Spring 2015 Henson Equipment announcement

This call for proposals is for the entire school and is for equipment, instrumentation, software, or other technology (not expendable supplies).

To request equipment, software, instrumentation, or other technology, please send an email of request with the following:

1) Your name(s) and department(s)

2) Total Funds requested. This should include the item to be purchased and any shipping (vendor should be able to provide you with an estimate; note that Fisher and VWR do not charge us for shipping). Also, please note any matching funds available from grants, the SU Foundation, your department, or other sources.

3) A brief description of the equipment, software, instrument, or other research or teaching support requested.

4) A brief description of how this purchase will support your teaching or research program (not to exceed two paragraphs).

Send this information to hensonschool@salisbury.edu with the subject line of:

EQUIPMENT REQUEST – YOUR NAME

The Henson Technology Committee will evaluate proposals and make recommendations regarding awards. Members of the Technology Committee who submit requests will recuse themselves from discussion of their proposal. Please note that the selection criteria will include:

1) Clarity of description of item requested and documentation of price estimate (e.g. reference to catalog or other purchasing information).

2) Anticipated impact on your teaching or research program. Requests that are likely to have greater impact will be prioritized (e.g. software or instrument will allow you to teach more students, decrease prep time, or increase learning; equipment will be shared among several users or is critical to your research).

3) Matching funds from your department, grant, etc. will be prioritized.

4) Strength of statement of support from your department chair (brief email from Chair to Hensonschool@salisbury.edu with subject line ‘Faculty Equipment/Technology Awards’ fine).

5) The submission deadline for this request for proposals will be 5 pm on Monday, February 16th, 2015. This is earlier than last year to lessen the ordering time constraints.
placed on us by procurement and the state of Maryland. The review of proposals will occur within two weeks of the submission deadline.

For proposals that are awarded funding, the funding must be encumbered by May 15th, 2015 or funding will be withdrawn.

Please contact me should you have questions regarding this call for proposals.

In anticipation of funding please see the "Simplified Procedures for Procurements" on the Procurement website: http://www.salisbury.edu/procurement/simpproc.html

In addition please find the sole source documentation document attached to this e-mail.

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