compliance/export)  Use of hazardous materials  User safety certification

**If the equipment proposed will be installed in an indoor lab environment, provide weight/dimensions.**

|  |  |
| --- | --- |
| **Overall equipment dimensions** |  |
| **Equipment weight** |  |

|  |  |
| --- | --- |
| **Budget Request:** | |
| **Office of Research** | **$** |
| **Match** | **$** |
| **Total** | **$** |

**Signatures:** By signing this form, department heads, deans, and/or center directors acknowledge receipt of the proposal and commitment to providing matching funds or other resources as specified in the proposal.

Equipment Requestor Dean

Department Head Center Director

**EQUIPMENT PURCHASE PLAN**

1. **Equipment Description**

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1. **Equipment Usage**

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1. **Equipment Location, Installation, and Safety Considerations**

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1. **Staffing and Maintenance**

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1. **Budget and Match**

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**APPENDIX A**

**COST ESTIMATE/QUOTE**

*[REQUIRED – Insert a recent (within 30 days of application submission) cost estimate/quote for the proposed equipment purchase.]*

**APPENDIX B**

**CAPITAL EQUIPMENT GRANT USER TABLE**

|  |  |
| --- | --- |
| **Equipment:** |  |
| **Equipment Requestor:** |  |

Use as many pages as necessary to document potential users of the proposed equipment and their current and pending support. Letters of support from all potential users indicating their need, anticipated level of usage, and impact the equipment would make in their research should be provided as part of this appendix.

|  |  |
| --- | --- |
| **Equipment User (all fields are required):** | |
| **Name** |  |
| **Position** |  |
| **College** |  |
| **Department** |  |

|  |  |
| --- | --- |
| **Equipment User Current Support (all fields are required):** | |
| **Project Title** |  |
| **Source of Support** |  |
| **Total Amount Funded** |  |
| **Percent Effort on Project** |  |
| **Funding Period** |  |

|  |  |
| --- | --- |
| **Equipment User Pending Support (all fields are required):** | |
| **Project Title** |  |
| **Source of Support** |  |
| **Total Amount Funded** |  |
| **Percent Effort on Project** |  |
| **Funding Period** |  |

Append additional pages as necessary to document the current and pending support of potential users of the proposed equipment.

**APPENDIX C**

**CAPITAL EQUIPMENT GRANT MATCH**

|  |  |
| --- | --- |
| **Equipment:** |  |
| **Equipment Requestor:** |  |

Use as many pages as necessary to document the required **minimum 50% equipment cost match**. Include information for all match contributors, including the equipment requestor, as applicable.

|  |  |
| --- | --- |
| **Match Contributor (all fields are required):** | |
| **Name** |  |
| **Position** |  |
| **College** |  |
| **Department** |  |
| **Does contributor have current start-up funding from the Office of Research?** | Yes No |
| **Purchase contribution amount** | $ |
| **Index number for match amount** | A |
| **Signature indicating match contribution agreement** |  |

|  |  |
| --- | --- |
| **Match Contributor (all fields are required):** | |
| **Name** |  |
| **Position** |  |
| **College** |  |
| **Department** |  |
| **Does contributor have current start-up funding from the Office of Research?** | Yes No |
| **Purchase contribution amount** | $ |
| **Index number for match amount** | A |
| **Signature indicating match contribution agreement** |  |

**APPENDIX D**

**SUPPLEMENTARY DOCUMENTATION**

*[Include other documentation, equipment information (e.g., brochures), images, floor plans, etc. to support the purchase and installation of the proposed equipment.]*