**HCRAC Capital Equipment Requests**

**Applicants must address each of the criteria in a separate, numbered section:**

For large items (over $20,000):

1. How widespread the need for the equipment is.  Provide a list of the PIs (at least 3 PIs, including the applicant, along with each PI’s current grant support) who will be using the equipment.

2. Rationale for the specific equipment requested.

3. Whether acquisition of this equipment will allow new approaches.

4. How the equipment will be maintained (service contracts for future years, etc.).

5. How other users will be trained and provided access; location/laboratory in which equipment will be kept.

6. 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. Please provide the following information in tabular form:

* 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

For smaller items ($5000 to $20,000):

1.  Why the item is needed. If it is to replace old/broken equipment, how the item being replaced was purchased.  For a new item, the current or future project for which it is needed.

2. Rationale for the specific equipment requested.

3. List the existing or new grant application for which the replacement equipment is needed.

4. How the equipment will be maintained (service contracts for future years, etc.).

5. Whether other users will be allowed access; location/laboratory in which the equipment will be kept.

6. 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.

**Applications are limited to a maximum of 3 pages**.

Applications, 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.