

## **Match funding for equipment – Faculty of Health and Medicine**

Match funding may be offered subject to approval either in response to the requirements of a funder scheme or as a signifier of the University's commitment towards securing funding for a particular project. Match funding will not be offered in cases where this could be interpreted as being State Aid, e.g. contract research.

### **Match funding for equipment**

Please check the individual Funder scheme for guidance on eligibility of equipment requests. Certain items (e.g. those over the OJEU threshold) will require a business case and others will require up to three quotes.

The University has set aside an equipment fund (the 'Lancaster University Equipment Fund' – LUEF) for match funding of equipment applications where this is felt to be appropriate.

The LUEF is held by the Pro-Vice Chancellor for Research, Professor Louise Heathwaite.

**PIs in the Faculty of Health and Medicine (FHM), should discuss the equipment request with the Research Development Officer (RDO) who will then advise you to contact the Associate Dean for Research (or the Faculty Executive Dean in their absence), copying in the Head of Department and the Departmental Research Director, with some specific details (see below).**

The request for match funding should include VAT and Import Duty (where applicable). Please also ensure appropriate carriage is included with any quote.

Once the match funding request has been approved, please send confirmation to your RDO/RSA who will arrange a signed institutional letter that can be attached to the grant application.

### **Other match funding**

The University expects all Directly Incurred costs of research to be covered on a per project basis. Where direct costs for a project are not covered in full (either by 100% from the Funder or by offsetting with Directly Allocated income), the Principal Investigator should explore the possibility of match funding with their department in the first instance.

### **FHM Process**

All LUEF requests are initially sent by the PI to the Associate Dean for Research (or the Faculty Executive Dean in their absence), copying in the Head of Department and the Departmental Research Director, after discussion with an RDO. The equipment quotes (including VAT, delivery and import charges etc.) should be attached to the email and the email should include a response to the following:

- Details of the call (e.g. is this a standard UKRI proposal or to another call/scheme) including the funder deadline.
- Is it a requirement of the funding scheme that LU provides match funding?
- List the equipment that requires match funding.
- Describe what your project is about and why the equipment is required. With this equipment what science will it be able to deliver and why is this important?
- Where will the equipment be located and have you spoken to the appropriate people within your Department if it requires any additional space?
- If the equipment has a large footprint do you have explicit permission from your HoD to locate the equipment in a particular space, or will it be housed in a space that is already under your control?

- Are there any additional service requirements e.g. power? If so, have Estates and Facilities being consulted?
- Does this equipment already exist at Lancaster? If it does, why it is not available/suitable for your project?
- Would there be an annual maintenance cost that the University would need to build into ongoing budgets, and if so how much?
- What is the typical lifespan of the proposed equipment?
- Are there any other potential users of this equipment (internal and external within the UK)?
- Include the total cost of the equipment (inclusive of VAT and import charges, delivery etc.) and the amount of match being requested from LUEF.

The process will then follow one of these routes:

1. Total equipment cost for project **<£100K (LU contribution <£50K)** - FHM approval  
The Associate Dean for Research (the Faculty Executive Dean in their absence) has delegated authority to approve  
RSO email Anita Formby-Barker with a copy of approval email and letter for PVC-R signature
2. Total equipment cost for project **>£100K (LU contribution >£50K)** - PVC-R approval  
The Associate Dean for Research (the Faculty Executive Dean in their absence) will provide a view on the request.  
RSO emails PVC-R with a document as a combined file (including a copy of correspondence, responses to standard set of questions and equipment quotes) and requesting approval for contribution from LUEF  
Once approved RSO email Anita Formby-Barker with copy of approval email and letter for PVC-R signature
3. Total equipment cost for project **>£200K (LU contribution >£100K)** - UPRG approval
4. The Associate Dean for Research (the Faculty Executive Dean in their absence) will provide a view on the request.  
RSO emails PVC-R with a document as a combined file (including a copy of correspondence, responses to standard set of questions and equipment quotes) and requesting approval from UPRG for contribution from LUEF.  
Once approved RSO email Anita Formby-Barker with copy of approval email and letter for PVC-R signature

Dr Zoe Bolton  
3<sup>rd</sup> October 2019

UPDATED Dr James Mawdesley  
Approved by the Faculty Executive Dean, Prof. Jo Rycroft-Malone, 24<sup>th</sup> August 2022