

## Faculty Supported Research Instrument Repairs & Maintenance Terms of Reference

Updated: February 14, 2023

### Background

Research repairs and maintenance funding requests are adjudicated by the Office of Research (OoR) in FoMD and will be evaluated by an internal committee composed of: Director of Research & Innovation, Manager of Core Research Facilities, Director of Facility Planning and Projects, Research Finance Partner and Vice Dean of Research. This is not a grant, but rather access to one-time supplemental funds needed to repair or maintain instruments or space necessary for research.

### Eligibility

Any FoMD researcher, group, centre, institute, or department may apply. Priority is given to equipment or space that is accessible and shared by multiple FoMD researchers.

### Request Requirements

Requests for funding assistance are to be submitted by email to the Director of Research and Innovation, FoMD (Dr. Gonzalo Vilas, [gvilas@ualberta.ca](mailto:gvilas@ualberta.ca)) with the following details:

- A. Equipment or space details (item, location, date of purchase);
- B. Repairs required including quote for services;
- C. Description of other sources that have been approached for funding and their contribution amount;
- D. List of current users;
- E. Are/ were user fees collected;
- F. Service contract details, if applicable (dates, cost, how paid);
- G. How were any previous maintenance or repairs covered;
- H. Future management and sustainability plan

The amount approved is dependent on dollar value requested, OoR funding availability, and demonstrated financial need.

### Eligible Expenses and Accessing Funds

FoMD funding will only pay for costs incurred in the repair and maintenance of the equipment or space identified. The acquisition of these services must follow the [University of Alberta's Supply of Goods and Services Policy](#). This support can be used for internally or externally supplied services. It cannot be used for staff salary.

- The OoR will send funding decisions in writing, via email or letter to the applicant
- The successful applicant or relevant financial administrator should contact FoMD Research Finance Partner ([andrea.smart@ualberta.ca](mailto:andrea.smart@ualberta.ca)) to determine the appropriate method to share costs (funds transfer, APJV, etc.)

### Contact Information

For further information on FoMD Research R&M Support contact: Gonzalo Vilas ([gvilas@ualberta.ca](mailto:gvilas@ualberta.ca)).