



UAMS Equipment Grant Award

Application and Submission Information

- It is important that the applicant follows the required format and guidelines for proposal preparation. Well-written, concise proposals that clearly describe the research are more likely to receive favorable consideration.
- Use at least one-half inch margins (top, bottom, left, and right) for all pages. For font, use an Arial typeface, black color, and a font size of 11 points or larger.
- Partial funding for purchase of research equipment is acceptable, provided that letters detailing the commitment from other programs/source(s) are included.

Application Materials and Instructions and Format

The final application should include the following items:

1. Intramural Funding Application Form Cover Page (at the end of these instructions). (1 page)
 - Both the applicant and the Department Chairperson must sign the application. Signature acknowledges acceptance of the rules and requirements for proposal submission.
2. Acquisition and Usage Plan (**2 pages maximum**)
 - Describe the equipment requested, the plans for meeting maintenance and operating costs, and justification for the acquisition of a new instrument if similar instruments/equipment are currently available at UAMS.
 - Describe a management and time-allocation plan, list of primary users, the location, and any renovation costs that may be involved.
 - Provide a description of the benefits of the acquisition, particularly with regard to the generation of new extramural funding, or the protection of existing funding.
 - Attach a copy of the equipment and associated cost quote/estimate from the vendor.

Review Criteria and Process for Prioritization for Funding

Proposals will be reviewed and prioritized. Priority will be given to proposals that provide the greatest benefit to the largest number of researchers. The number of awards made each year will depend on the available funding.

To submit an application, complete the online Intramural Submission Form ([link](#)) and upload a PDF copy of the full application which must include the following:

1. Application cover page with signatures of both, the applicant and the Department/ Division Chair
2. Letters of commitment from other sources
3. A PDF of the request along with the quote from the vendor

Applicants are required to combine all documents in to a single PDF before the upload with the exception of the cover page which can be uploaded as a separate file.

For questions, please contact:

Reporting Requirements

Upon accepting any intramural award, the awardee agrees to the following reporting requirements:

- Provide a final report within 3 months of the close of the grant. Include in that report, a summary of the use of the instrument/equipment, and a list of manuscripts and grant proposals (submitted, published, funded, etc.) derived from the instrument.
- Acknowledge the funding source in all publications and presentations related to the funded instrument/equipment.
- Submit an annual update for the 2 years following the closure of your funded project listing publications and grants (submitted and/or received) associated with the instrument/equipment.

Click to download:

1. Intramural awards cover page