

RESEARCH EQUIPMENT RESERVE FUND (RERF)

Application Instructions for 2025

Submission Instructions:

The RERF application to the Research Office is comprised of 3 components:

- the [application form](#) (in the [InfoReady](#) portal)
- the [budget form](#)
- the proposal narrative and supporting documents

Details about these components are provided below. More information is available on the Office for Research Advancement website [here](#).

Application Form:

Please fill out the [application form](#) completely in [InfoReady](#). At first login, when you click Apply, you will be directed to login with your ONID email address and password through a SSO process. After login, you will see the application questions. For any questions about the InfoReady platform, contact research.development@oregonstate.edu.

Budget Form:

The [RERF Budget Form](#) is required and should be uploaded to InfoReady as a pdf.

Proposal Narrative and Supporting Documents

Please compile the Proposal Narrative and Supporting Documents into a single pdf to upload to the InfoReady [application form](#). The directions for these documents are as follows:

Proposal Narrative

The proposal narrative (single spaced, 12 pt font, 1 inch margins) should contain the following components:

1. A summary section that includes a short description of the equipment requested and a short description of the research that would be supported. *(100 words)*
2. An annual budget amount for operation and maintenance of the proposed equipment indicating source of funds. *(Brief table or paragraph)*
3. A section that specifically addresses the following evaluation criteria (with appropriate sub-section headings). *(2 pages maximum)*
 - **Supported research base:** Describe the research that will be supported by the proposed equipment including all significant users (include names and affiliations). *It is the PI's responsibility to make sure all the mentioned individuals have reviewed the RERF application prior to submission.*

- **Research impact:** Describe how the acquisition of this equipment will maintain or enhance research productivity or open new directions in research.
 - **Need for equipment:** Indicate if comparable or near comparable equipment is available on campus. If similar equipment is available, describe why it cannot be used for the proposed research.
4. Details regarding the proposed equipment cost and specifications, and how the equipment meets the research needs. Provide a web link for additional description as appropriate (*2 pages maximum*).

Supporting documents:

The following supporting documentation is requested:

1. Current biosketch for Principal Investigator (in NIH or NSF or other standard federal format; 5 pages maximum).
2. List current and pending (submitted, waiting for decision) grants. Include title, source of support, duration, and total budget (direct and indirect costs). If support is shared with others indicate portion supporting the PI at OSU (direct and indirect costs). List completed research support for the past five years.
3. A list of major users of the equipment. One page limit – may provide one or two sentences of supportive justification per each user. (Please do not attach letters of support).
4. List current and pending support of major users of the equipment.
5. If the PI is not currently supported by the extramural funding, but the instrument is meant to enable new research capabilities at OSU and help multiple independent research programs, provide additional details (one page limit, preferably in 200 words).
6. If this is a re-submission, provide a narrative that addresses previous review comments (150 words maximum).
7. Manufacturer's quotes for equipment costs. If the proposal involves a Fabricated Equipment Unit, provide itemized costs for parts and construction and an [approved Fabricated Equipment pre-approval form](#).