



Critical Research Equipment & Tools (CRET) Program

KEY DATES	
Application Deadline	Jan 17, 2023 (12 noon)
Results Announced	Early March
Funding Start Date	March 15, 2023

PROGRAM OBJECTIVE

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

PROGRAM 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, repair, replacement, or creation of critical research infrastructure at UBC Okanagan. Applicants may submit funding requests between \$2,500 and \$100,000. Applications from scholars and researchers in all research or knowledge-creation fields are encouraged.

The term “research equipment and tools” is inclusive of all infrastructure that supports research or knowledge creation activities in any discipline.

The CRET grant program embodies the SSHRC definition of research tools as “items that enable researchers to collect, organize, analyze, visualize, mobilize and store quantitative and qualitative data and creative outputs”.

Successful applications will be driven by the need to support specific research activities and projects requiring critical equipment not currently available on campus. The equipment must be housed in existing research spaces on campus (including research institutes and centers). Applications for equipment to be housed in one of the shared research facilities on campus (In-vivo Animal Facility, Fipke Laboratory of Trace Element Research, Plant Growth Facility, Research Data Centre, Survive and Thrive Applied



Research) will normally not be eligible unless it fills a critical need specific to a particular research project that makes use of the facility. Requests for equipment that fulfill the more general mandate of the shared research facilities will be eligible for a separate funding mechanism currently under development.

APPLICANT ELIGIBILITY

- Individual faculty can be listed on a maximum of 2 applications in any single year
- The Principal Investigator (PI) cannot submit more than one application as PI
- PIs who received funding in last year’s competition cannot re-apply as a PI in this year’s competition
- The PI must be a faculty member at UBC Okanagan with a full-time academic appointment in the tenured or tenure-track research stream
- Co-applicants must be faculty members at a 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 PI or co-PI at the time of application

SUBMISSION PROCEDURE

Use your CWL to log into the [VPRI Research & Innovation Apply](https://apply.research.ubc.ca) portal (apply.research.ubc.ca) and submit the following five items:

- **Cover Page** - Use the template provided.
- **Free-form proposal (2 or 4-pages)** - Write a free-form proposal to address the selection criteria for Stream 1 or Stream 2, adhering to the respective page limits.
- **A short-form CV for the PI and co-applicants (2-pages, each CV)** - A short-form CV highlights research experience, funding, student training, and publications that are relevant to the proposal. A short-form CV generally includes name, education, professional appointments, awards, honors, invited talks, grants presently held, student training, and publications.
- **A quote or breakdown of costs for the proposed purchase(s)** – Provide a quote or other evidence to demonstrate the breakdown of the cost for the equipment or tool.
- **Picture or schematic (optional)** - Upload a picture or schematic, if available.

Stream	Total funding requested	Selection criteria to be addressed	Page maximum for free-form proposal
Stream 1	\$2,500 to \$25,000	1, 2, and 3 only	2
Stream 2	\$25,001 to \$100,000	All – 1 through 6	4



Proposals and CVs must use standard formatting (0.5-inch margins, 11-point font, and single-spaced). References, images, tables, and figures are included in the page limit for the proposal.

SELECTION CRITERIA

Streams 1 and 2. Each criterion is weighted equally.

1. Suitability & Capability of Proposed Equipment or Tool

The proposal provides a clear description and capability of the proposed equipment or tool.

2. Research Impact

The proposal clearly describes the potential 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. Affiliated Research Programs

The proposal summarizes the quality and significance of the affiliated research program(s), projects, and personnel that will benefit from the proposed research equipment or tools.

Additional criteria for Steam 2 only. Each criterion is weighted equally.

4. Plan for Operations & Maintenance

The proposal provides evidence that the research equipment or tools can be adequately operated and maintained for a reasonable number of years, including, if applicable, details on other sources of funding to support the operations and technical staff required.

5. Plan for Training, Optimized Use & EDI

The proposal describes an appropriate plan for training users of the equipment or tools as well as optimizing the use of the equipment as a shared resource (internal and, if appropriate, external).

Concrete actions to appropriately consider equity, diversity, and inclusion in the training and usage plan should be described. For resources on EDI best practices, refer to the [NSERC](#), [CIHR](#), and [SSHRC](#) guides.

6. Urgency & Necessity

The proposal addresses why the research equipment or tools are urgent and necessary. If similar infrastructure is available at the institution or nearby, an explanation of why it is not feasible to use existing resources is provided.



REVIEW PROCESS

Proposals will be initially adjudicated by a multidisciplinary review panel using the selection criteria. Top-rated proposals will be funded. The remaining proposals that are deemed fundable but are not amongst the top-ranked applications will be entered into a lottery to determine the remaining funding decisions. The VPRI Office may share CRET proposals with relevant UBC units such as Infrastructure Development, Project Services, IT, and Research Computing for consultation, where applicable.

EXPENSES ELIGIBILITY

Eligible Costs:

- The purchase of new, used, or refurbished research equipment and tools
- Costs to replace, upgrade, repair, 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 to enable researchers to collect, organize, analyze, visualize, mobilize and store quantitative and qualitative data and creative outputs
- Purchases made in the previous six months before the application deadline are eligible

Ineligible Costs:

- Renovation costs
 - Consumables and other direct costs of research activities
 - Operational costs
 - Maintenance costs, with the exception of warranties and services contracts listed above
 - Non-equipment items, except as described above
 - Lease or rental costs
 - Salaries and trainee stipends except for 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
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- Travel costs except for travel directly required in the creation of research equipment or tools or training of main operators in their use
- 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.

AWARD TERMS

Financial terms: All funds must be spent within one year or they will be returned to the funding source. With proper justification, a 6-month extension to the end date may be requested by submitting a Grant Extension Form to vprawards.ubco@ubc.ca.

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 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 the 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

For any questions regarding this program, please contact:

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