

1. Research Infrastructure Investment Fund (RIIF) Collaborative Equipment Grant (CEG) 2024 Application Form

Consider the following before you complete and submit your application:

1. The preferred option is for quotes to be obtained in Australian Dollars to avoid shortfalls in funding upon award. If obtaining a quotation in foreign currency becomes unavoidable, note the following:

- Provide the conversion rate used at the time the application was submitted.
- Contingency plans should be developed to pay for any shortfalls arising from resulting fluctuations in currency at the time of purchase.

2. You should engage with University Procurement Services to help with the negotiation of competitive pricing and the inclusion of a multi-year extended warranty as part of the quotation package.

3. Ensure that a copy of the co-investment approval form is sent to your [Faculty Research Office](#).

4. Complete all compulsory fields

2. Lead Applicant Contact Details

* indicates a required field

Applicant Contact Details (all fields must be completed)

Lead Applicant *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant Position *

Applicant University of Melbourne (UoM) Email *

Must be an email address.

Applicant Primary Phone Number *

Must be an Australian phone number.
Please enter area code, e.g. (03)

Applicant FTE Appointment at UoM (must be between 0.5 and 1) *

FTE must be 0.5 and above

Faculty

Select your Faculty *

Must select Faculty

"Other" option selected for Faculty (Lead Applicant)

Please specify your host Faculty below if you did not select an option from the list above.

Note: Lead applicant must hold at least a 0.5 FTE salaried appointment at the University of Melbourne at the time of the award.

Other (Faculty) *

Enter Faculty, including Centre, Department, Institute and lab group

School

Please specify your host School *

Department

Please specify your host Department (if applicable)

3. Second Applicant Contact Details

* indicates a required field

Second Applicant Details (all fields must be completed)

Second Applicant *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Second Applicant Position *

Second Applicant Primary Email *

Must be an email address.

Second Applicant Primary Phone Number *

Must be an Australian phone number.

Second Applicant Faculty

Select your Faculty *

Must select Faculty

"Other" option selected for Faculty (Second Applicant)

Please specify your host Faculty below if you did not select an option from the list above

Other (Faculty) *

Word count:

Must be no more than 100 words.

School

Please specify your host School *

Department

Please specify your host Department (if applicable)

4. Third Applicant Contact Details

* indicates a required field

Third Applicant Details (all fields must be completed)

Third Applicant *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Third Applicant Position *

Third Applicant Primary Email *

Must be an email address.

Third Applicant Primary Phone Number *

Must be an Australian phone number.

Third Applicant Faculty

Select your Faculty *

Must select Faculty

"Other" option selected for Faculty (Second Applicant)

Please specify your host Faculty below if you did not select an option from the list above

Other (Faculty) *

Word count:

Must be no more than 100 words.

School

Please specify your host School *

Department

Please specify your host Department (if applicable)

5. Equipment Details (all fields must be completed)

* indicates a required field

Equipment Name *

My equipment cost is *

- \$100,000 and above
- Below \$100,000

What is the rationale for a request that does not meet the minimum threshold? *

Word count:

Must be no more than 300 words.

Trade-In of Old Equipment

Are you trading in your old equipment ? *

- Yes
 No

What is the trade-in price/ financial return, offered by the vendor for trading in the old equipment ? *

Word count:

e.g Total Price before trade price is applied = \$500K, Special Trade in Price (Financial Return)= \$100K, therefore total price of equipment= \$400K.

NOTE: Ensure that financial return or trade-in value is presented in the quotation.

Currency used in Quotation

Is the total equipment cost in the quotation in AUD? *

- Yes
 No

Quotations in AUD is advised

Quotation in Foreign Currency

If the only option is to obtain a quote in foreign currency, provide a rationale, the total cost in foreign currency and the conversion rate used when submitting this application.

Provide Rationale *

Word count:

Must be no more than 150 words.

Total Equipment Cost in Foreign Currency (excl. GST) *

Must be a number.

Type of Currency *

The conversion rate used to generate 'Cost in AUD' in the table below. *

Must be a number.

Equipment Components and Suppliers

Provide cost of equipment in AUD only (if the quotation was provided in foreign currency then convert to AUD using the conversion rate provided above).

Component	Preferred Supplier	Cost in AUD (excl. GST)	Alternate Supplier
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		\$	
		\$	
		\$	
		\$	
		\$	
		Must be a dollar amount.	

Total Equipment Cost in AUD

Total equipment cost in AUD (excl. GST)

\$

This number/amount is calculated.

Attach PDF of quotes here *

Attach a file:

Please combine multiple quotes into single PDF and upload here.

Cash Co-Investment

Contributor's Name	Amount in AUD	Approver Name	Position
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	\$		
	\$		
	\$		
	\$		
	\$		
	Must be a dollar amount.		

Total cash co-investment

\$

This number/amount is calculated.

Note: Please ensure you have saved your application before proceeding.

If you haven't already downloaded the Co-Investment Approval Form, follow the link below, which will access the University of Melbourne RIIF CEG website.

[Research Infrastructure Investment Fund Collaborative Equipment Grant \(RIIF CEG\) : Research Gateway \(unimelb.edu.au\)](https://unimelb.edu.au)

Attach co-investment approval form here (with signatures) *

Attach a file:

Cost summary

Total Equipment Cost (AUD, excl. GST)

\$

This number/amount is calculated.

Total Cash Co-Investment

\$

This number/amount is calculated.

Co-Investment Percentage (%)

This number/amount is calculated.

RIIF CEG Cash Request *

\$

Must be a dollar amount.

