

## 2024 NSERC Research Tools and Instruments (RTI) Grants Program INTERNAL CALL FOR EXPRESSIONS OF INTEREST (EOI)

### Overview:

Value: \$7,001 - \$150,000

Duration: 1 year

### Description

NSERC Research Tools and Instruments (RTI) grants foster and enhance the discovery, innovation, and training capability of university researchers in the natural sciences and engineering by supporting the purchase of research equipment.

### Timeline:

- **June:** Launch of competition.
- **August 1:** Internal Expressions of Interest (EOI) deadline.
- **August 23:** Applicants receive feedback from ORIS.
- **October 3:** Internal deadline for a solid draft of full proposal to be uploaded with the Research Proposal Form on the Bridge for approvals.
- **October 24:** NSERC Application deadline.
- **April 2024:** Competition results announced.

### Eligibility:

In addition to NSERC's [Eligibility Criteria for faculty](#), applicants and co-applicants must each currently hold or be applying for one of the following NSERC research grants at the time of application: Discovery Grant; Discovery Development Grant; Alliance Grant; Strategic Partnerships Grant; Collaborative Research and Development Grants; Industrial; Research Chairs Grant; Canada Research Chairs; Canada Excellence Research Chairs; and/or Canada 150 Research Chairs.

### Rationale for the Process

In fall 2021, the Office of Research & Innovation Services (ORIS) instituted an internal EOI for the annual NSERC RTI grants competition. The internal EOI will provide information about potential RTI proposals ahead of the competition and allow ORIS to gather information to facilitate highly competitive proposals. The information provided will apprise key support units (e.g., ORIS, Materials Management, Information Technology services, Facilities, Campus Planning, etc.) of potential purchases of equipment/infrastructure to be housed at the University of Lethbridge and allow time to investigate the possibility of sharing capabilities of the equipment, potential risks/concerns/red flags related to procurement, timeline to implement, renovation/installation costs, and technological support.

There is no quota for the NSERC RTI competition, and thus no adjudication process for the internal EOIs. If an applicant misses the internal EOI deadline, they can still apply to the RTI competition adhering to the full proposals' internal deadline. However, any applications submitted to the Strategic Opportunities Fund that did not participate in the EOI will be a lower priority and applicants will be responsible for any unanticipated renovation/installation costs.

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### **NSERC RTI EOI Requirements:**

- **NSERC RTI EOI Template:** The applicant will develop a preliminary list of equipment needs using the attached EOI template (Appendix A); includes a detailed listing of any (cash and in-kind) contributions from other funding sources (i.e., faculty, university, and industry contributions) committed toward the purchase of the equipment as would be included in the NSERC RTI application. The information provided should be sufficiently detailed to inform key support units of any potential risks/concerns/red flags related to procurement, rental, timeline to implement, and technological support.
- **The Space Request Information and Research Equipment Installation Request Forms** (Appendix B), if applicable.
- Send the document(s) in PDF format to Sola Fasunwon ([sola.fasunwon@uleth.ca](mailto:sola.fasunwon@uleth.ca)) no later than

### **RTI Grants Proposal Development and Submission**

The submitted EOIs will be shared with key support units as needed. The appropriate unit (s) will identify potential risks and/or costs associated with the proposed requests. They will then provide relevant information to be shared with the applicant to incorporate into their proposals and any additional financial needs related to their requests. The applicant is strongly encouraged to seek matching/additional funds through established processes such as the [Matching Funds](#).

The final proposals submitted to NSERC will adhere to NSERC's guidelines and policies and institutional procedures and policies. Further discussions with key support units will occur as needed.

#### **\*New\* RTI Updates**

1. Changes to selection criteria
  - \* The names of the criterion have been shortened
  - \* The excellence of researcher assessment is replaced with the extent the research team has relevant experience or present a training plan to demonstrate how they will gain the ability to use the equipment.
2. RTI grants applicants and co-applicants who were successful in the previous year's RTI competition will be ineligible to apply for one year. Eligibility will be reinstated the following year.
3. Change to the budget justification instructions
  - \* Application will be rejected if the necessary quotations or the budget justification are not submitted with the application.
  - \* Budget justification is now 3-page maximum
4. Confirmation of the Financial Contribution documents no longer need to be submitted to NSERC.
5. Additional instructions to specify correct tax and exchange rates in the budget justification.

### **RTI Guidelines for full applications submitted to NSERC:**

NSERC RTI [Homepage](#)

NSERC RTI [Instructions](#)

Application for the RTI program now requires a [Canadian Common CV \(CCV\)](#).

#### **Contact:**

Sola Fasunwon ([sola.fasunwon@uleth.ca](mailto:sola.fasunwon@uleth.ca); x2101), Office of Research and Innovation Services.

## NSERC Research Tools and Instruments Expression of Interest (EOI) Template

### APPENDIX A

#### BUDGET, BUDGET ITEM JUSTIFICATION, & SHARING CAPACITY: LIMIT OF TWO PAGES.

Applicant's name..... Faculty and/or Department: .....

#### 1) Budget

In the table below, give a clear cost breakdown of the items requested indicating the subtotal(s), the institutional tax rate, the total tax and, if applicable, the currency exchange rate(s) and the converted currency total(s). Attach the quotations and supporting documentation used to generate the budget.

Item	Quantity/Sharing Capacity (Yes/No)	Cost per unit in original currency	Exchange rate	Total cost in Canadian dollars
Subtotal:				
Institutional tax rate (%):				
Total tax:				
Total cost:				
Total confirmed from other source(s):				
Total requested from NSERC:				

#### 2) Budget item justification

Provide a detailed explanation and justification for each budget item provided in the table. Provide sufficient information to inform key support units of potential purchases of equipment/infrastructure to be housed at the University of Lethbridge: potential risks/concerns/red flags related to procurement, timeline to implement, renovation/installation costs, and technological support.

Describe other potential and confirmed funding sources.

Include Appendix B as an attachment to your EOI to provide the location, including room numbers, where the equipment will be located, if the NSERC RTI is successful.

## NSERC Research Tools and Instruments Expression of Interest (EOI) Template

### APPENDIX B SPACE REQUEST INFORMATION

Building: \_\_\_\_\_ Room(s): \_\_\_\_\_

Present Use of Space:

☐ Office ☐ Lab/Research ☐ Instructional ☐ Service ☐ \_\_\_\_\_ Other: \_\_\_\_\_

Current Occupant of Space: \_\_\_\_\_ Intended Use of Space:

☐ Office ☐ Lab/Research ☐ Instructional ☐ Service ☐ \_\_\_\_\_ Other: \_\_\_\_\_

Date Space is Required: \_\_\_\_\_ Long-term or Temporary Use: \_\_\_\_\_

If Temporary, Date it will be Vacated: \_\_\_\_\_

#### **Space requirements**

1. Briefly explain ANY special requirements associated with this space (i.e. space qualities, ceiling height, services such as voice/data, plumbing, electrical or ventilation, acoustics, etc.):

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2. If renovations will likely be required, please describe the nature of this work:

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# APPENDIX C



## RESEARCH EQUIPMENT INSTALLATION REQUEST FORM

All Equipment procurement **MUST** be reviewed by SCIENCE FACILITIES & CAMPUS DEVELOPMENT PRIOR TO REQUISITION submission to ensure connectivity to Building Infrastructure. It is the sole responsibility of the Requester to complete and provide accurate information to avoid costly mistakes or delays for installation. This information is collaborated with Materials Management and Research Services.

