

RIIF CEG 2026 Round Application Form

Form Preview

1. Research Infrastructure Investment Fund (RIIF) Collaborative Equipment Grant (CEG) 2026 Application Form

Consider the following before you complete and submit your application:

1. The preferred option is for quotes to be obtained in Australian Dollars to avoid shortfalls in funding upon award. If obtaining a quotation in foreign currency becomes unavoidable, note the following:

- - Provide the conversion rate used at the time the application was submitted.
 - Contingency plans should be developed to pay for any shortfalls arising from resulting fluctuations in currency at the time of purchase.

2. You should follow these procurement process steps as part of your application:

- - **Plan** your equipment requirements
 - **Assess** the suppliers available on the market.
 - **Obtain three quotes** from the suppliers available on the market using the requirements. You will be requested to provide details on the process undertaken / justifications for a sole source.
 - **Compare the quotes** (both technical and commercial) and select the preferred supplier.

Procurement support - Contact **University Procurement Services** (olga.ell@unimelb.edu.au) to help with the negotiation of competitive pricing or any guidance through the procurement process..

3. Ensure that a copy of the co-investment approval form is sent to your [Faculty Research Office](#).

4. Complete all compulsory fields

2. Lead Applicant Contact Details

* indicates a required field

Applicant Contact Details (all fields must be completed)

Lead Applicant *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant Position *

Lead Applicant role

RIIF CEG 2026 Round Application Form

Form Preview

Applicant University of Melbourne (UoM) Email *

Must be an email address.

Applicant Primary Phone Number *

Must be an Australian phone number.
Please enter area code, e.g. (03)

Applicant FTE Appointment at UoM (must be between 0.5 and 1) *

FTE must be 0.5 and above

Host Faculty *

Note: Lead applicant must hold at least a 0.5 FTE salaried appointment at the University of Melbourne at the time of the award.

Please specify your host School *

Please specify your host Department (if applicable)

3. Co-investigator Contact Details

* indicates a required field

Co-investigator Details

-----Co-investigator Details (1)

Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant Position *

Role *

Primary Email *

Must be an email address.
You can check your primary email here - <https://sso.unimelb.edu.au/enduser/settings>

RIIF CEG 2026 Round Application Form

Form Preview

Please specify your host Faculty *

Please specify your host School *

Please specify your host Department (if applicable)

-----Co-investigator Details (2)

Name *

Title

First Name

Last Name

Applicant Position *

Role *

Primary Email *

Must be an email address.

You can check your primary email here - <https://sso.unimelb.edu.au/enduser/settings>

Please specify your host Faculty *

Please specify your host School *

Please specify your host Department (if applicable)

4. Equipment Details (all fields must be completed)

* indicates a required field

Equipment Name *

Must be no more than 250 characters.

Activity Type - What will the equipment be used for? *

- Pure Basic Research
- Strategic Basic Research
- Applied Research
- Experimental Research

RIIF CEG 2026 Round Application Form

Form Preview

What the equipment will mostly be used for

Cayuse mandatory field - This research involves *

Cayuse mandatory field - Do you anticipate that the equipment could be used for clinical trials? *

- Yes
 No

Cayuse mandatory field - If a student is working on the project, will the result of the project form part of their Thesis or Student Project? *

- Yes
 No

Indicate 'yes' if you anticipate that the equipment will be utilised in project(s) supporting a student's thesis. Select 'no' if this is not the case. If you arent sure, select 'not applicable'.

My equipment cost is *

- \$100,000 and above
 Below \$100,000

UoM required question - Will this project require the procurement of new equipment valued over \$200K AUD? *

- Yes
 No

As per the Procurement Policy (MPF1087)

What is the rationale for a request that does not meet the minimum threshold of \$100,000? *

Word count:

Must be no more than 300 words.

Fields of Research Codes (FoR)

You may include up to five FoR codes that best describe your area(s) of research, as relevant to the nominated publication(s). Please include code, description, and percentage (totalling 100% for all codes selected).

FoR Code

Select a code *

FoR Code %

Percentage *

Must be a number and between 1 and 100.

FoR Total Percentage

RIIF CEG 2026 Round Application Form

Form Preview

Total Percentage *

This number/amount is calculated.
This number/amount is calculated.

Socio-Economic Objective Codes (SEO)

You may include up to five SEO codes that best describe your area(s) of research, as relevant to the proposed research project. Please include code, description, and percentage (totalling 100% for all codes).

SEO Code

Select a Code *

SEO Code %

Percentage *

Must be a number and between 1 and 100.

SEO Total Percentage

Total Percentage *

This number/amount is calculated.

Inclusion in Application Library and Conflicts of Interest Management

If successful, do you approve the inclusion of this application in the UoM successful applications library? *

- Yes
 No

Have you identified any actual, potential, or perceived conflicts of interest in undertaking this project in accordance with Managing Conflicts of Interest Policy (MPF1366)? *

- Yes, a management plan is in place
 Yes, a management plan is not in place
 No

Respond on behalf of all members of the research team.

Provide the reference number of the Conflict of interest management plan (if applicable). Leave this blank if there is no associated number.

Is there any aspect of this project or its associated agreement that is or needs to be treated as confidential? *

- Yes
 No

Trade-In of Old Equipment

Are you trading in your old equipment ? *

RIIF CEG 2026 Round Application Form

Form Preview

- Yes
- No

What is the trade-in price/ financial return, offered by the vendor for trading in the old equipment *

Word count:

e.g Total Price before trade price is applied = \$500K, Special Trade in Price (Financial Return)= \$100K, therefore total price of equipment= \$400K.

NOTE: Ensure that financial return or trade-in value is presented in the quotation.

Currency Used in Quotation

Type of Currency (Quotations in AUD is advised) *

Quotations in AUD is advised

Quotation in Foreign Currency

If the only option is to obtain a quote in foreign currency, provide a rationale, the total cost in foreign currency and the conversion rate used when submitting this application.

Provide Rationale *

Word count:

Must be no more than 150 words.

Total Equipment Cost in Foreign Currency (excl. GST) *

Must be a number.

The conversion rate used to generate 'Cost in AUD' in the table below. *

Must be a number.

Equipment Components and Suppliers

Provide cost of equipment in AUD only (if the quotation was provided in foreign currency then convert to AUD using the conversion rate provided above).

Component	Preferred Supplier	Cost in AUD (excl. GST)	Alternate Supplier
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		\$	
--	--	----	--

RIIF CEG 2026 Round Application Form

Form Preview

		\$	
		\$	
		\$	
		\$	
		Must be a dollar amount.	

Total Equipment Cost in AUD

Total equipment cost in AUD (excl. GST)

\$

This number/amount is calculated.

Attach PDF of quotes for your equipment here *

Attach a file:

Please combine multiple quotes into a single PDF and upload here.

Procurement Checklist

Before you proceed, please refer to the [RIIF CEG UoM Gateway page](#) for procurement support documents, such as sample emails that will assist with this section.

Have you undertaken a market analysis to identify potential supplier/s? *

- Yes
 No

Market Analysis / Value for Money

Were multiple suppliers considered? Describe how you selected the preferred supplier (e.g. technical capabilities, lead times, risk assessment, pricing).

If a single source was used, justify why the supplier was selected by benchmarking against,

- Similar past purchases by your lab
- Pricing intelligence from peers or other organisations
- Unique features/capabilities that justify the pricing or sole supplier

Answer below *

RIIF CEG 2026 Round Application Form

Form Preview

Equipment Breakdown - Does the quote include the price of the main system as well as required components, a 12-month supply of consumables and software required to commission the equipment? *

- Yes
- No

Installation and Training - Does the quote include installation and training? *

- Yes
- No

Warranty and Maintenance - Does the quote include 3 years of post-sales support (combination of warranty and service agreements)? *

- Yes
- No

Maintenance and Support - I understand the supplier's post-sales support model and agree with the response and resolution timeframes. *

- Yes
- No

Does the quote include DDP or DAP International Commercial Terms (Incoterms)? *

- Yes
- No

Please refer to the [Instructions to Applicants](#) document under 'Supporting Documents' if you are unsure of the terminology used.

Supplier Risk Due Diligence - I have consulted with Procurement Governance & Team (chris.davin@unimelb.edu.au) for supplier risk assessment. *

- Yes, I have confirmation that the supplier is not deemed high risk
- No confirmation about risk of supplier

Environmental Sustainability - Please specify how environmental sustainability impacts have been considered for this equipment. *

For example: environmental sustainability certification, the equipment has low-waste or reusable consumables, the applicant has worked with the supplier to sustainably dispose of the existing equipment.

