**Equipment/ Software Request Form- IRF**

Use this form to detail the information needed in order to progress any interest(s) in equipment to be housed within the IRF or supported by the IRF and Research Operations. Please give clear information, signposting to other data or contacts where appropriate.

Submit the form to [irf@sgul.ac.uk](mailto:irf@sgul.ac.uk) where it will be processed and monitored by the IRF leadership (Head of Facility, Academic Lead and Director of Research Operations) for inclusion with capital bids, or internal/ external funding opportunities. Principal Investigators will be contacted prior to funding call.

Requests will be triaged for applicability and benefit to the university. The intention is to create a library of proposals that are structured and ready to be accelerated into full funding applications as appropriate to the funding call, as a precursor to institute based peer review and in collaboration with the overall funding applications peer-review process, coming from deputy Vice Chancellors - Research and Enterprise office.

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| **Rationale** | *What is the problem the equipment/ software purchase will solve?* |
| **Solution** | *What is the equipment or software requested? -please give specific details inclusive of provider* |
| **Resources required** | *Please describe the equipment/software.*  *Please describe if any personnel are required to support the equipment/ software and what that support might look like.* |
| **Breakdown of costs** | *How much is required?* |
| **Maintenance** | *Please detail the terms and conditions. Service contract required (Y/N)* |
| **Forecasted use** | *Please detail who would use this equipment/software.* |
| **Academic support** | *Please detail who would use this equipment/software – SGUL staff. Also include who will act as Principal Investigator for the proposal.* |
| **External support** | *Please detail who would use this equipment/software – external academics or commercial.* |
| **Local and National Context** | *What else is being done? How does this fit in with local or national endeavours?* |
| **Location** | *Please discuss with Dr Ariel Poliandri prior completion of this form* |
| **Space required** | *Please discuss with Dr Ariel Poliandri prior completion of this form* |
| **Training required** | *Who will this training be for? How will the knowledge be shared?* |