



Critical Research Equipment & Tools Program (CRET) – 2021 Competition

<u>Competition</u>	<u>Call for Proposals</u>	<u>Application Deadline</u>	<u>Funding Start Date</u>
2021	Dec 14, 2020	Feb 16, 2021 (4:00 PM)	Mar 31, 2021

STRATEGIC INTENT

Access to cutting-edge, high-quality research equipment and tools¹ is essential if researchers at UBC Okanagan are to operate at the leading edge. Through this annual funding program, we aim to improve the range and quality of our research infrastructure, keep pace with technology, and provide opportunities for student research training.

DETAILS

The UBC Okanagan Vice-Principal Research & Innovation (VPRI) has established the Critical Research Equipment & Tools (CRET) Program to provide funding to support the acquisition, development, repairs, replacement or creation of critical research infrastructure at UBC Okanagan. The total funding envelope for the 2021 competition is \$300,000. Applicants may submit funding requests between \$2,500 up to \$100,000. Although not required, cash contributions from other sources will be considered positively in the evaluation of applications for asks above \$10,000 (Stream 2).

Funding will be targeted at existing and/or emerging areas of research strength. Priority will be given to research equipment and tools required for externally-funded research programs, research training, interdisciplinary research, and community and/or industry engagement.

All CRET-funded research equipment and tools must be made available to other users on an appropriate basis where feasible.

Applications from scholars and researchers in all research or knowledge creation fields are encouraged. For the purposes of this competition, the term “research equipment and tools” is inclusive of all infrastructure that supports research or knowledge creation activities in any discipline.

The evaluation criteria and page limits differ depending on the funding level requested from the CRET Program:

Stream	Total funding requested	Evaluation criteria to address	Page maximum for free-form proposal
Stream 1	\$2,500 to \$10,000	1, 2, 3	2
Stream 2	\$10,001 to \$100,000	All	4

¹ Research equipment and tools are defined as infrastructure that broadly support research activities. For the information of applicants in the Social Sciences and Humanities: we have used SSHRC’s definition of research tools which are defined as things that “enable researchers to collect, organize, analyze, visualize, mobilize and store quantitative and qualitative data and creative outputs”. Note that the CRET program is focused on tools directly supporting research activities; tools primarily designed to mobilize knowledge for non-academic audiences are not eligible.



ELIGIBILITY

- The Principal Investigator (PI) must be a faculty member at UBC Okanagan with a full-time academic appointment in the tenured or tenure-track research stream
- The PI must hold active external research funding as a Principal Investigator (PI) or co-PI
- The PI cannot submit more than one application
- Purchases made in the previous six months before the application deadline are eligible
- Proposed research equipment and tools must be housed in existing space allocated to the research program; renovations costs required to house or operate the infrastructure are ineligible

APPLICATION

Applications are invited from a Principal Investigator (PI) and up to four co-applicants.

Applications will consist of a *single PDF document* that includes the following (in order):

- Cover page including 100-word summary and institutional signatures (available on VPRI site)
- A free-form proposal addressing the required evaluation criteria for Stream 1 and Stream 2 applications (see table above for page limit)
Proposals must be written using a 12-point black font, single line spacing and a standard, single column on an 8.5" x 11" page layout for documents; references and figures are included in the page limit. No supplemental materials, such as Appendices, are allowed.
- At least 1 quote indicating the full cost of any proposed purchase(s)
- A recent Tri-Council CV for the PI and co-applicants

EVALUATION CRITERIA

1. Description of the proposed research equipment or tools and the research capability it will enable; the proposed location of the research equipment or tools (room #, building)
 - **Stream 2 only:** Identification of similar infrastructure elsewhere in the university or at nearby institutions and an explanation of why it is not feasible to share existing resources
2. Potential for the proposed research equipment or tools to have a positive impact on student training, research and innovation outputs, competitive external research funding, and community and/or industry engagement;
3. Summary of the research program(s) to be supported by the proposed research equipment or tools;
4. **Stream 2 only:** Demonstration of the research program as an existing or emerging area of research strength as demonstrated by external funding, alignment with strategic research priorities and/or cash contributions;
5. **Stream 2 only:** Description of a plan for optimizing the use of the equipment as a shared resource and identification of the primary users (internal and, if appropriate, external)
 - As appropriate, information on operating funds and technical staff required to maintain the research equipment or tools



