August 30, 2013

MEMORANDUM

To: Researchers and Department Heads

From: Dr. Antonietta Quigg
       Associate VP for Research Development

Re: Support of Maintenance Contracts FY14

We solicit your requests for FY14 support of maintenance contracts for research equipment and software (doesn’t include licenses and upgrades) that will be due to the Research and Graduate Studies Office by Monday, September 9, 2013. Minimally, requests should include the name and purpose of the equipment proposed for maintenance and an estimate of the amount requested from the RAC (limited generally to 1/3rd of total amount). As in the past, we hope that the PI’s (users of the equipment) and the Departments will provide the other 2/3rd of the funding. Additionally, an excel spreadsheet from each Department summarizing their requests and contributions should be submitted by Monday, September 9, 2013.

Prior to release of funds, we will need the following information:

1) Cover memo indicating the equipment to be supported (indicate if maintenance contract has been previously supported or not)
2) Funds used to purchase the equipment
3) Users
4) Breakdown of contributions
5) Amount of funds requested (use FY13 amount if FY14 is not available)
6) A quotation from the vendor (will accept it at a later date prior to awarding of funds, if not available now)
7) Age, condition, and replacement costs of equipment to be supported
8) Department Head approval

RAC support is limited to one-third of the maintenance contract. If the equipment has multiple users, there should be contributions from all involved. Please note that maintenance contracts support will only be considered on an annual basis. Requests for other types of support will remain on an informal basis as it has been in the past.

If you have any questions, please contact me.