

# Instructions for completing the Capital Equipment Funding Pro Forma application – instructions are in italics and underlined

General Information: This fund is for equipment where the total cost of purchase is between \$20-250K. Note this range has increased from previous years. Applications for equipment valued at >\$250K need to be submitted as a separate business case via the respective college office.

Applicants' Priority: This will be completed by your institute or department to rank all applications from this group/cost centre. It is used to assist the committee to evaluate requests

## SECTION A - SUMMARY

1. (a) Name of item being requested:  
Self explanatory
- (b) Total requested from the CEF for this application  
Self explanatory
2. Principal Applicant/s (and email addresses):  
Self explanatory
3. Department/Institute/School/Section proposing this case:  
Self explanatory
4. College:  
Self explanatory
5. Campus:  
Self explanatory
6. Which best describes this request?  

|                          |                                   |
|--------------------------|-----------------------------------|
| <input type="checkbox"/> | A new initiative                  |
| <input type="checkbox"/> | Replacement of existing equipment |

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

|                          |                        |
|--------------------------|------------------------|
| <input type="checkbox"/> | Undergraduate Teaching |
| <input type="checkbox"/> | Post-graduate Teaching |
| <input type="checkbox"/> | Research               |
| <input type="checkbox"/> | Other:                 |

There is some potential confusion between post-graduate teaching/research projects and straight research. The former is intended to cover use by post-graduates whereas the latter is for projects with no post-graduate involvement

8. Brief description and justification of the proposed item (100 words or less)  
Please keep this to 100 words
9. Expected Life of this Equipment  
Self explanatory
10. (a) List proposed equipment. Please break this down into the major components and summarise below, then attach a full quotation as an appendix  
List the main components of the equipment if there are several and indicate the component costs. Attach a full quotation
- (b) Please indicate the expected delivery time (usually given with any quote)  
This will allow the university to better monitor and organise its cash flow

11. Budget Self explanatory

(a) Component Costs of Equipment Purchase

*Do not include GST, depreciation or any consumable items*

|             |                      |
|-------------|----------------------|
| <u>Item</u> | <u>Amount (NZ\$)</u> |
|-------------|----------------------|

Capital

*List the key components and their cost*

Implementation (from Section D.28). If not included then there is no possibility of the Capital Equipment Round covering these installation costs.

Annual running costs for Year 1 The Capital Equipment Round can only provide funding for the year of the request – not for subsequent years

TOTAL:

NB: Do not include GST, depreciation, or any consumable items

(b) Proposed Sources of Funding

|               |                      |
|---------------|----------------------|
| <u>Source</u> | <u>Amount (NZ\$)</u> |
|---------------|----------------------|

Amount requested from CEF in this application:

Other source: This must be an external source and cannot include PR accounts or general institute/department funds. For example, it may include a contribution from an RM account if purchase of equipment has been included as a budgeted item

TOTAL:

12. The next 2 questions are adapted from government guidelines which can be found at the Treasury web-site at <http://www.infrastructure.govt.nz/publications/betterbusinesscases> A light business case to highlight the benefits from purchasing a piece of equipment may prove helpful to develop a case and could be presented as an attachment. **For requests over \$100k a light business case is expected and should provide information on total cost of ownership (=equipment maintenance, ongoing consumable costs, etc) over the life of the equipment and is a requirement for Tenders Board. Be aware that any items >\$100k will subsequently be required to go through Tenders Board prior to purchase. Q12 and Q13 will provide some of this information. The committee will pay particular attention to this information for more valuable requests.**

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. Concentrate on the tasks you need the equipment for rather than the equipment itself. Each box only requires a short phrase/statement. See worked example.

| Dimension  | Use existing equipment or outsource | Do Minimum | Intermediate Scope | Do Maximum |
|--|-------------------------------------|------------|--------------------|------------|
| <b>Scale, scope and location:</b><br><i>Explain different options for completing the task/function the equipment is intended for</i> |                                     |            |                    |            |
| <b>Service solution:</b><br><i>How can task/function be undertaken?</i>  |                                     |            |                    |            |

|  |  |  |  |  |
|--|--|--|--|--|
| <b>Service delivery:</b><br><i>Who can deliver the services?</i>   |  |  |  |  |
| <b>Implementation:</b><br><i>When can services be delivered? Provide a timeline for this.</i>                  |  |  |  |  |
| <b>Funding:</b><br><i>How can completion of these tasks/functions be funded? See comment on leasing below.</i> |  |  |  |  |

*‘Financial’ leases – The University only allows for operational leases and they are generally not considered for these types of equipment and will not be paid for out of this (CER) funding source. It may be considered appropriate to consider leasing over purchasing if the asset is required short term, or the technology is evolving rapidly and the equipment is being updated by the supplier on a regular basis. A budget centre manager would need appropriate approval to sign-up an operating lease.*

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

See worked example.

- Option one: ...Use existing equipment or outsource (*retained as a baseline comparator*)
- Option two: ..... (usually a do minimum option)
- Option three: ..... (the preferred way forward)
- Option four: .....(all the bells and whistles)

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

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

This is an opportunity to explain briefly how this fits within the strategic directions of your group within the university

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.

Equipment purchased by Massey University is the property of the university as a whole and it is expected that use of that equipment will be shared until the use of that equipment has reached capacity. Equipment is not "owned" by an individual group per se and other groups can't be charged for access to the equipment other than for reasonable consumable costs. It is expected that the group originally requesting the equipment will promote its use across the university as a whole and facilitate others to use it.

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

Self-explanatory

| 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).

Self explanatory

- (b) Age of existing equipment:

Self explanatory – if there is no specific information then provide the nearest possible estimate of its age

(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. Evidence of use rate to justify replacement is an important criterion for any applications for replacement of equipment. Whilst this may take different forms the applicant should understand its importance to their application.

