

**20ALERT: Mid-range equipment initiative**  
**Pre-submission checklist**

- Requested equipment is over £200k including VAT.
- The proposal requests capital funding only and does not request staff time or other ineligible costs.
- The proposal is not supporting development of a new technology or of software packages.
- The proposal includes at least 3 quotes (or reasons not to include 3 quotes are clearly stated in the Case for Support).
- Quotes are provided in GBP. When quotes are not provided in GBP the conversion rate used is clearly stated in the Case for Support.
- Requested funds in the Je-S form match quotes and funds in the justification of resources.
- The proposal does not exceed 12 months in duration. Grants must start by 1st August 2021 at the very latest. No slippage will be allowed to this date, and grant extensions will not be allowed under any circumstances.
- The Institutional environment underpinning the requested equipment is addressed in the Case for Support.
- The proposal presents a case for multi-user and multi-project use of the equipment.
- The proposal presents evidence that the equipment would have appropriate professional/technical support in the host institution and plans for the need for training and support of users.