

MEMORANDUM

To: HSC Faculty

From: Hengameh Raissy, PharmD
Vice President for Research, HSC

Date: March 3, 2025

RE: Request for Applications for Research Equipment or Renovation Funding – FY26

The HSC Office of Research announces funds available for acquisition of research support equipment or lab renovations for FY2026, in the School of Medicine, College of Pharmacy, College of Nursing and the College of Population Health. **Please note: Due to the current uncertainty related to federal funding, the Office of Research will consider the requests in December 2025, contingent upon availability of funds.**

- Similar to prior years, requested items must have a minimum unit or system cost of \$25,000 (Banner account code 9000). Applicants are strongly encouraged to develop a plan for repairs or service for the equipment.
- Proposals will be evaluated on the following five (5) criteria:
 - Scientific merit and relevance in supporting existing or emerging collaborative research programs and multiple faculty use (**20 points**).
 - Relative lack of similar instrumentation or space to support the proposed collaborations and functionality (**20 points**)
 - Potential for supporting research attractive for future extramural funding (**20 points**)
 - Financial match from all sources (Letters verifying support must be included) (**20 points**)
 - User base, accessibility, and maintenance: Scoring criteria will be based on how widely the instrument will be utilized and how well it will be maintained. Describe: the user base; how this instrument will be accessible to users across HSC (or extramurally, including plan for user training); where it will be located; and plan for maintenance (including potential reoccurring costs for service agreements). Please note if this instrument will be managed by a Core facility at the UNM HSC (**20 points**)
- The review committee will give priority to research equipment proposals or renovations with a clearly developed plan for shared use between collaborators working together on projects. Equipment purchased through this mechanism must be available to all researchers at UNMHSC. Space renovation requests will receive higher scores for serving multiple investigators or collaborative research across departments. All space renovation and construction requests must have prior approval from the capital projects office.

Application Process:

1. Please prepare the following in a single, attachable file using the [Research Equipment Funding Attachment](#):
 - a. A Justification of Request that addresses each of the five evaluation criteria outlined above (2-page max)
 - b. A plan for potential extramural funding (1-page max)

- c. A vendor quote that matches your requested amount minus cost-sharing funds
- d. Provide a listing of funded research (internal and external) for those investigators sponsoring the request, to include the principal investigator name, project name, funding source and number, duration, and annual direct costs. Please use the suggested format below:

PI or User	Funding Agency & Grant Number	Title	Annual Direct \$	Project Period
John Doe	NIH RO1CA85747	Studies of XYZ	\$100,000	1/1/06- 12/31/09
Jane Doe, PI	NIH P50HL23232	Center of Excellence in X	\$750,000	9/1/03- 8/31/08

2. Complete the [Research Support Equipment or Renovation Funding Request form](#). Attach the required justification, plan for potential extramural funding, and listing of funded research in a single file. **Please only use the 2026 version of request form linked above. All requests must be completed and submitted electronically through Smartsheet. Submission of a paper or e-mailed copy of the form will not be accepted.**
3. Requests must be **received no later than 5:00pm on May 4, 2025**. Once submitted, all successful submissions will be verified by an automated email confirmation.
4. Ensure that your Chairperson, Core Director, and any additional investigators listed on your application received a confirmation request via email, verified the information you provided, and approved the necessary sections. Failure to receive approval from all required parties prior to the submission deadline will result in your application being removed from the review process. Letters of support from additional investigators who will share in the equipment's use will enhance your application's chances of being selected for funding.
5. HSC regulations regarding sole source acquisition and competitive bids must be followed. Requests for computers **will not** be considered in this process.
6. *All funds must be expended by 30 June 2026, after receipt of the appropriate purchase documents. Per fiscal guidelines, cost share funds must be allocated first before awarded funds are spent.*

Any questions regarding this process should be directed to Nick Salazar, niasalazar@salud.unm.edu