**Research Capital Bid Approval Request**

To be completed and returned to the Deputy Pro Vice Chancellor Research.

Requested by: School / Department:

Proposed purchase: Date:

**Overview of the Research Capital Bid process**

Research England allocates funds through the Research Capital Investment Fund (RCIF). The RCIF aims to:

* contribute to the long-term financial sustainability of a higher education provider’s research and the supporting physical infrastructure.
* contribute to replacement of premises or infrastructure, improved use of space, and increased sharing and use of research equipment.
* promote collaborative partnerships between higher education providers, industry, charities, government and NHS trusts.
* promote world-leading research capability in all disciplines with the capacity to respond to developing national priorities.

In order for a proposed purchase to be considered as a capital bid, it must satisfy certain criteria, as per the University’s capital accounting policy.

* The item/project, including delivery and installation, must cost more than £5,000 (gross). A purchase of 5 items costing £1,000 each will not qualify. Costs such as related annual maintenance or annual licences cannot be included in the capital cost; they must be paid from the revenue budget.
* The item must have a useful life of more than 1 year.

If the proposed purchase satisfies the criteria, then the Research Capital Bid Approval Form should be completed, and initially returned to The Deputy Pro Vice Chancellor Research, John-Paul Wilson, who will then liaise with the Finance department to ensure it meets the capital criteria.

If the bid is selected to proceed, you will be notified and **the Procurement team should be consulted, as per the University’s purchasing policy, which can be found on the Finance pages of the website. Approval of the Research Capital Bid Request does not remove the requirement to follow the purchasing policy.**

At the point you are ready to raise the requisition, please ensure that the ‘capital’ flag is selected. This will ensure that the correct coding and approval route if applied in Oracle.

**Details of Research Capital Bid**

Please include details of the item/project and the rationale behind its purchase.

New [ ]

Replacement [ ]

Asset number of item to be replaced, if applicable

If the asset being replaced is to be disposed of, please also complete a disposal form and submit it to Finance along with the Research Capital Bid request form.

Estimated useful life.

Are there any associated revenue costs? Yes [ ]

 No [ ]

If ‘yes’ please give details, including cost and frequency.

If this bid is for equipment, will it be **mainly** used for;

Medical research? Yes [ ]  Training of medical students? Yes [ ]

No [ ]  No [ ]

If the answer to either of these questions is Yes, the University’s Tax Specialist may contact you for further information, as the purchase may be exempt from VAT.

To be completed by the submitter.

Net Cost: £ Vat: £ Gross Cost: £

No. of Items (please detail below as appropriate, e.g. ‘4 items costing £XX in total are required make up this piece of equipment. Please also explain if individual items are interdependent or linked in any way).

Is this an estimate? Yes [ ]

No [ ]

Please indicate source of cost figure or estimate, e.g. quote, online research, supplier catalogue etc.

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Cost Centre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Code (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account code: (this will automatically populate in Oracle when ‘Capital’ is selected on the Requisition)

**Rationale for proposed purchase.**

|  |
| --- |
| *How does the proposed purchase fit with the University Strategic Plan?* |
| *What efficiencies will be achieved, if any?* |
| *Is there a payback period? If so, please include details.* |
| *What are the consequences if this bid is not approved?* |

**Bid Approval**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Signed:** | **Print Name:** | **Date:** |
| Head of School/ Department: |  |  |  |
| Deputy Pro Vice Chancellor Research: |  |  |  |
| Finance Capital Approver: |  |  |  |

*Please note: For all purchases over £10K the Vice Chancellor and Chief Executive will approve the purchase requisition through the Oracle approval process.*