

**CNS Support Request Detail:
Equipment Acquisition Requests**

Required for a equipment acquisition request:

Please provide the information requested below. Please use a separate piece of paper if more room is needed.

Requested Information:

- 1. Please provide an active quote for the equipment/tool.**
- 2. Please explain the scientific need for this equipment/tool.**
- 3. Will other Harvard Faculty benefit from this acquisition , if so, who?**
- 4. Will this new tool open up new areas of research or stimulate interdisciplinary collaboration?**
- 5. Where will the tool reside, will it be open to the public, who will maintain it?**
- 6. Please list any other short-term and long-term expenses associated with the purchase of this equipment/tool (this includes consumables, gases, electronics, service contract etc.)**

Specific Policies Regarding Equipment Acquisition Requests:

- Requests can be made for new tools , upgrades to existing equipment, or for multiple items if they are to create a single system.**
- CNS is only responsible for all costs included in the request. Please make sure to include shipping, rigging (if necessary) or other charges required as part of the order of the equipment.**
- Dramatic increases in cost from time of submission to approval/order placement may have to be reconsidered, if substantial.**
- It is preferred that equipment be shared equipment that is open to all users including external NNIN users..**
- If the cost of the equipment/tool decreases, the “savings” cannot be used to fund additional purchases.**
- If approved, please contact CNS management before substituting or altering equipment being ordered if it differs from proposed.**

GENERAL POLICIES REGARDING ALL CNS SUPPORT REQUESTS

All requests must conform to all CNS, FAS, and Harvard University policies.

CNS Directors Group may negotiate the terms and conditions regarding a support request before or after approval.

CNS management should be notified and approve of any significant changes to the project/request prior to their taking place.

Willful disregard of the policies regarding CNS support funding can result in forfeiture of support.

Decisions on requests will be made by the CNS Directors Group including the Technical Director. Large requests may also go to the CNS Committee for comment at the Directors Group's discretion.

All funds must be spent in the budget period for which they are approved (if applicable.)

All expenses must go through, or be coordinated with the CNS Administrative Office.

Requestor Name:

Date:

Signature:

Department or Affiliation:

For CNS office use only:

Date Received:

Date Considered by Directors Group:

Disposition: