Applicant organizations may submit more than one application, provided that there is no duplication of equipment. The Office for Research manages the internal vetting process for this program.

Faculty interested in submitting a proposal to NIH are required to follow the instructions below.

No proposal will be submitted by OSR that has not followed these procedures.

**PROGRAM SYNOPSIS**

High-End Instrumentation (HEI) Grant Program encourages applications from groups of NIH-supported investigators to purchase or upgrade a single item of expensive, specialized, commercially available instrumentation or an integrated system that costs at least $600,001. The maximum award is still $2,000,000.

Types of instruments supported include, but are not limited to, X-ray diffraction systems, nuclear magnetic resonance (NMR) and mass spectrometers, DNA and protein sequencers, biosensors, electron and confocal microscopes, cell-sorters, and biomedical imagers.

For eligibility, a major user group of three or more investigators who are Program Director(s)/Principal Investigator(s) on active NIH research grants with the following activity codes, P01, R01, U01, R35, R37, DPI and DP2 must be identified. Once this eligibility requirement has been met, additional users with other types of active NIH research grants (such as but not limited to R03, R21, R55, P30, P41, P50) mechanisms can be added as major or minor users. NIH training grants and contracts are not eligible. To demonstrate the clear need for the requested instrumentation, the projects supported by NIH research grants should together require at least 75 percent of instrument time. The major user group should require at least 35 percent of total usage time.

**DEADLINES**

- **March 12, 2018**: Internal letters of intent due from PIs
- **April 2, 2018**: Internal approval notifications sent to PIs
- **May 31, 2018 (5:00 PM local time)**: NIH deadline, full proposal upload into grants.gov

**REQUIRED INTERNAL LETTER OF INTENT (LOI)**

Required information for the internal letter of intent:

1. Principal Investigator (PI) Name
2. Instrument name and description
3. Description and availability of similar instruments at NU
4. Justification of need
5. List of major users
6. Budget or quote for instrument
7. Indicate whether the instrument is imaging-related or not
8. Indication of whether the instrument will be housed in a core facility
9. If answer to 8 is yes: indication of which core facility it will be housed in, and MUST provide a letter from the core director
10. Indication whether this proposal will require additional research space that is not currently available
11. If answer to 10 is yes: MUST provide a letter from the research dean or OR describing the space promised if the grant is funded
12. If the instrument will be located in a core and voluntary cost share is requested: a budget for the project, requested cost share and justification
INTERNAL REVIEW PROCESS

- LOIs should be sent electronically to the Director of Core Facilities (contact information below) by **March 12, 2018**.

- Imaging-related proposals will be vetted by the Imaging Advisory Committee, but approval will be made by the Assistant VP for Research. PIs will be notified of decisions no later than **April 2, 2018**.

- The Director of Core Facilities and Assistant VP for Research work with research deans to evaluate all proposals and notify PIs of decisions no later than **April 16, 2018**.

- The Director of Core Facilities will notify OSR Evanston and research deans of all decisions no later than **April 16, 2018**.

COST SHARING PROCESS
OR provides voluntary cost share support for instrumentation located in core facilities. Details on the program are at: [https://facilities.research.northwestern.edu/employee-resources/grants#](https://facilities.research.northwestern.edu/employee-resources/grants#)

Once the cost request has been reviewed, OSR Evanston will work with PIs, their departments, research dean and OR on commitments for cost sharing. Requests that fall outside OR policy must be 100% covered through the Department, School or other entity and OR support is contingent on documentation of this support.

LETTER OF INSTITUTIONAL SUPPORT/COST SHARING
OSR Evanston will generate a letter of support for each proposal approved by the VPR and research deans.

CONTACTS
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