### A. Requestor Contact Information

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### B. Equipment Specifics (TO BE COMPLETED BY THE REQUESTOR)

#### 1. Type of Equipment

<input type="checkbox"/>	Laser	<input type="checkbox"/>	Biosafety cabinet	<input type="checkbox"/>	Autoclaves/High pressure eq.
<input type="checkbox"/>	Magnetic Fields	<input type="checkbox"/>	Hazardous materials	<input type="checkbox"/>	Computing Hardware
<input type="checkbox"/>	Specialized Research Equip	<input type="checkbox"/>	Freezer / Fridge	<input type="checkbox"/>	_____

#### 2. Equipment Features

<input type="checkbox"/>	Vibration	<input type="checkbox"/>	Noise (> 85dBA)	<input type="checkbox"/>	Heat generating
<input type="checkbox"/>	Electrical Power (>110V, 15A)	<input type="checkbox"/>	Ventilation	<input type="checkbox"/>	Heavy (structural support)
<input type="checkbox"/>	Network capabilities	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	_____

#### 3. Equipment contact information

**\*\*\*North American Technical Specification/Installation requirements MUST be included with this FORM\*\*\***

- a. Is equipment CSA eligible? YES NO  
 b. Will the Distributor certify CSA once on site? YES NO

**All equipment MUST be CSA tested and certified prior to being connected to UofL Infrastructure. It is the responsibility of the Vendor Contact to confirm, coordinate and execute certification once arrived on site if required.**

Distributor: \_\_\_\_\_ Equipment Name: \_\_\_\_\_  
 Model Number: \_\_\_\_\_ Originating Country: \_\_\_\_\_  
 Vendor Contact: \_\_\_\_\_ Vendor Email: \_\_\_\_\_  
 Vendor Phone : \_\_\_\_\_ Vendor Alt. Phone: \_\_\_\_\_

#### 4. What location (Building/Room) is this equipment intended to be placed? \_\_\_\_\_

- a. Are you currently allocated this space? ☐ Yes ☐ No > Please fill the Space Request Form (Appendix B)

#### 5. Is this equipment being purchased through research grant? ☐ Yes ☐ No

- a. UL ORIS Grant Fund: \_\_\_\_\_  
 b. Status: In Review Submitted Approved

**NEXT STEP: PLEASE FORWARD all pages of this form to CAMPUS DEVELOPMENT for Infrastructure Review**

## EQUIPMENT INSTALLATION REQUEST FORM

### C. FACILITIES: Electrical Review

Panel & Circuit(s)	Panel Rm ID:
Amperage	Notes:
Voltage	Notes:
Comments:	
<hr/>	
Renovation required to manipulate power	YES NO
Onsite Visit date:	TMA W/O#:
Reviewed By:	Date:

### D. FACILITIES: Mechanical/Operations Review

Plumbing (supply, drain)	Notes:
Ventilation (supply, exhaust)	Notes:
Comments:	
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Renovation required to manipulate mechanical	YES NO
Onsite Visit date:	TMA W/O#:
Reviewed By:	Date:

### E. FACILITIES: Structural Review

Current floor load	Notes:
Vibration concerns	Notes:
Other	Notes:
Comments:	
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Alternative location required	YES NO
Onsite Visit date:	TMA W/O#:
Reviewed By:	Date:

### F. INFORMATION TECHNOLOGY: Communications Review

Data Ports in Room	
Switch Location & Access	
Comments:	
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Renovation required to add Network line	YES NO
Onsite Visit date:	TMA W/O#:
Reviewed By:	Date:

## EQUIPMENT INSTALLATION REQUEST FORM

### NEXT STEPS

#### **INSTRUCTIONS**

*It is IMPERITIVE that intended equipment purchases must be reviewed by University of Lethbridge Facilities – Campus Development and Utilities departments to ensure that building infrastructure can support and match the technical specifications of the equipment PRIOR to requisition submittal.*

*Failure to do so can result in unexpected renovation costs that may have substantial delays of installation. All improvements and/or renovations are delegated by the Project Management Office and based on available resources.*

*The University will have no liability to any person or entity for any damages, including, without limitation, direct, indirect, special or punitive damages, arising out of or otherwise relating to equipment procured without a complete technical review.*

***Requestor is to complete first page and submit this form with Equipment Technical Specifications to the following Departments to initiate a review of requirements by Campus Development.***

- 1) Facilities – Campus Development***
- 2) Materials Management***
- 3) Science Facilities***