

Equipment Matching Guidelines

The following set of guidelines was implemented in February, 2003 to manage limited equipment matching resources available to OVPR when State lottery funds began to be significantly curtailed.

1. All equipment support commitments at whatever level made to Principal Investigators in past fiscal years will be honored.
2. *Mandatory* matching requests will receive the highest priority.
3. Unless a greater percentage is specified in an RFP, OVPR will provide no more than 30% match for any given piece of equipment or equipment system.
4. Departments/Colleges/Centers are expected to contribute to the total purchase price. This commitment should be specified on the Request for Equipment Matching form (how much and by whom) before submitting the form to your Grants Officer.
5. Decisions by the Vice President to provide equipment matching will be made on the basis of:
 - o An investigation into whether the requested equipment isn't already available elsewhere on campus;
 - o an evaluation of a Principal Investigator's track record of external support;
 - o an evaluation of the probability for success of the proposal; and
 - o a determination that another avenue of support (i.e., the Shared Instrumentation Grant program at NIH) isn't more appropriate.
6. Requests should be made on the Request for Equipment Matching form, and routed first through your department's Grants Officer in the Office for Sponsored Programs for review and signature. Your Grants Officer will submit the form to the Vice President for approval.
7. Requests must be received in Sponsored Programs two weeks prior to proposal submission deadline in order to give the Vice President sufficient time to investigate and reach a decision. Requests for matching funds that do not adhere to this two-week time frame run the risk of not being considered at all.

