

## **2025 Research Equipment Seed Fund UF Research x Strategic Research Development**

**Up to \$200,000 over two years  
Funding Equipment to Keep UF Competitive**

**Deadline: 11:59 PM, February 28<sup>th</sup>, 2025  
InfoReady competition link: [Here](#)**

## Opportunity

The Research Equipment Seed Fund (RESF) award funds the acquisition or development of equipment to make UF Principal Investigators (PIs) and their research projects more competitive for future extramural support and to address gaps in the UF Research ecosystem. The RESF will award up to \$200,000 for selected proposals over an award a period of two years. The total amount of funding allocated for this opportunity is \$1.8 million.

All proposals must specify whether they propose the acquisition or development of equipment. Acquisition refers to the purchase and installation of new equipment for research on UF property. Development refers to the creation of new equipment.

All equipment acquired with funds received through this competition must follow UF purchasing guidelines and be housed on UF property.

The RESF is guided by the philosophy that through strategic investments by the University and its Colleges in critical pieces of equipment, the University can significantly improve overall research output and the number of external awards UF receives.

Cost-sharing, while not required, is highly encouraged, and may come from one or several Colleges, PIs, or other units willing to contribute.

Proposals should be written in a clear, concise manner suitable for an interdisciplinary review panel.

Responsive proposals should meet each of the four following criteria:

### **1.) Soundness of Purpose and Feasibility**

- The proposal should have a thorough and feasible plan for the acquisition or development of the instrument, including a detailed installation plan. The proposal must also include a research agenda that will be enhanced by the instrument. In the case of development, the proposal should include a clear execution plan that includes the equipment's development, testing or expansion phase.

## **2.) Commitments and Maintenance Plan**

- If the total cost for the acquisition or development of the instrument exceeds \$200,000, the proposal must include commitments from other parties to contribute to any cost share that is required. The proposal should also include a plan for the maintenance of the instrument. In the case of development, the proposal should include a comparable plan to financially sustain the development project.

## **3.) Impact**

- The proposal should provide a compelling case for how the equipment will transform the research landscape at UF and how it will enhance the research being performed by UF PIs. The proposal should provide a strong rationale for how the instrument's acquisition or development can be effectively used and, where appropriate, made available to the broader UF community.

## **4.) Funding Potential**

- Proposals should include plans for seeking and acquiring additional external funding for the research that will utilize the equipment. In the case of development, proposals should outline a plan for acquiring any necessary funding for the development, testing, or expansion of the project, as needed. Proposals should effectively illustrate how the acquisition or development of the instrument will allow for collaborations – internal or external – which are competitive for extramural funding.

## Eligibility

Any UF faculty member who is eligible to submit a proposal to an external funding agency can apply as a PI to the RESF.

The following UF employees are **not** permitted to apply as PIs to the RESF:

- Courtesy, Visiting, Adjunct and OPS Faculty
- Assistant in, Associate in, Senior Associate in, Research Associates, or Postdoctoral Associates

Co-PIs **can** include Research Associates, as well as staff and curators. Co-PIs must commit to contributing to the use and maintenance plan for the equipment in the case of acquisition. All those who are committing to render support through the maintenance plan **must** apply as Co-PIs on a proposal. For development proposals, Co-PIs are all faculty members attached to the project who make significant contributions.

Cross-department, cross-college, and cross-campus collaborations are strongly encouraged, both in the acquisition and development categories.

PIs do **not** need an internal nomination from their respective department or college, as the seed fund is open to all eligible PIs. However, the most competitive proposals will show evidence of cooperation and planning with colleagues who will make use of the equipment and demonstrate the proposed equipment will be maintained and used in collaboration with other faculty and staff.

PIs may only submit **one** proposal **as a PI** for the RESF, however, those eligible may serve as Co-PIs on as many proposals as they wish. PIs on one proposal may serve as a Co-PI on others.

## How to Apply

### **Phase 1: Planning and Team Building**

For equipment acquisition, PIs should obtain a quote for the proposed equipment using **appropriate UF procurement guidelines**. PIs should also identify partners for cost-sharing and secure commitments for ongoing maintenance of the equipment. PIs will also develop a proposed research plan outlining how the acquired equipment will increase their competitiveness for future grants.

For development proposals, PIs should obtain cost-share commitments and quotes from vendors, if any are necessary for the project. PIs should also obtain commitments from the other team members serving as Co-PIs in the development process and finalize a timeline for project completion and seeking further outside funding, if needed.