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

Brief explanation please

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

Detailed information is always preferable to generalisations

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

Most equipment has advanced in capability over time – please indicate the key changes

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.

Self explanatory

**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 |
|           |                 |           |                       |                                 |            |
|           |                 |           |                       |                                 |            |
|           |                 |           |                       |                                 |            |

*Self explanatory – expand table as necessary*

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

*Self explanatory – keep it brief*

**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) |
|------|----------|-------------------------------|
|      |          |                               |
|      |          |                               |

*Self explanatory*

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

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

*In part this is captured in the tables completed earlier but this provides more specific information to the committee. If this funding reflects the income to Massey from a completed PhD project, this must be stated.*

26. Attach a one to two (max) page short CV for each of the individuals named in Q24 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.

*As per Marsden and other Royal Society grants is requested*

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

*Please keep it brief*

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

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

Self explanatory

(b) Are there any special environmental/ancillary/building services or alterations required? If so, what are they? (RFM and/or IT Services consultation may be required). Please attach a detailed quote and include the total in Section A 10(a)

This section is important if the equipment has special requirements in any way or the space needs to be modified to house the equipment. A detailed indication of expenses for these services provided by FM or IT is required with this application. Such implementation costs can be included as part of the application but requests after the event can't be considered and they will then need to be met by the department/institute. Over the years this has proven to be an often ignored expense and has made installing and utilizing equipment difficult.

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? Provide a justification of your timeline.

Self explanatory

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)

Whilst captured in part in the earlier question re the 'Scope' of the project, we are requesting information indicating that alternative ways to provide the capability have been considered

32. Are there alternative suppliers for this piece of equipment? Briefly explain how you have surveyed the market and made your choice.

It is important you indicate why you have chosen this brand/supplier and model of equipment. This is partly repeating the earlier question re the 'Scope' of the project. Massey University Procurement Policy (Sept 2013) requires 3 written quotes to be obtained for all purchases unless there is/are only one or two suppliers for a particular item. Evidence you have obtained these will be required. For this application we require at least one of these in detail to provide indicative pricing of your preferred option and evidence you have obtained alternatives by nominating the supplier, brand, model number and equivalent price. If successful with this application you will be required to provide 3 written quotes prior to purchase. The committee will very commonly expect information on these other suppliers to be given at the time of interview.

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 an overall plan as an appendix to this application

This question is endeavoring to seek an explanation as to how the total collection of equipment within a functional area is being upgraded or replaced over a period of time. The timing for future requests is not "cast in concrete" but is an indication at this point in time of future intentions. Demonstrating a sensible replacement or expansion plan for an area will be helpful to show how this application will link to future applications. This question is often largely ignored by applicants, usually to their detriment.

34. (a) Have any of the applicants received a grant for capital equipment with the last 5 years?  
Yes/No

Self explanatory

(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.

This is seeking information on past equipment requests and will provide the committee with an indication as to the use of these prior equipment purchases as well as an indication as to problems with suppliers etc. Please make it brief

35. List of appendices – include quotations

Self explanatory

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

By signing this application the head of the cost centre is acknowledging that they have a responsibility to facilitate the use of the equipment as widely as possible across the university. It also acknowledges that costs for use should not be imposed on the use of the equipment other than for consumable items. With a tight equipment budget across the university it is important we maximise the value from any equipment purchases.

**Worked Example for Questions 12-13:** case to replace two aged superspeed centrifuges across one institute where one has already failed and there are no spare parts for the second although the existing centrifuge rotors were replaced and potentially still useful for several years.

| <b>Dimension</b>  | <b>Use existing equipment or outsource – use existing equipment procedures etc</b>                                     | <b>Do Minimum</b>   | <b>Preferred Option</b>   | <b>Do Maximum</b>   |
|---|--|---|---|---|
| <b>Impact of purchase or lack of purchase on research outputs or safety:</b> <i>Explain different options for completing the task/function the equipment is intended for.</i> | Further decrease in capability as centrifuges continue to fail and need to use alternative machines in other buildings | Purchase one but capacity will be limited for expected usage levels. Use existing rotors from old centrifuges | Purchase two to cope with expected capacity. Purchase one new set of rotors | Purchase three to cope with expected increased capacity. Purchase two new sets of rotors  |
| <b>Service solution:</b> <i>How can task/function be undertaken?</i>  | Capability cannot be maintained, research contracts and teaching outcomes unable to be met.                            | This will require continuous use and careful booking with out of hours use being required most of the time    | As per minimum but with more ability to get access as necessary             | As per minimum but with more ability to get access as necessary and less likelihood of damaging rotors as they get moved around |

|   |  |  |                |   |
|---|--|--|----------------|---|
| <b>Service delivery: Suppliers (minimum of 2)</b><br><i>Who can deliver the services?</i> | Unable to be met on the Campus. Outsourcing not an option. | Company X has the best mix of centrifuges which will still allow us to use existing rotors | As per minimum | As per minimum  |
| <b>Implementation:</b><br><i>When can services be delivered? Provide a timeline.</i>      | N/A  | 4-6 weeks from ordering  | As per minimum | As per minimum  |
| <b>Funding:</b><br><i>How can completion of these tasks/functions be funded?</i>          | N/A  | 2014 Capital Equipment Fund  | As per minimum | As per minimum but with additional rotors and centrifuge purchased the following year |

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

- Option 1: status quo or do nothing
- Option 2: replace one failed centrifuge ensuring the model is compliant with the existing centrifuge rotors
- Option 3: purchase 2 new centrifuges and one complete set of rotors ensuring centrifuges compliant with existing rotors
- Option 4: purchase 3 new centrifuges and two new sets of rotors.