



## Critical Research Equipment & Tools Program (CRET) – 2022 Competition

<u>Competition</u>	<u>Call for Proposals</u>	<u>Application Deadline</u>	<u>Funding Start Date</u>
2022	Dec 15, 2021	Feb 2, 2022 (4:00 PM)	March 1, 2022

### STRATEGIC INTENT

Access to cutting-edge, high-quality research equipment and tools<sup>1</sup> 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 2022 competition is \$400,000. 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:

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

<sup>1</sup> 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 additional 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 (cover page template available on [VPRI Internal Funding site](#))
- A free-form proposal addressing the required evaluation criteria for Stream 1 and Stream 2 applications (see table above for page limit)
- 1-page biography for each team member that highlights relevant experience, research funding, student training and publications (i.e., curated CV)
- At least 1 quote indicating the full cost of any proposed purchase(s), including a picture or schematic of the equipment if available

***Proposal and 1-page biographies 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 in the proposal. No supplemental materials, such as Appendices, are allowed.***

## EVALUATION CRITERIA

Each criterion is weighted equally.

### ***Stream 1 and 2***

1. The proposal provides a clear description of the proposed research equipment or tools and the research capability it will enable;
2. The proposal presents potential for the proposed research equipment or tools to have a positive impact on one or more of the following: student training, research and innovation outputs, competitive external research funding, and community and/or industry engagement;
3. The proposal provides a clear summary of the research program(s) to be supported by the proposed research equipment or tools;

### ***Stream 2 only***

4. The proposal provides evidence that the research program is an existing or emerging research strength as demonstrated by external funding, alignment with strategic research priorities and/or cash contributions;



5. The proposal describes an appropriate plan for optimizing the use of the equipment as a shared resource and identifies the users (internal and, if appropriate, external). The proposal provides evidence that the research equipment or tools can be adequately operated and maintained including, if applicable, details on the operating funds and technical staff required.
6. The proposal addresses why the research equipment or tool is urgent and necessary. If similar infrastructure exists elsewhere in the university or at nearby institutions, the proposal provides an explanation of why it is not feasible to share existing resources.

## **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 reviewed by the VPRI Office to ensure eligibility. Proposals that meet the eligibility criteria will be adjudicated by a Standing Review Committee which will make recommendations for funding to the Vice-Principal, Research and Innovation. 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 work with Infrastructure Development for an impact assessment of the proposed equipment or tools 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
- Operational costs
- Maintenance costs, with the exceptional of warranties and services contracts listed above
- 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



THE UNIVERSITY OF BRITISH COLUMBIA

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

- 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.

## ADDITIONAL INFORMATION

**Grant Administration:** Successful applicants must complete a Research Project Information Form (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 by March 31, 2023 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. To request an extension, please send an email to [vprawards.ubco@ubc.ca](mailto:vprawards.ubco@ubc.ca).

**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, maintenance, and any other additional costs incurred 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.

**In-Kind and Other Cash Support:** Discounts offered by a vendor or supplier may be considered as in-kind support.

**QReserve:** All CRET-funded equipment must be included in [QReserve](#).

## PROGRAM CONTACT

**Nicole Bennett**

Internal Programs Manager, Strategic Initiatives and Operations

Office of the Vice-Principal, Research & Innovation

[nicole.bennett@ubc.ca](mailto:nicole.bennett@ubc.ca)

(250) 807-8408