



# Instructions and template for application for funding for equipment used in teaching at the Faculty of Science and Technology

## Background

As described in the call text "Announcement of funds for equipment used in teaching at the foundation year, first-cycle and second-cycle education at the Faculty of Science and Technology", funds for equipment for educational purposes can be applied for at the Faculty of Science and Technology.

Funds can be applied for both purchase of new equipment and for upgrading and/or supplementing existing systems. Funds can be applied for full (100%) or partial financing (<100%) of equipment, i.e. for partial financing of equipment that is partly financed from elsewhere. Funds can be applied for equipment whose purchase price is in the range of SEK 100,000 - SEK 1,000,000, or costs within the same range for upgrading and/or supplementing existing equipment. The maximum amount of support that can be applied for and received for each individual equipment is SEK 1,000,000.

Funds cannot be applied for salary costs or costs for the operation of the equipment.

The main applicant must be a permanent employee at the Faculty of Science and Technology at Umeå University, or alternatively hold a fixed-term employment as an associate senior lecturer or a postdoctoral research fellow at the same faculty.

## Instructions

The application is to be sent by e-mail to: [medel@diarie.umu.se](mailto:medel@diarie.umu.se)  
State **Reg. No. FS 2.1.6-74-23** as subject in the e-mail.  
The last day to apply is **March 22, 2023**.

The application cannot exceed four pages, excluding appendices. All parts of the application, including appendices, should be merged to a single PDF.



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The following must be included in the application (use the headlines below in order of appearance):

- **Brief description of the requested equipment/infrastructure**  
Enter name of equipment/designation, and if applicable the number of sets of equipment that is planned to be purchased.
- **Applied amount**  
Purchase price of the equipment and requested amount. Information whether the application concerns full funding or partial funding.
- **Applicants**  
Name, title, department and contact details (e-mail and phone number) for the main applicant, as well as names, department and faculty affiliation for any co-applicants.
- **Background**  
Briefly describe the background to why the equipment is needed. Why has the need for equipment arisen?
- **The significance of the requested equipment (for the foundation year, first-cycle or for the second-cycle education)**  
Describe the significance of the equipment and how it will be used in the programmes(s)/course(s) for which it is intended. Indicate in particular whether the equipment can be used by (or has the potential to be used by) more programmes/courses than those to which the application relates. Explain whether similar equipment already exists at the department, faculty, or at other faculties at Umeå University. If similar equipment already exists, the question of the extent to which such possible equipment can or cannot be used by applicants for the intended programmes/courses should be addressed. If equipment is applied jointly with co-applicants from another faculty, it must be stated under the above heading in what way, and to what extent, the equipment will support all programmes/courses to which the application relates.
- **Placement**  
The placement of the equipment - both physical and administrative- should be described.
- **Responsible**  
State the responsible department for the equipment, as well as responsible contact person.
- **Approval**  
The application must be signed by all applicants (i.e. main and co-applicants), as well as the head of the main applicant. In addition, the application must be approved by the head of the department where the equipment is to be located. Please sign digitally by means of eduSign, see <https://edusign.sunet.se/>



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The following should be attached as appendices:

- **Appendix 1.** List of co-applicants: name, title, department, faculty affiliation and contact details for all co-applicants.
- **Appendix 2.** A budget where the estimated purchase price and the amount of funds applied for are clearly stated. The budget must also include a plan for costs for installation, operation, maintenance and disposal. If partial financing is applied for, the parties responsible for co-financing and the amount must be clearly stated. Max 1 page.
- **Appendix 3.** If possible, a quote on the requested equipment, or other general information about the equipment.
- **Appendix 4.** An assessment of the consequences of making the investment and refraining from it. Max 1/2 page.
- **Appendix 5.** Included co-applicants from another faculty must be accompanied by a statement, signed by the relevant head of department, about the equipment's relevance to these co-applicants, as well as including the possibility of and interest in a possible co-financing.

Incomplete applications, not correctly signed applications or applications that do not follow the above instructions, will not be considered.