



Instructions on how to apply for funding of mid-range research equipment from the Faculty of Science and Technology, 2024

Applications should be submitted via email, in full, to the registrar at Umeå University: medel@diarie.umu.se, and the registration number FS 2.1.6-1796-23 must be included in the subject field. The deadline for an upcoming call is given in the funding call.

The application should not exceed four pages, not including the appendices. All parts of the application, including appendices, must be merged into a **single PDF-file**.

The following must be included in the application (use the headings below in the given order).

- **Name and short description of the requested infrastructure.**
- **Requested amount:** Purchase price of the equipment and requested amount. Information explaining whether the application seeks support for full funding, part funding, or an advance promise. To be competitive, applications seeking substantial funding from the faculty must include significant co-financing. It is important to note that funding from the Faculty of Medicine's call will not be considered as co-financing within the project budget.
- **Applicants:** Name, title, department, and contact details (email and phone number) for the main applicant, and names, department, and faculty for all co-applicants.
- **Background:** A brief background detailing the research hypothesis.
- **The scientific importance of the equipment:** Explain the scientific importance of the equipment and the need for the equipment in the department or for the research group, including a statement detailing the extent to which similar equipment is already available at the faculty, at the university, and in Sweden. In the latter case, the application should also address the extent to which such equipment may or may not be accessible for use by the applicants. In cases where funding is applied for together with a co-applicant, the application must specify, still under this heading, the extent to which, and how, the equipment will support the activities of all applicants. If a co-applicant is not employed at Umeå University, the description should clearly specify the expected use of the equipment by researchers from other higher education institutions or similar.
- **Placement:** Both the physical placement of the equipment and the administrative responsibilities should be described.
- **Responsible party:** The person responsible for the equipment, including who is responsible for procurement, installation, operation, and phasing out of the equipment must be stated.
- **Approval:** The application must be signed by all applicants (main applicant and co-applicants). Moreover, the application must be approved by the head of department. This means that the department will fund joint costs if the application is approved.

The following must be attached as appendices:

- Appendix 1. List of co-applicants: name, title, department and faculty, and contact details of all applicants.
- Appendix 2. A short CV/résumé including, for each applicant, a list of previously granted funding and a list of publications covering the last seven years, as well as an account of parental leave during that time period, where applicable.
- Appendix 3. A budget, clearly detailing the estimated purchase price and the amount requested from this call, including a plan for long-term funding of the equipment, i.e., costs related to installation, operation, and phasing out. If part financing is applied for, the main applicant's and any co-applicant's



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existing sources of co-funding should be stated clearly. If an advance promise is applied for, information must be given about which other agencies/sources for the remaining amount (max. 1 page).

- Appendix 4. If possible, a quote for the equipment in question, or alternatively other general information about the equipment.
- Appendix 5. An analysis of the effects and consequences of making the investment, as well as those of refraining from making the investment (max. 1 page).
- Appendix 6. If co-applicants are employed at another faculty, a statement signed by the head of department in question must be attached specifying the relevance of the equipment to these co-applicants and the possibility of, and interest in, potential co-funding.

Incomplete applications, incorrectly signed applications, or applications that fail to follow these directions will be automatically rejected.