Legal Terms - The signatory has reviewed the Legal documentation and accepted risks (if any) according to the Contracts Policy (see hint below). *

- Yes
- No

[Contracts Policy](#). To determine the signatory, please refer to this [link](#).

Cash Co-Investment

Contributor's Name	Amount in AUD	Approver Name	Position
	\$		

RIIF CEG 2026 Round Application Form

Form Preview

	\$		
	\$		
	\$		
	\$		
	Must be a dollar amount.		

Total cash co-investment

\$

This number/amount is calculated.

Co-Investment Approval Form (Attach Here).

Note: Please ensure you have saved your application before proceeding.

If you haven't already downloaded the Co-Investment Approval Form, follow the link below, which will access the University of Melbourne RIIF CEG website.

[Research Infrastructure Investment Fund Collaborative Equipment Grant \(RIIF CEG\) : Research Gateway \(unimelb.edu.au\)](https://unimelb.edu.au/research-gateway/riif-ceg)

Attach co-investment approval form here (with signatures). This complete/signed form must be forwarded to the relevant Faculty Research Office for their reference. *

Attach a file:

Cost summary

Total Project Cost

\$

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

Total Cash Co-Investment

\$

This number/amount is calculated.

Co-Investment Percentage (%)

This number/amount is calculated.

Total Amount Requested *

\$

This number/amount is calculated.

What is the total financial support you are requesting in this application?

5. Equipment Justification

* indicates a required field

The requested equipment is: *

RIIF CEG 2026 Round Application Form

Form Preview

- New piece of equipment
- Belongs in the Ageing Critical Research Infrastructure category (ACRI)

Please select the best representation of why your equipment belongs within the ACRI category: *

- Replacement of critical ageing infrastructure that is beyond its useful life (like-for-like replacement or a newer technology that is undertaking a similar or better analysis).
- Replacement or upgrade of a component of existing equipment (upgrading a part).
- Repair of ageing infrastructure that meets a minimum of \$100,000.
- Purchase of an additional instrument to meet demand for infrastructure that is ageing but not yet obsolete, but is at capacity (i.e., capacity expansion and/or de-risking a critical pipeline).

New Equipment

Does similar equipment already exist at UoM? *

- Yes
- No

How did you determine that no such equipment exists within the University? *

Please provide the location of the existing equipment. *

Who has been contacted about accessing this existing equipment? *

Word count:

Must be no more than 200 words.

Is there a reason why the existing equipment cannot be utilised? *

Word count:

Must be no more than 200 words.

RIIF CEG 2026 Round Application Form

Form Preview

Need For Your Request - Briefly outline the need for and proposed use of the equipment, including the proportion of usage for research/research training/teaching purposes, the projected utilisation, the expected life of the equipment and how it passes the 'collaborative test'. *

Impact - Briefly summarise the potential of the equipment to increase the University's research capability, quality and output, including the user groups and named projects that will benefit most from use of the equipment. It would be helpful to indicate publications or outputs associated, if any. *

Projected Use - Please include quantitative information or data indicating the need for the equipment - Such as projected demand/hours of usage for the equipment. Your sources should be indicated. Estimates should be stated if specific quantitative information is not known. *

ACRI

What is the name of the equipment being replaced, repaired or upgraded? *

How old (in years) is the equipment? *

Need For Your Request - Based on the ACRI category you selected, briefly outline the need to replace, repair, or upgrade this equipment, including the proportion of usage for research/research training/teaching purposes, the current utilisation, the expected life of the equipment. State how it passes the 'collaborative test'. Please explain how many years the equipment is expected to last, if this equipment is not funded. *

Impact - Briefly summarise the impact of the equipment on the University's research quality and output, including the user groups and named projects that will be negatively affected if the equipment were not replaced, repaired or

RIIF CEG 2026 Round Application Form

Form Preview

upgraded. Please include publications or output associated with the previous iteration of the equipment, if able. *

Historical Use - Please include quantitative information or data indicating the need for the equipment - Such as the demand/hours of usage for the equipment. Your sources should be indicated. Estimates should be stated if specific quantitative information is not known. *

ARC LIEF Eligibility

Does this equipment meet the eligibility requirements for the ARC LIEF Scheme? *

- Yes
- No

Have you applied for this equipment through the ARC LIEF Scheme? *

- Yes
- No

Please outline why a LIEF grant application was not pursued. *

Word count:

Must be no more than 100 words.