6. Equipment Justification

* indicates a required field

6.1 The requested equipment is: *

- New piece of equipment
- Replacing, repairing, or upgrading ageing critical research infrastructure (note: applicants that select this box will be considered for funding via the Ageing Critical Research Infrastructure allocation)

6.2 Does similar equipment already exist at UoM? *

- Yes
- No

6.3a Please provide the location of the existing equipment. *

6.3b Who has been contacted about accessing this existing equipment? *

Word count:
Must be no more than 200 words.

6.3c Is there a reason why the existing equipment cannot be utilised? *

Word count:
Must be no more than 200 words.

6.4a Briefly outline the need for and proposed use of the equipment, including the proportion of usage for research/research training/teaching purposes, the projected utilisation, the expected life of the equipment and how it passes the 'collaborative test'. *

Word count:
Must be no more than 200 words.

6.4b Briefly summarise the potential of the equipment to increase the University's research capability, quality and output, including the user groups and projects that will benefit most from use of the equipment. *

Word count:
Must be no more than 300 words.

6.5a What is the name of the equipment being replaced, repaired or upgraded? *

6.5b How old (in years) is the equipment? *

6.5c Briefly outline the need to replace, repair, or upgrade this equipment, including the proportion of usage for research/research training/teaching purposes, the current utilisation, the expected life of the equipment and how it passes the 'collaborative test'. *

Word count:
Must be no more than 200 words.

6.5d Briefly summarise the impact of the equipment on the University's research quality and output, including the user groups and projects that will be negatively affected if the equipment were not replaced, repaired or upgraded. *

Word count:
Must be no more than 200 words.

6.6 Does this equipment meet the eligibility requirements for the ARC LIEF Scheme? *

- Yes
- No

6.6a Have you applied for this equipment through the ARC LIEF Scheme? *

- Yes
- No

6.6b Please outline why a LIEF grant application was not pursued. *

Word count:
Must be no more than 100 words.

6.6c Please outline why this equipment does not meet eligibility requirements for the ARC LIEF Scheme. *

6.7 Has this equipment ever been requested through the Faculty of MDHS Large Equipment Grant Scheme? *

- Yes
- No

6.7a What was the outcome of the application? *

Word count:
Must be no more than 100 words.

7. Collaborative Nature of Proposed Use

* indicates a required field

A Research Platform is an organised structure through which an end-user can gain access to equipment, facilities and services without the need for formal collaborations.

It is a way for researchers to access a vast range of technology, expertise and support for research.

7.1 Is the equipment requested for inclusion in an existing Research Platform? *

Select the Research Platform from the list provided in the drop-down box below.

Select Research Platform *

If not in the drop-down list, enter the name of the Research Platform

"Other Research Platform" was selected.

Provide the name of the Research Platform that will be hosting your equipment.

Note:

A Research Platform is an organised structure through which an end-user can gain access to equipment, facilities and services without the need for formal agreements.

It is a way for researchers to access a vast range of technology, expertise and support for research.

Other Research Platform *

Research Platform Location and Endorsement

Proposed Equipment Location (building name and room number) *

Attach evidence of endorsement from the hosting Platform Manager and Platform Steering Committee. *

Attach a file:

7.4a Please provide information on why the proposed location is suitable. *

Word count:

Must be no more than 200 words.

7.4b Please provide information on the proposed access arrangements (i.e., access to buildings, labs). *

Host *

Include the name of the equipment custodian, name of research lab and host department/school/faculty/centre.

Proposed Equipment Location (building name and room number) *

Evidence of support for the proposed location from the relevant host signatory. *

Attach a file:

7.5a Please provide information on why the proposed location is suitable. *

Word count:

Must be no more than 200 words.

7.5b Please provide information on the proposed access arrangements (i.e., access to buildings, labs). *

7.5c Briefly outline the need and expected demand for the equipment. Provide information on users, utilisation and any opportunities for use by industry or external collaborators. *

Word count:
Must be no more than 150 words.

7.5d Describe the management plan for the equipment, including staffing and governance, access procedures/system, fee schedule and the technical expertise for operation & maintenance of equipment. *

Word count:
Must be no more than 300 words.

8. Operations

* indicates a required field

Operating Costs (in-kind)

Operating Expense	Cost in AUD
	\$
	\$
	\$
	\$
	\$
	Must be a dollar amount.

Total in-kind operating costs per annum *

\$

This number/amount is calculated.

8.1 Outline how these operating costs will be supported. *

Word count:
Must be no more than 200 words.

Lead Financial Details

* indicates a required field

Project Code Creation

Awardees of RIIF CEG will receive a dedicated General Ledger (GL) code to which all co-contributions will be transferred to for the purpose of procuring your equipment. For the RI team to facilitate the GL creation, please fill in your financial details below. If you are unsure of your financial details, [please consult with your local finance team](#).

Budget Unit **Cost Centre** **Natural Code** **Project Code** **Local Purpose Code** **Activity** **Location**

XXXXXXXXXX

Budget Unit *

Cost Centre *

Local Purpose Code *

Activity *

Location *

Capital Works and Letters of Support

* indicates a required field

Capital Works

Is there any building capital work required for the installation of the equipment? *

Yes

No

Provide details including a description of the work, building/room locations and whether Faculty support has been obtained. *

Word count:

Must be no more than 250 words.

10. Letters of Support

Attach letters of support here (a maximum of 3 letters are permitted).

These should demonstrate the value and importance of the proposed equipment.

Attach a file:

Please combine letters of support into a single PDF and upload here.