SUBMISSION AND ADJUDICATION PROCESS

Applications must be submitted to the VPRI by 4:00 PM on the deadline through the [online application portal](#). A Research Project Information Form (RPIF) is not required for this submission.

Proposals will be pre-reviewed by the VPRI Office to ensure eligibility. Proposals meeting eligibility criteria will be reviewed by a Standing Review Committee which will make recommendations for funding to the Associate Vice-Principal of Research. Note that while the committee members are established researchers with varied areas of expertise, applicants cannot rely on the committee being knowledgeable in the applicant's specialized area of research and are encouraged to write about the proposed research in non-technical language understandable to researchers in other fields. The VPRI Office may also share some applications with Campus Planning & Development for an assessment of the proposed equipment or tools' impact on building services (e.g. heating, cooling, power); these assessments may be considered in the final funding decision.

Reviewers will adjudicate proposals based on the relevant evaluation criteria for Stream 1 and Stream 2.

ELIGIBILITY OF BUDGET REQUESTS

Eligible Costs:

- The purchase of new, used or refurbished research equipment and tools
- Costs to replace, upgrade, enhance, or otherwise improve existing research equipment and tools
- Shipping, transportation and installation of research equipment and tools, including brokerage fees, excise taxes and duties
- Extended warranties or service contracts for new or existing equipment and tools
- Initial training of the main operator(s)
- Software subscriptions and licenses
- Costs for the creation, design or engineering of research equipment and tools; if training is required, a detailed justification and break-down of estimated time must be provided

Ineligible Costs:

- Consumables and other direct-costs of research activities
- Non-equipment items, except as described above
- Lease or rental costs
- Salaries and trainee stipends except those directly involved in the creation, design or engineering of the research equipment or tool
- General purpose (personal) computer equipment or software
- Office equipment and furniture
- Administrative costs
- Travel costs except for except travel directly required in the creation of research equipment or tools or training of main operators in their use
- Renovation costs
- Equipment or tools primarily used for teaching and/or non-research use such as knowledge mobilization. When equipment is dual purpose (e.g. research and teaching use), costs must be pro-rated accordingly.
- Research equipment or tools housed and operated within an existing core facility at UBCO



THE UNIVERSITY OF BRITISH COLUMBIA

Office of the Vice-Principal, Research & Innovation
Okanagan Campus

ADDITIONAL INFORMATION

Grant Administration: Successful applicants must complete an RPIF before the grant can be set up. Expenditures against this grant will be processed through the grant-holder's Faculty/Unit office.

Term of the Grant: All eligible expenditures must be incurred prior to the end of the fiscal year in which the funds were awarded (i.e. by March 31) after which time any unspent funds will be returned to the VPRI. With justification, a 3-month, no-cost extension may be granted at the discretion of the VPRI.

Reporting: A final progress report is not required however Research Finance will prepare a final financial report for VPRI review.

Equipment Ownership & Location: All CRET-funded research infrastructure is owned by UBC and must be located on UBC Okanagan property. If the PI leaves the University, CRET-funded research infrastructure will remain at UBC Okanagan; in these circumstances, a new UBCO PI will be identified, subject to VPRI approval.

Operations & Maintenance Costs: The PI is responsible for all operating and maintenance costs over the useful life of the research infrastructure to ensure effective and optimal use of CRET-funded infrastructure. The useful life of the research infrastructure is considered to be the period of time over which the infrastructure is expected to provide benefits and be usable for its intended purpose, factoring in normal repairs and maintenance.

PROGRAM CONTACT

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