

**Priority within the “Cost Centre”:** .

**2018 CAPITAL EQUIPMENT FUNDING CASE PRO FORMA**

**To be completed for all items of equipment valued between $20,000 and $250,000**

***Note: 1. The value of equipment that is now considered for this funding round has increased for 2018 to $250,000.***

***2. Each section below should start on a new page. Vital supporting information can be attached as appendices.***

**SECTION A - SUMMARY**

1. (a) Name of item being requested:

(b) Total requested from the CEF for this application

2. Principal Applicant/s (and email addresses):

3. Department/Institute/School/Section proposing this case:

4. College:

5. Campus:

6. Which best describes this request?

|  |  |
| --- | --- |
|  | A new initiative |
|  | Replacement of existing equipment |

7. Please indicate percentage use of the equipment for the following activities:

|  |  |
| --- | --- |
|  | Undergraduate Teaching |
|  | Post-graduate Teaching |
|  | Research |
|  | Other: |

8. Brief description and justification of the proposed item (100 words or less)

9. Expected Life of this Equipment

10. (a) List proposed equipment. Please break this down into the major components and summarise below, then attach a full quotation as an appendix

(b) Please indicate the expected delivery time (usually given with any quote)

11. Budget

1. Component Costs of Equipment Purchase

Do not include GST, depreciation, or any consumable items

|  |  |
| --- | --- |
| Item | Amount (NZ$) |
| Capital  Implementation (from D.28b)  Annual Running Costs Year 1 (not consumables) |  |
| TOTAL: |  |

(b) Proposed Sources of Funding

|  |  |
| --- | --- |
| Source | Amount (NZ$) |
| Amount requested from CEF in this application: |  |
| Other Source: |  |
| TOTAL: |  |

12. The following options for completing the tasks that this proposed equipment would deliver were identified and assessed:

Provide a description of the main, viable options (or choices) for the investment. Summarise the advantages and disadvantages. Select up to four options.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dimension** | **Use existing equipment or outsource.** | **Do Minimum** | **Intermediate Scope** | **Do Maximum** |
| **Scale, scope and location:**  *Explain different options for completing the task/function the equipment is intended for* |  |  |  |  |
| **Service solution:**  *How can task/function be undertaken?* |  |  |  |  |
| **Service delivery:**  *Who can deliver the services? Provide at least 2 options* |  |  |  |  |
| **Implementation:**  *When can services be delivered? Provide a timeline for this.* |  |  |  |  |
| **Funding:**  *How can completion of these tasks/functions be funded?* |  |  |  |  |

13. On the basis of the assessment of the options (by dimension in Question 12 above), construct a series of options for completing the tasks/functions required. This is to determine the preferred option likely to maximise relative value for money:

* Option 1: …………………… *Use existing equipment or outsource*
* Option 2: …………………… *(usually a do minimum option)*
* Option 3: …………………… *(the preferred way forward)*
* Option 4: …………………… *(all the bells and whistles)*

**SECTION B1 (to be completed only if this is a NEW INITIATIVE)**

14. How does this new initiative reflect the strategic directions of your institute/college and the University as a whole? (75 words or less)

15. Indicate who you have consulted in other departments/Institutes with regards to collaboration and/or shared utilization of this equipment. Also, if similar equipment is already available at Massey, indicate who you have consulted to confirm its lack of suitability or availability for the work proposed.

16. Give details of the staff members most involved (maximum of 3 people)

|  |  |  |
| --- | --- | --- |
| Name | Position | Relevant Teaching/Research Interests (keywords) |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION B2 (to be completed only if this is a REPLACEMENT item)**

17. (a) Make and model of existing equipment (asset register number, if available).

1. Age of existing equipment:

(c) Provide details of usage of the equipment to be replaced if applicable (summarise in 75 words or less). The committee may ask to view any log books, etc at any subsequent interview.

18. Why is the existing equipment no longer satisfactory? (75 words or less)

19. Detail any maintenance issues and costs associated with the existing equipment over the past two years.

20. Detail, if appropriate, any advances in the technology since the existing equipment was purchased.

21. How do you propose to dispose of or redeploy the existing equipment? If you plan to redeploy the existing equipment you should give details of who and where to and what the recipient stands to gain.

**SECTION C1 (to be completed only if this item will be used >20% for teaching)**

22. For each paper in which this equipment is to be used, please complete the following table:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Paper No. | Student Numbers | | | Average Hours Used per Semester | |
| last year | this year | next year  (projected) | Semester 1 | Semester 2 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

23. What are the implications for teaching in the next calendar year if this request is not funded? (75 words or less)

**SECTION C2 (to be completed only if this item will be used >20% for research)**

24. Give details of the staff members most involved (maximum of 3 people)

|  |  |  |
| --- | --- | --- |
| Name | Position | Research Interests (keywords) |
|  |  |  |
|  |  |  |
|  |  |  |

25. Provide details of current research funding on projects which would utilize this equipment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PI | Period of Funding | Agency | Project Title | Total NZ$ |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

26. Attach a one-two page short CV for each of the individuals named in Q26 which includes at least the following: name, qualifications, date of employment at Massey University, total number of publications and a list of publications in the last 5 years.

27. What are the implications for research in the next calendar year if this request is not funded? (75 words or less)

**SECTION D (to be completed for ALL items)**

28. (a) Where will the equipment be housed? (Building and Room number)

(b) Are there any special environmental/ancillary/building services or alterations required? If so, what are they? (FM and/or IT Services consultation may be required). Please attach a detailed quote and include the total in Section A 11(a)

29. Does this proposal have any legislative/regulatory/statutory requirements (e.g., HASNO, ERMA, Building Act)? If so indicate in the boxes below? If yes to any answers, please describe briefly. (Health and safety consultation may be required)

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| HASNO |  |  |
| ERMA |  |  |
| Ethics |  |  |
| Building Permit |  |  |
| Resource Management |  |  |

30. When is the equipment required? Give reasons to support this timeline.

31. What alternatives have you considered for providing the same capability which does not involve purchasing this item? (*e.g.,* outsourcing analyses, traveling to use instruments elsewhere)

32. Are there alternative suppliers for this piece of equipment? Briefly explain how you have surveyed the market and made your choice. Provide the supplier, brand name, model number and total price for 2 alternative options (where possible)

33. If this piece of equipment is part of larger collection of research or teaching equipment and there are plans for replacement of other equipment over the next few years provide a overall plan as a appendix to this application

34. (a) Have any of the applicants received a grant for capital equipment with the last 5 years?

Yes/No

(b) If you have answered Yes to (a) please provide a brief report listing: Item, principle use, success or otherwise with this equipment for its intended use, research outputs achieved (if for research) and summarise any problems with the equipment (reliability, poor support from supplier). Please attach your report as an appendix.

35. List of appendices – include quotations

36. Head of “Cost Centre” (Department/Institute/School/Section). To be signed by the head of the university “cost centre” that is making this application. By signing this application, the head agrees to follow the principle that any equipment can be used collectively by anyone within the university (following appropriate training) and that it is the responsibility of the group seeking the equipment to promote its use by the university as a whole. As “cost centre” budgets already include a provision for paying overheads, salaries, repairs and maintenance, it should not be necessary for someone from another “cost centre” to pay for more than consumable items. It is expected the equipment will be maintained in good operating condition by the “cost centre” during its expected life time

Head of “Cost Centre” Signature (Date)

Additional supporting comments from the Head