### **Phase 2: Proposal Submission**

When the quotes have been received, and PIs have finalized their commitments for cost sharing and maintenance, PIs should then submit their completed proposals through the Info Ready competition link. **Please do not email your proposal.**

### **Phase 3: Review**

Submitted proposals will undergo a centrally coordinated review by ad-hoc panels of senior administrators, faculty, and staff.

### **Phase 4: Award Decisions**

Every effort will be made to notify PIs of their award status by **May 1<sup>st</sup>, 2025**.

An updated budget may be requested from the applicant after the review if recommended by the review panel or by UF Research. The applicant will be informed if budget changes are required.

Changes to proposed budgets require approval from Strategic Research Development.

## Review Criteria

### **Soundness of Purpose and Feasibility (25 points)**

- Does the proposal contain a thorough, feasible, and reasonable plan for accomplishing its intended goals – whether in the utilization and installation of a piece of acquired equipment, or in its project development plan?
- Does the proposed acquisition or development of the equipment actively contribute to the research outlined in the proposal?
- Will the acquisition or development of the equipment effectively further the competitiveness of UF's research for the investment made in the equipment?

### **Commitments and Maintenance Plan (15 points)**

- Does the project effectively demonstrate financial and material commitments from other stakeholders on campus – including colleges, other PIs or centers for the development, use, and/or maintenance of the equipment?
- Does this proposal demonstrate effective support from the research community it is designed to serve by other researchers who will utilize it committing to maintenance or usage?

### **Funding Potential (30 points)**

- Does the proposal effectively explain how the acquisition, or the development of the equipment will make the UF research community better positioned to seek outside funding?
- Does the proposal contain a feasible plan for seeking outside funding in a manner the equipment is demonstrated to augment?
- Does the proposal maximize the funding potential to the most PIs relative to the cost of investment?

### **Impact (30 points)**

- Does this proposal effectively demonstrate how the acquired or developed equipment would contribute to the research landscape?
- Does the proposal show potential to be used in collaborative research – internal or external?
- Does the proposal illustrate how the research enabled by the equipment, or the development project, could lead to future research opportunities?

## Proposal Contents

Proposals must be uploaded in PDF format only as ONE file (name file: PI last name\_2025\_EquipmentFund). PLEASE DO NOT UPLOAD DRAFTS, SCANNED FILES, OR MULTIPLE VERSIONS OF THE PROPOSAL.

**The title of the proposal submitted MUST start with UFR-RESF2025 prefix (Proposal Title: UFR-RESF2025: XXXXX).**

Proposals should consist of the following materials in this sequence (submitted as ONE pdf file, NO SCANNED COPIES):

1. Cover Page: please ensure that the cover page provides the requested information below. Please do not submit a cover letter.

### **Cover Page RESF 2025**

**Title:** UFR-RESF2025: Equipment/Project Name

**PI:** (Name, Department, College, and Email)

**Co-PIs:** (Name, Department, College)

**Total Budget Requested:** (Max \$200,000)

**Proposal Type:** (Acquisition or Development)

**Cost Share:** (Amount)

2. Abstract: explain the rationale for the acquisition or development of the equipment, the research that can be accomplished with it, and how it will make UF PIs more competitive for funding in terms that can be understood by an “intelligent non-expert.” (200 Words Max)
3. Abbreviations: List any abbreviations used in the proposal
4. Proposal Description: **the maximum length is up to three (3) pages**. The project description should be written such that it can be understood by an interdisciplinary committee of faculty and administrators. PIs must keep in mind that their proposals are not being evaluated by a discipline-specific committee. Project descriptions should include the following:

### Acquisition:

- a. Description of the piece of equipment and its function
- b. Typical valuation of the piece of equipment
- c. Sources of quotes for the equipment.
- d. Tentative timeline for installation and operation.
- e. Cost-share commitments, if any.

- f. Maintenance commitments.
- g. Research agenda that can be supported by this equipment.
- h. Grants UF PIs may be more competitive for because of this equipment.
- i. Risk assessment and mitigation (if applicable).



