Note: Instructions have changed in 2021. Proposals that do not follow the Proposal Format and Preparation instructions below will be returned for prompt revision or declined without review if unresolved before the review date.

The Proposal Must Contain

- **Cover Page** (available as a Word file - [here](#)) (1 page)
  - Note: Signatures of the Facility Director and Chair of the Faculty Advisory Committee are required; these signatures will constitute acknowledgment that the request has been discussed and approved by the Faculty Advisory Committee.

- **Overall Project Description** (1-2 sentences)
  - Include request amount, instrument name, and high-level description of research supported.

- **Justification of Need** (1/2 page)
  - Describe the research need for the proposed equipment.
  - Describe the fundamental capability that is added/preserved through this project.
  - Describe the expected impact of the requested equipment on research at Northwestern including research projects that require this equipment (provide letters of support from faculty documenting this need in Appendix). Include, in general terms how groups will benefit from the new capability and how they are currently meeting this need. Include details of preliminary data demonstrating feasibility in Appendix.
  - Describe the service lines that will utilize the proposed equipment or if a new service line will be created.
  - Describe why ReLODE is the most appropriate funding source. Were other sources considered? Have you applied for external funding? If so, summarize feedback in Section 6 (Resubmission) and include reviews in the Appendix?

- **Equipment Description and Selection Process** (1/2 page)
  - Describe each requested item in sufficient detail so that a non-expert reviewer can understand what it is and how it will be used.
  - Describe decision methodology to choose specific vendor/model (technical / price / software performance). Include detailed testing information in Appendix if appropriate.
  - If any accessories are required, identify the specific groups that require each accessory. Describe need here or in letters of support.
  - Provide information as to whether similar equipment is available somewhere else at Northwestern and why this equipment cannot meet the needs of your users. Include letters from owners of similar equipment indicating that the proposed equipment meets an unmet need in Appendix.
  - Provide a high-level budget for the requested equipment; describe cost sharing support if appropriate.

- **Administration and Operational Budget** (1 page)
  - Describe the location where the requested equipment will be housed and operated; discuss any renovation required to make the space suitable; if renovation of existing space is necessary, indicate who will fund the renovation costs.
  - Describe how the facility will handle technical support for the new equipment; if expertise does not exist in the facility, outline how this expertise will be achieved (e.g., through
training of existing personnel or hiring of new personnel) and paid for; if technical support is provided by existing personnel, explain how these new responsibilities will affect existing responsibilities.

- Describe how the facility will maintain the instrument financially. If the instrument maintenance, repair and calibration will be funded through a new service line, estimate usage and initial rate. Estimate costs for repairs, consumables, and staff in budget included in appendix. Estimate initial rate. If maintenance cost will be included in existing service lines, identify service lines and estimate impact to rates (i.e. determine annual cost for accessory and divide by usage of existing equipment). If using existing service lines, show user base of those service lines in Appendix. There should be a high level of overlap between current uses and beneficiaries of the new capability.

- Explicitly indicate sources of repayment revenue (i.e. increased usage, increase rates or both); the strongest applications will include letters of support from largest users indicating that they support a rate increase or intend to increase usage if the project is funded.

- **Resubmission** (1 page) or proposal submitted previously to a federal agency
  - If this proposal is a resubmission, clearly address the concerns of the previous review.
  - If this submission was submitted previously to a federal agency without success, explain why you are requesting internal support and address any criticisms of the Study Section (include Summary Statement in the Appendix).

- **Appendix** required (no page restriction)
  - Provide competitive quotations from manufacturer or supplier for each instrument requested.
  - For proposals expected to be completed in FY21, quote should include delivery terms of less than 30 days or be accompanied by an email from the vendor indicating instrument can be delivered by July 30th.
  - For new equipment proposals, provide a list of potential users arranged and grouped alphabetically by PI last name. Highlight PI’s that cannot complete proposed experiments using existing or other equipment.
  - For ReLODE proposals, show past 2 years of revenue and usage (use appropriate unit) for service lines that will be used to recover loan costs. Sort by PI.
  - Provide letters of support from faculty members endorsing the request; a few good letters explaining how this equipment will benefit their research is preferable to a string of identical letters.
  - Provide letters from similar equipment owners explaining why the existing equipment will not meet the fundamental need articulated in the proposal.
  - Include a budget describing the purchase, long term maintenance plan, and loan repayment for the equipment - use ReLODE Repayment Template. Contact CoreFacilities-Finance@northwestern.edu for additional assistance if needed. If the provided templates are inappropriate because the piece of equipment is not directly generating revenue (i.e. supporting service lines) and has minimal sustaining costs, indicate so in body of proposal.