

**School of Engineering and Information Technology**  
**Equipment Grants Scheme (EGS)**  
**2017**  
**INFORMATION SHEET**

The **SEIT Equipment Grants Scheme** (EGS) provides support for the purchase of low- to medium-cost equipment and/or software for research and/or teaching purposes to encourage such activities within the School.

### **Eligibility**

All staff: academic, teaching or technical, on either continuous or fixed-term (with  $\geq 2$  y remaining) contracts can apply. Postdoctoral fellows are not eligible to apply as the principal applicant, but may be listed as equipment users. The equipment purchase must contribute tangibly to high quality academic research and/or teaching outcomes.

### **Amount**

Requests of **up to** \$30,000 will be considered although it is expected that **most applications will be much smaller**. Justification of the purchase and at least **two** written quotes (where possible) must be provided. Funding recommendations will be made by the SEIT EGS Sub-Committee, to the School Dean via the SEIT Research Committee.

### **Usage & Limitations**

- EGS funds can be used **only** for the purchase of equipment and/or software that is retained within SEIT.
- EGS funds **cannot** be used to cover long-term leasing, licensing or maintenance contracts.
- If the equipment cost exceeds \$30k the applicant must demonstrate the **existing** availability of other funding to cover the difference.
- All purchases must comply with the relevant University policies.

### **Important Dates**

Submission date:	COB Monday 13 <sup>th</sup> March, 2017
Allocation announcement:	Before Friday, 24 <sup>th</sup> March, 2017
Purchase order by:	Friday, 21 <sup>st</sup> August, 2017
Purchase completion*:	Wednesday, 1st November, 2017
Report Due:	Friday, 15 <sup>th</sup> December, 2017

\* Completion of the purchase includes: receipt of invoice; payment of invoice; and the receipt of the goods

### **Application Procedure**

Complete the application form attached and submit it with appropriate supporting details (quotes, etc) to the Secretary of the SEIT Research Committee (Rosie Price: [R.Price@murdoch.edu.au](mailto:R.Price@murdoch.edu.au)) by COB Friday, 20<sup>th</sup> May, 2016. Late applications will not be accepted.

The ESG Sub-Committee will provide comments and recommendations on the amount of support to the SEIT Research Committee who will forward them, with or without further comment, to the School Dean who will make the final allocation.

### **Equipment Grants Scheme Sub-Committee (2017)**

Professor Glenn Hefter, Chair, Associate Dean Research

Dr Doug Fletcher, Associate Dean Learning & Teaching

Mr Andrew Foreman, Technical Services Manager

Dr Amy Glen

A/Prof Hamid Laga.

### **Report**

A short report ( $\leq 1$  page) on the grant outcome must be submitted to the Secretary of the SEIT Research Committee ([R.Price@murdoch.edu.au](mailto:R.Price@murdoch.edu.au)) **and** to the SEIT Newsletter editor by COB Friday, 15<sup>th</sup> December, 2017.

Your report should include arrival details: when and (where relevant) where the equipment/software will be located and a sign-off by the principal applicant that the funds were spent in accordance with the original application and grant.

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**School of Engineering and Information Technology  
Equipment Grants Scheme (EGS) 2017**

**APPLICATION FORM**

**Principal Applicant Name & Discipline:**

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**Brief Description of Equipment/Software:**

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**Total Amount Requested (\$):**

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**Anticipated Utilisation and Outcomes:**

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**Other Participants: (Name(s) & Discipline(s))**

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**I/We certify that all the details on this form are correct and complete,  
and understand that any deliberate attempt to mislead the Research  
Committee will result in the grant being withdrawn.**

**Applicant(s) Signature(s) & Date**

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