**HCRAC Replacement Equipment Form**

Name:

Department/Center:

1. Describe the piece of equipment being replaced.

2. Why does it need to be replaced?

How old is it?

Provide the UCHC tag number for the old equipment.

Who purchased the equipment being replaced?

3. Provide quotes for two potential replacements.

Provide a brief rationale justifying your selections.

4. What groups/labs will use the equipment?

5. If non-DCAA discretionary funds are available to the person requesting the equipment (e.g start-up funds, academic enhancement funds, etc.), please detail why such funds cannot be used to fund the replacement equipment.

6. For equipment items over $20,000, please provide the following information:

* Grant funding over the last five years – provide annual direct costs for each award (include start and end dates for the grants).
* Pending grants – provide annual direct costs requested

Completed form, with appropriate quotes, should be emailed to Stephanie Holden at [sholden@uchc.edu](mailto:sholden@uchc.edu). Individual investigators and/or small groups of investigators will be expected to provide a 20% contribution toward the equipment purchase.