Development:

- a. Description of the project and it's intended outcome.
  - b. Novel approaches and how they compare to current technology.
  - c. Tentative cost for the project.
  - d. Feasibility of the design and project plan.
  - e. Cost-share commitments, if any.
  - f. Outline of project sustainability and potential outside grants (if applicable).
  - g. Description of the team involved in the project and their contributions.
  - h. Risk assessment and mitigation (if applicable)
  - i. A description of the sources of funding for the project labor.
5. Details for continued support and/or return on investment (2 pages):
- a. Acquisition: Provide a detailed description of the research agenda supported by the acquisition of this piece of equipment and the broader impacts the acquisition of this equipment will have.
  - b. Development: Provide a detailed plan to obtain continuing external support, including a list of grants that the project will pursue, and a description of how the proposal is well-positioned to be competitive for them. Further, describe the potential return on investment for the university and how the project will make UF more competitive for future funding.
6. Quote: (no page limit)
- a. Quotes for all proposed equipment acquisitions in compliance with UF purchasing guidelines.
7. References Cited: (no page limit)
8. Key Personnel: (no page limit).
- a. For acquisition proposals, list everyone contributing to the maintenance plan of the equipment.
  - b. For development proposals, list everyone making an applicable contribution to the project.
9. A detailed budget table: (development only, 2-pages)
- a. Budget Table

Budget table template is given below.

Budget Item	Description	Cost
A.		
B.		
C.		
-	-	<b>Total Project Cost</b>

- Budgets should not exceed \$200,000 for the entire project period of two years unless cost-share commitments have been secured.
- The budget should include costs for PI and **all** co-PIs.
- The budget may include all normally allowable costs for the components of equipment development.
- Budgets may be for a period of up to two years. Awards will be administered for up to two years.
- A specific start date should be given (the earliest start date is June 1<sup>st</sup>, 2025). **If no start date is specified, UF Research will assume a start date of June 1<sup>st</sup>, 2025.**

10. Installation Plan: (Acquisition Only, 1-page)

- Describe the space where the equipment would be installed and housed and justify for why this space is appropriate and convenient for the faculty who will use it.
- Provide a tentative timeline for installation which demonstrates that the equipment can be in operation within the duration of the funding period.
- Explain the source of funds for installation and who will be installing it, if applicable.

11. Maintenance Plan: (Acquisition Only, 1-page)

- Provide a narrative detailing how the equipment will be maintained during its lifetime at UF for a period of no less than five (5) years

following the completion of its scheduled installation.

- b. List the organizations, academic units, labs, colleges, or PIs who plan to contribute to the maintenance of the equipment – whether in kind or in labor.
- c. Include a timeline for the maintenance of the equipment if applicable.
- d. Reminder: RESF funds cannot be used for maintenance purposes.

12. Letter of Affirmation: (Optional, Acquisition Only, 1-page)

- a. A letter of support signed by PIs who assert they will further their research agenda through the purchase of this equipment, and/or that they will contribute to the maintenance of the equipment.

13. Milestones for Development: (Development Only, 1-page)

- a. Provide a narrative which details the expected timeline for target development milestones in the project, including key deliverables such as planned external grant applications and project completion.

14. Asset Analysis and Justification: (Acquisition Only, 1-page)

- a. Provide an asset analysis demonstrating that the desired equipment does not already exist at a UF campus or property.
- b. If it does, provide a written justification for why the present equipment is insufficient for the purposes and funding described in the proposal.

15. Biosketch and Current and Pending Support:

- a. Include a current biosketch of the PI (NIH- or NSF-style biosketch suggested).

A fillable NSF form can be found at

<https://www.nsf.gov/bfa/dias/policy/nsfapprovedformats/biosketch.pdf>

The NIH biosketch form [Non-fellowship Biosketch \(blank format page, Word\)](#)

- b. Provide a current and Pending Support: required for the PI. Please include time commitments in months for each funded/pending project.

16. Appendices: if necessary to support the proposal, should be brief; please do not attach manuscripts or other lengthy documents.

Please keep in mind that proposals should be written in a manner appropriate for an interdisciplinary review panel.

FOA Number: UF-RESF2025

Who should I contact with questions?

Graham Gallagher, PhD at [RESF@research.ufl.edu](mailto:RESF@research.ufl.edu) and [earth2graham@ufl.edu](mailto:earth2graham@ufl.edu).

## **FORMATTING REQUIREMENTS**

Single spacing; font size no smaller than 11 point; minimum 0.5 inch margins; tables and figure legends can be in 10 point.

### [Reporting Requirements](#)

Funding success related to the RESF award will be tracked. Two reports will be requested from the proposal PI:

1. **First Report** will be due at the end of the two-year award period.
2. **Second Report** will be due three years after that.