**JOHN FELL OUP RESEARCH FUND: Business Case for JFF Cat (f)**

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| *Please complete the following sections in non-technical language comprehensible to a general academic audience (rather than to subject specialists only). See endnotes for guidance on sections marked*🛈*. The endnotes should be deleted before submission.* |

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| **Lead Applicant** |  |
| **Title of Post** **(e.g. University Lecturer)** |  |
| **Project Title** |  |

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| **Item** [🛈](#Justification)  |
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| **Vendor** [🛈](#Justification) |
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| **Description** [🛈](#Objectives)  |
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| **Timescale** [🛈](#Equipment) |
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| **Costs** [🛈](#CV)  |
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| **Usage** [🛈](#CV)  |
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| **Support & Sustainability** [🛈](#CV)  |
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| **Strategic Case** [🛈](#CV)  |
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| **Ensuring Maximum Value** [🛈](#CV)  |
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| **Contribution from Other Sources** [🛈](#CV)  |
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| **Alternatives** [🛈](#CV)  |
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**Part 2 - Business Case for JFF Cat (f): Guidance notes**

1. **Item**:

Name and specific model (if relevant) of the item of equipment

1. **Vendor:**

If a preferred vendor is known, this should be stated along with the reasons why. In any case, the mechanism that will be used to identify the preferred supplier should be articulated.

1. **Description:**

Briefly describe the item of equipment and its primary functions. Please explain how the specifications of the instrument make it different from other similar equipment available for use. The capability of the proposed equipment should be established at this stage: this should be informed by discussion with your user community/industry/vendor.

1. **Timescales:**

Please describe the timescales associated with procurement of the equipment and when you anticipate you will spend any capital provision made.

1. **Costs:**

Please ensure the costs are as accurate as possible.

1. **Usage:**

Indicate the proportion of equipment time that will be available for use by the group managing the equipment, other groups at the same institution, and if applicable, researchers at other institutions. What plans are in place to ensure usage will be maximised, and is there evidence of strong demand? Indicate how additional users of the equipment will be identified and how all users will be prioritised. Information should be provided on the anticipated demand, indicating the likely main users and where they will be based. You should describe how you plan to interact and/or collaborate with key groups or shared facilities in your research area.

[Note that it is acceptable for the equipment to be used entirely by one research group although this would need to be carefully justified. The Committee is interested in maximising the usage of equipment for high-quality research within the University in particular.]

1. **Support & Sustainability:**

Please indicate how the item of equipment will be supported and maintained for the duration of any current or proposed research funding including any costs that would be recouped through charging. How will the item be replaced at the end of its life?

1. **Strategic Case:**

Please describe the research enabled by the equipment and/or the value added to existing research programmes. Indicate which of the Departments/Divisions strategic priorities are met by the research enabled by this equipment. Describe how these priorities are met. Explain how the purchase of this item of equipment will compliment or enhance Departmental/Divisional research capability. If an Equipment Roadmap exists for the type of equipment requested, please explain how this item relates to the roadmap.

1. **Ensuring Maximum Value:**

Explain how the requested equipment will fit with other items of equipment, infrastructure and people support already within your Department and/or Division.

1. **Contribution from Other Sources:**

Please describe what contributions to the cost, operation or maintenance of the item of equipment will be found from other sources.

1. **Alternatives:**

In the case that the proposal for equipment is not supported, describe the alternative options for using existing equipment of different specification or at other locations.