NSERC EQUIPMENT AWARDS - Research Account

Equipment Grants or RTI (Research Tools and Instruments) Grants are one-year awards that assist in buying or developing research equipment that costs more than $7,000.

NSERC is very strict on the use of the funds awarded for Equipment Grants and the following requirements must be adhered to:

- The grant must only be used to purchase the specific equipment for which the grant was awarded, or a different model of the same equipment requested

- Grantees who wish to purchase equipment different from that specified in the application, must obtain written permission from NSERC prior to its purchase. Please also ensure to include me on any correspondence you have with NSERC so that I can keep your file up to date.

- At the end of the one year award period, if there are funds remaining, NSERC will allow a one year automatic extension to purchase any approved equipment not yet purchased

- Any funds remaining after the purchase of the approved equipment may not be used towards other expenses. Written permission from NSERC must be obtained in order to expend any remaining balance

- NSERC has the authority to request supporting documentation for all expenditures charged to Equipment Grants, for audit purposes to ensure compliance with policies

- NSERC has provided stickers that must be placed in a visible location on all items purchased on the equipment grant. I have included some and if you require more please let me know.

If you have any questions concerning your grant, contact Svetlana Berdnik at extension 85458 or by email at sberdnik@uwo.ca. Please also refer to the attached reference pages as they may help you with any questions you have.
RTI Grants are one-year awards that assist in buying or developing research equipment that costs more than $7,000.

RTI Grant applications are normally divided into three categories according to the total cost of the equipment. However, during the moratorium on Categories 2 and 3, NSERC will accept applications under Category 1 for equipment that costs up to $250,000 (before tax, shipping and handling) as long as the applicant is able to secure funding from other sources to bring the amount requested from NSERC to $150,000 or below. The three categories are:

- RTI – Category 1: $7,001 to $150,000;
- RTI – Category 2: $150,001 to $325,000; and
- RTI – Category 3: more than $325,000.

NSERC will only accept applications for equipment that is purchased after the application deadline. All applications are reviewed on a competitive basis. Grantees should explore all possible avenues with the institution to cover the cost of equipment that is purchased before the application deadline.

**Responsibilities and Accountability under Deviation from Proposed Activities and/or Budget for NSERC only**

Research Tools and Instruments grants must only be used to purchase the specific equipment for which the grant was awarded. Grantees who wish to purchase equipment different from that specified in the application, must obtain written permission from NSERC prior to its purchase. Grantees may, however, buy a model different from that requested in the application without prior NSERC approval.

**Administrative Matters under Moving Equipment, Material or an Unexpended Equipment Grant**

All equipment purchased with agency funds belongs to the Institution and not to the individual Grantee. If a Grantee is moving to another Canadian Institution and wishes to take an unexpended Equipment Grant (known as a Research Tools and Instruments Grant at NSERC), or to move equipment or other material purchased with grant funds, the former Institution may give permission for such a move.
BUDGET JUSTIFICATION
Provide a detailed explanation and justification for each budget item identified in the Proposed Expenditures section. Provide sufficient information to allow reviewers to assess whether the resources requested are appropriate.

Equipment or facility
Give a breakdown of the items requested. Provide details on models, manufacturers, prices, and applicable taxes. Justify the need for each item requested. Provide two recent quotations for components or systems costing more than $25,000. The Quotations section will allow you to describe the quotations to be sent with the proposal.

Travel
Explain briefly how each activity relates to the proposal. Only activities related to the purchase of the equipment can be included.

Other expenses
List all items not relevant to previous categories and provide a brief explanation for major items.

QUOTATIONS
Provide two recent quotations for items or systems costing more than $25,000. Give a brief description of the document and indicate whether you will be submitting it as an attached file or as a paper copy.

PROPOSED EXPENDITURES
Before completing this section, read the instructions and consult the Use of Grant Funds section of the NSERC Program Guide for Professors for information about the eligibility of expenditures for the direct costs of research and the regulations governing the use of grant funds.

Use the Budget Justification section to explain and justify each budget item. RTI Grants are one-year awards that assist in buying or developing research equipment that costs more than $7,000. In exceptional cases, multiple-year requests will be accepted. The onus is on the applicant to clearly explain the rationale. Items costing less than $7,000 each can be purchased with Discovery Grant funds or be included as a complement to a main piece of equipment being requested.

PROPOSED EXPENDITURES con’t
<table>
<thead>
<tr>
<th>Type of Expenditure</th>
<th>RTI – Category 1</th>
<th>RTI – Category 2 &amp; 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits</td>
<td>Not eligible</td>
<td>Salaries and training costs of technical support personnel for the initial phase-in</td>
</tr>
<tr>
<td></td>
<td></td>
<td>period of operations (up to two years)</td>
</tr>
<tr>
<td>Equipment or Facility</td>
<td>Purchase or rental</td>
<td>Purchase or rental</td>
</tr>
<tr>
<td>Travel</td>
<td>Not eligible</td>
<td>Travel costs to visit manufacturers to select major equipment</td>
</tr>
<tr>
<td>Others</td>
<td>Eligible</td>
<td>Eligible</td>
</tr>
</tbody>
</table>

**Costs that are not eligible for all categories of RTI include:**
- Insurance costs for equipment and research vehicles;
- Costs of the construction, renovation or rental of laboratories or supporting facilities;
- Software licensing or upgrades for subsequent years;
- Installation and training (category 1 only).

Indicate in the space provided any contributions from other sources to the cost of the equipment.