Please outline why this equipment does not meet eligibility requirements for the ARC LIEF Scheme. *

MDHS Large Equipment Grant Scheme

Has this equipment ever been requested through the Faculty of MDHS Large Equipment Grant Scheme? *

- Yes
- No

RIIF CEG 2026 Round Application Form

Form Preview

What was the outcome of the application? *

Word count:

Must be no more than 100 words.

6. Collaborative Nature of Proposed Use

* indicates a required field

A Research Platform is an organised structure through which an end-user can gain access to equipment, facilities and services without the need for formal collaborations.

It is a way for researchers to access a vast range of technology, expertise and support for research.

Is the equipment requested for inclusion in an existing Research Platform? *

Select the Research Platform from the list provided in the drop-down box below.

Select Research Platform *

If not in the drop-down list, enter the name of the Research Platform

"Other Research Platform" was selected.

Provide the name of the Research Platform that will be hosting your equipment.

Note:

A Research Platform is an organised structure through which an end-user can gain access to equipment, facilities and services without the need for formal agreements.

It is a way for researchers to access a vast range of technology, expertise and support for research.

Other Research Platform *

Research Platform Location and Endorsement

RIIF CEG 2026 Round Application Form

Form Preview

Proposed Equipment Location (building name and room number) *

Location Letter of Support - Attach evidence of endorsement from the hosting Platform Manager and Platform Steering Committee. *

Attach a file:

Please upload your Location Letter of Support here.

Please provide information on why the proposed location (the platform) is suitable. *

Word count:

Must be no more than 200 words.

Please provide information on the proposed access arrangements (i.e., access to buildings, labs). *

Host - Include the name of the equipment custodian, name of research lab and host department/school/faculty/centre. *

Proposed Equipment Location (building name and room number) *

Location Letter of Support - Evidence of support for the proposed location from the relevant host signatory. *

Attach a file:

Please provide information on why the proposed location is suitable. *

Word count:

Must be no more than 200 words.

RIIF CEG 2026 Round Application Form

Form Preview

Please provide information on the proposed access arrangements (i.e., access to buildings, labs). *

Briefly outline the need and expected demand for the equipment. Provide information on users, utilisation and any opportunities for use by industry or external collaborators. *

Word count:
Must be no more than 150 words.

Describe the management plan for the equipment, including staffing and governance, access procedures/system, fee schedule and the technical expertise for operation & maintenance of equipment. *

Word count:
Must be no more than 300 words.

7. Operations

* indicates a required field

In-kind Operating Costs

Are there any in-kind operating costs per annum? *

- Yes
- No

In-kind Operating Costs

This refers to costs associated with operating the equipment/maintaining the equipment.

Operating Expense	Cost in AUD
	\$
	\$
	\$
	\$
	\$
	Must be a dollar amount.

RIIF CEG 2026 Round Application Form

Form Preview

Total in-kind operating costs per annum *

\$

This number/amount is calculated.

Outline how these operating costs will be supported. *

Word count:

Must be no more than 200 words.

8. Capital Works and Letters of Support

* indicates a required field

Capital Works or Refurbishment

Is there any building capital works/refurbishments required for the installation of the equipment? *

Yes

No

Provide details including a description of the work, building/room locations and whether Faculty support has been obtained for the refurbishment. *

Word count:

Must be no more than 250 words.

Please state the name of the person consulted on this matter.

Letters of Support (Demonstration of Value/Importance)

Letters of support can be a demonstration of potential users outside the CI group who would benefit from the equipment. Note that your Location Letter of Support should be attached within Section 6. Collaborative Nature of Proposed Use.

Attach letters of support here (a maximum of 3 letters are permitted).

These should demonstrate the value and importance of the proposed equipment.

Attach a file:

Please combine letters of support into a single PDF and upload here.

Admin Use Only

This section is Admin Use Only

Yes

Start date (When funds will be transferred by)

Must be a date.

End Date (Final date for equipment purchase)

Must be a date.

This date indicates when equipment MUST be purchased by.

Cost Centre

Award Number

Project Number

Attachment uploaded

Yes

No