



EQUIPMENT REQUEST FORM

(for equipment items with life of over 750,000 USD)

1. REQUESTOR INFORMATION

Requestor(s) Name	Last Name	<input type="checkbox"/> Nazarbayev University Research and Innovation System <input type="checkbox"/> Center for Life Sciences <input type="checkbox"/> Centre for Preparatory Studies <input type="checkbox"/> School of Science and Technology <input type="checkbox"/> School of Engineering <input type="checkbox"/> School of Humanities and Social Sciences <input type="checkbox"/> Graduate School of Education
	First Name	
Position		Department

2. EQUIPMENT REQUEST

Fields of research _____

What category of equipment is being requested? Mark all that apply

Research
 Teaching
 Multiple purpose (both teaching and research)
 Common use
 Other (specify)

Equipment name - specific model or specifications required	Brief technical description	Quant.	Cost (incl. taxes and delivery)	Supplier details (include 2-3 quotes)
1.			\$	

3. EQUIPMENT JUSTIFICATION

(a) State the goals, tasks and needs that relate to this/these items of equipment
(maximum length: 0,5 pages)

(b) Other equipment/alternatives considered. List and provide information about other major equipment options and alternatives that can be used for similar tasks

Equipment name	Cost (incl. taxes and delivery) (approx)	Brief technical description	Outcome (Provide reasons why not recommended)
1)			

(c) Provide information about how the requested item of equipment best meets the identified requestor's needs in the most life-long cost effective way detailed above over the other options that were trialed or investigated. Describe why the requested equipment is preferred over the other options/alternatives?
(maximum length: 1 page)

(d) Describe how internal (within NU) and external (outside NU, including international) collaborators will participate in the research using the equipment. Provide collaborator support letter, if possible
(maximum length: 0,5 pages)

(e) What similar pieces of equipment are already on campus and why are not they sufficient?
(maximum length: 0,5 pages)

(f) What are the potential risks for the requestor /other user if this equipment is not provided? Provide details
(maximum length: 0,5 pages)

(g) How often will the equipment be used

- Continually or multiple times each day 1x daily 1 – 2 x weekly
 Other, provide details:

(h) Describe the ongoing and planned projects where equipment will be used
(maximum length: 0,5 pages)

(i) Who else in the university would use and benefit from using the equipment

4. LOCATION OF INSTRUMENT AND MANAGEMENT

(a) Space availability. Provide information on the space where equipment will be located

(b) What are the environmental requirements for the equipment? (e.g. ultra-low vibration and noise, air purity, power supply, temperature stability, gas and water supply, waste line, etc.)

(c) Equipment access procedures

(d) Will the equipment require additional support personnel?

(e) Will the equipment require additional training? If yes, how many man-hours? Labor cost?

(f) What is the expected cost of maintaining and supplying the equipment

5. DELIVERY INFORMATION

(a) Provide delivery information. How quickly can the equipment be delivered and installed

6. SIGNATURE

Requestor(s) name:	Signature:
	Date:
Dean of the School/Director of the Center name:	School Center
	Signature :
	Date: