MEMORANDUM

TO: School of Medicine faculty
Cancer Center members
Deans of Public Health, Pharmacy, Dentistry, Nursing, SILS, Arts & Sciences
Leslie Parise Valerie Ashby, Chris Clemens
Kevin Guskiewicz, Eric Everett, Alex Tropsha, Kathleen Knafl, Sandy Martin
SOM Chairs and Center Directors
Core Directors

FROM: Terry Magunson, PhD Mike Topal, PhD
Co-Chairs, UCRF Equipment Review

DATE: August 23, 2013

RE: Equipment requests for Core Facilities Fiscal Year 2014 from the UCRF

The UNC Core Facilities Advocacy Committee [CFAC] is again soliciting proposals on behalf of the UCRF for equipment to be purchased with funds from the UCRF. Again this year we will accept proposals for two types of proposals:

1) Equipment for a core facility, this should be proposed by the core director, but can be advocated by a group of users.
2) Equipment for a well-defined group of faculty, this would be considered shared equipment and requires a cost-share contribution in addition to funds from the UCRF.

The specifics for each proposal are discussed on the following two pages. Note that equipment should either add important new technology, upgrade heavily used technology in a core facility, or be a large instrument that services a group of faculty. The CFAC is responsible for reviewing all of the submitted proposals. Please contact Dede Corvinus or Mike Topal if you have any questions.

Please be aware that funds for equipment purchases can also be obtained from extramural sources. For large equipment requests [$100-600K], please consider submitting an NIH Shared Instrument Grant [SIG], which is due in March. A SIG does not require matching funds. For instruments costing $60-$250K, please consider an NCBC Institutional Development Grant [IDG], which is due the October 9, 2013 and requires some matching funds.

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Dede_corvinus@med.unc.edu, 919-966-8089 (p), 919-966-7564 (f)

Equipment requests for Core Facilities for Fiscal Year 2014 from the UCRF

At this time we are requesting suggestions from faculty from across the campus for new equipment purchases that will promote and support cancer research in core facilities. In order to help with the committee's evaluations, requests should include the information listed below and be made using the template in the second email attachment. Below are some guidelines that will be used by the task force to evaluate these requests. **Please submit your request electronically to dede_corvinus@med.unc.edu by Friday September 13, 2013. If these are matching funds for an NCBC grant, submit by Friday September 6, 2013.**
Please note: In order for your request to be considered, a current Core Facility Annual Planning Survey must be on file with the Office of Research Technologies. Please submit surveys electronically to Annabelle Stein at abelle@med.unc.edu

If you submit a request for multiple instruments, please prioritize your list. The UCRF equipment funds will be considered for purchasing any new equipment for core facilities. Core Directors are aware of how to request help for emergency funds, e.g. repairs. etc., which come from a different set of funds. Equipment funds are extremely limited this year. The CFAC cannot make awards greater than $75,000/core. Instruments costing more will have to have grant funds or other contributing units.

Information to be provided to the committee using the provided template:

1. The equipment requested; include the cost and preferred vendor.
2. Please identify the core and the user group in the core. If there are a large number of users or this would be a new core, identify the type of analyses provided or types of users.
3. Where would the equipment be located and how would it be managed?
4. Do you require new space? Will the space require any renovations [electrical, cooling, etc]?
5. How quickly can the equipment be delivered and installed?
6. Will this equipment require additional support personnel?
7. Will this equipment require service contracts in outlying years? If so, estimated cost?
8. Will the equipment be associated with recruitment of new faculty?
9. What similar pieces of equipment are already on campus and why aren't they sufficient?

We will use the following guidelines for the review:

1. Equipment considered in these proposals must be going into a UNC core facility open to all UNC investigators. Priority is generally given to equipment that adds important new technology to our portfolio, but updating heavily used equipment is also a strong consideration.
2. How is the equipment going to transform our ability to carry out cutting-edge research? Is this equipment that we should try to get by applying for equipment grants? (*It will now be easier to get substantial matching funds for equipment grants)*
3. How is the equipment relevant to cancer research? We recognize that the same equipment can often be used in many applications, but there should be some application to cancer research.

Cost-shared equipment requests for Fiscal Year 2014 from the UCRF

The UNC CFAC is also soliciting proposals on behalf of the UCRF for equipment that will be shared by a well-defined group of faculty and will be purchased with cost-shared funds from the UCRF. At this time we are requesting suggestions from faculty from across the campus for new equipment purchases that will promote and support cancer research. The UCRF will cover 45% of the costs of these equipment purchases; the remainder is to be covered by either PI or departmental funds. In order to help with the committee's evaluations, requests should include the information listed below and be made using the template in the second email attachment. We also indicate some guidelines that will be used by the task force to evaluate these requests. **Please submit your request electronically to dede_corvinus@med.unc.edu by Friday, September 13, 2013. If these are matching funds for an NCBC grant, submit by Friday, September 6, 2013.**

While individual PIs with specific needs may apply, preference will be given to requests that clearly serve groups of faculty. **We will not fund equipment that is under utilized in cores**. If you submit a request for multiple instruments, please prioritize your list. Equipment funds are extremely limited this year. The CFAC cannot contribute more than $50,000 to a shared instrument that is not part of a core facility that is open to all UNC personnel.

Information to be provided to the committee using the provided template:

1. The equipment requested; include the cost and preferred vendor.
2. Please identify the user group.
3. Where would the equipment be located and how would it be managed? Who will determine access and priority? Will the space require any renovations?
4. How quickly can the equipment be delivered and installed?
5. Will this equipment require additional support personnel?
6. Will this equipment require service contracts in outlying years? If so, what is the estimated cost and who will be responsible for covering that cost?
7. Will the equipment be associated with recruitment of new faculty?
8. What similar pieces of equipment are already on campus and why aren't they sufficient?

We will use the following guidelines for the review:

1. Priority is generally given to equipment that adds important new technology to our portfolio or large equipment needed by a well-defined faculty group.
2. How is the equipment going to transform our ability to carry out cutting-edge research? Is this equipment that we should try to get by applying for equipment grants? (*It will now be easier to get substantial matching funds for equipment grants)*
3. How is the equipment relevant to cancer research? We recognize that the same equipment can often be used in many applications, but there should be some application to cancer research.