University of Michigan Office of Research
Faculty Grants & Awards: **Equipment for Core Facilities**
Proposal Guidelines

**OVERVIEW**
The U-M Office of Research (UMOR) offers support for research, scholar-
ship, and creative activities in all fields. The focus of the **Equipment for Core Facilities** funding program is to help obtain state-of-the-art equipment for core facilities in cases where external funding for this purpose is otherwise unavailable or insufficient. It is required that the equipment will be widely available to faculty throughout the University in a core facility accessible for all.

UMOR funds are not intended to cover the total cost of the equipment, but rather to complement other internal support, and to address important needs not met by other support programs within or outside the University. As such, UMOR does not fund equipment that would normally be available through successful applications to sponsors. Further, UMOR will not fund equipment specific to individual investigators or their projects. Ongoing costs, such as operating and maintenance costs will be borne by participating units.

**ELIGIBILITY**
Research Deans, Unit Directors, or others with responsibility for major research facilities are expected to provide leadership for Equipment for Core Facilities applications. Due to funding limitations we encourage Research Deans to discuss significant funding requests with their UMOR liaison (Associate Vice President for Research) prior to submitting the application.

**PROPOSAL SUBMISSION***
*For all except LSA Faculty who must apply through the Gateway to Internal Funding (eGIF)
Proposals must be submitted by 5:00 PM (EST). One complete PDF (containing all required elements as detailed below) should be emailed to UMOR-FGA-Submissions@umich.edu. Received proposals will get a notice of receipt in the form of a reply. Late applications will not be processed until the next application deadline for that program.

**PROPOSAL REQUIREMENTS**
The following sections are required (unless otherwise noted) and must be included in this order:

A. Application Form
   a. All signatures must be obtained, but may be electronic or ink.

B. Proposal Narrative  (5 pages)
   a. Must contain:
      • Detailed description of the equipment
      • Justification of need (including reason for duplication of identical or similar equipment available elsewhere on campus, if applicable)
      • Significance of the activity in the discipline/field, for the applicant’s scholarship, and **benefit to the University**
      • Identification of primary expected users of the equipment

Questions? Contact UMOR-FGA-Submissions@umich.edu.
• Location of the core facility in which the equipment will be housed
• Explanation of how the unit plans to meet recurrent costs associated with the acquisition

C. Budget (1 page)
   a. UMOR will provide a maximum of 25% of the total cost of the equipment.
      i. The unit, school/college, department, or other internal sources should provide for the remaining expense.
   b. A detailed budget should be included.
   c. These funds are not intended to cover reduced external awards, cost overruns, disallowances on sponsored projects, or retroactive activities.
   d. Equipment maintenance costs will not be provided.

D. Budget Justification (2 pages)
   a. This is a narrative explaining the expenses proposed and the basis for the cost estimates.
   b. Each expense must be described in the budget justification.
   c. Also explain why UMOR support is being sought (e.g. external support is unavailable, insufficient, delayed, interrupted, impractical).

E. Project Director’s Abbreviated Curriculum Vitae (CV)/Biosketch (3 pages)
F. Appendix
   a. Include other pertinent items such as proposed survey or interview questions, letters of support, pictures, etc.

AWARD NOTIFICATION
Notification of funding decision is typically made within 12 weeks of the application deadline.

AWARD ADMINISTRATION
General funds will be transferred to the set of chartfields incurring the expense. Documentation of the expense may be requested prior to the release of funds. The funds awarded may only be used for the core facility/shared equipment as described in the proposal. The recipient is responsible for ensuring good stewardship of funds. All applicable University policies and procedures must be followed.