

Equipment on UKRI grants

This document explains the rules and describes the internal process for requests for equipment over £10,000 total value on UKRI research grant proposals.

Equipment rules

[UKRI equipment guidance can be found here](#), please also check guidance for specific schemes.

- Any single item of equipment under £10K should go under the other Directly Incurred costs section on the Je-S form, not under the Equipment heading.
- For any single items of equipment costing between £10,000 (£8330 ex VAT) and £138,000 (£115,000 ex VAT), extra information will need to be provided in the Justification of Resources. The JoR should set out the full cost of the equipment but the amount requested in the Je-S form should be the full cost minus any contributions. For most UKRI funding schemes it is expected that the Research Organisation will contribute 50% towards the cost of the equipment.
- **From April 2021:**
 - MRC will fund equipment costing at 80% FEC so an institutional contribution is not required. This policy will be reviewed by MRC after 1 year.
 - EPSRC will fund equipment at 80% FEC but an institutional contribution for the remaining 20% is expected.
- For single items of equipment £138,000 (£115,000 ex VAT), applicants will have to make a special business case for why UKRI should invest in the equipment. The template for the business case is in the Annex 2 and the PI should discuss with the business case with the Research Council (RC) prior to submission of the proposal. The RCs may fund the equipment at 100% but that isn't certain and there may have to be an institutional contribution.
- Please note in line with [UKRI Terms and Conditions](#) for all equipment over £25,000 excluding VAT, professionally qualified procurement staff must be consulted before the procurement process begins.

Internal process for equipment requests

For single items of equipment over £10K, the University has to make a contribution to the equipment. In line with the Sustainable Planning System, Schools are required to provide at least the **first £10K** of University contribution and have the option to request any

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additional contribution above this to be funded from RETF. RETF funds are limited so only those with a strong strategic are likely to be successful.

In cases where the School is paying the whole of the University contribution (regardless of the amount) and therefore seeking no funds from RETF for the equipment, the Research Development Manager will require confirmation from the Head of School that funds are available before the application can proceed.

If funds are to be requested from RETF the process is as follows:

The PI should contact their [Research Development Manager](#) and Head of School to let them know they will be requesting equipment on a UKRI grant application.

The PI must complete an internal case giving details of the equipment, its importance and how widely it will be used across the University and beyond.

- For equipment between £10,000 and £138,000, the PI should complete Annex 1.
- For equipment over £138,000, the PI should complete the form in Annex 2.
- **All** cases should include a statement of support from the School including details of the financial contribution the School will make and also confirmation that space and services will be provided. The School should contribute a **minimum of the first £10K** of the total University contribution but contributions of more than this will be looked on favourably.
- If technical support is required from central technical services, then please discuss these requirements with Dr Karen Henderson (k.henderson@reading.ac.uk) before submission of the request.

The case should be sent to the Director of Research Services at least **4 weeks** before the application deadline, complete with sign off from HoS and the Head of Technical Services.

The case will then be sent to UCRI for consideration as to what contribution, if any, will be made by RETF.

Things to consider when making a request for matching equipment funds:

- Space and location – where will it go?
- Installation costs and the need for any specialist services – power, water etc
- Related IT costs – are these included in the quote?
- Training on the equipment - is this included in the price of the equipment?
- Technical support
- Who will run it?
- Will they be grant funded or centrally provided technicians?

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- How much time is needed for this support?
- After the grant finishes, who will support it?
- Specialist disposal and decommissioning costs for existing equipment

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Annex 1

Proforma for equipment between £10,000 and £138,000

PI, School and Department
Research Council: Scheme and Deadline
Title of proposal
Summary of proposed research (200 words)
Description of equipment and total cost of equipment and grant (100%)
Justification for equipment
Other potential users of the equipment

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School support and contribution to cost of equipment
University contribution requested
Likely date of purchase of equipment
Space – where will the equipment be situated? Will specialist installation or services (e.g. 3 phase power) be required for the equipment?
Relationship to existing facilities
Other information – maintenance and technical support including arrangements post-grant

Comments and signature - Head of School

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Comments and signature - Head of Technical Services

Annex 2

Template for business case for equipment over £138,000

Item: Please state the name as well as model of the item of equipment
Vendor: Please state the name of the equipment vendor (if known)
Description: Please describe briefly the item of equipment and its primary functions as well as any particularities
Cost: Please state the cost of the item of equipment in £ sterling (inclusive of VAT)
Usage: Please describe how the item of equipment will be used to meet the objectives of the proposed research. Please also describe how you envisage the item of equipment will be utilised for research not supported by this grant proposal and the proportion of equipment time that will be available for such work. Indicate here the numbers of researchers that will use the item of equipment, in which research areas they will be working, and where they will be based, particularly if the equipment will be available for use by researchers from outside your institution.
Support: Please indicate how the item of equipment will be supported and maintained for the duration of the proposed grant and beyond.
Strategic Case: Please indicate how the requested item of equipment fits to the strategy of your department and institution. Please also indicate how the purchase of this item of equipment will compliment or enhance regional and/or national research capability.
Ensuring Maximum Value: Please describe what approach you will take to make best use of your capital assets. (This would be used to assess the value for money via the usual peer review process.)

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Contribution from Other Sources: Please describe here what contributions to the cost, running or maintenance of the item of equipment will be found from other sources, external to those sought from this grant.

Alternatives: Please describe how, in the event that capital funds are not allocated to cover this item of equipment, you would proceed in meeting the objectives of the proposed project.