**Research Core Facility Equipment Recapitalization Plan**

A high priority recommendation of the RCF Taskforce is to implement recapitalization plans for all RCFs. To this end, each RCF will develop and maintain up to date plans for recapitalization of their equipment. These plans should be developed by the RCF Director/Manager in close collaboration with their FAC. Plans will be reviewed and approved by the VPRI and the executive team. Plans should be updated annually by the end of spring quarter. It is expected that cores will have a descriptive plan for any re-occurring equipment costs through at least one strategy/mechanism, acknowledging that unforeseen costs can arise.

**Purpose**:

* To ensure that RCFs are well-positioned to address future research needs of faculty, students, external collaborators and industrial partners, as well as their own pursuit of long-term success and sustainability.
* To plan for, and maximize use of, federal and foundation grant opportunities within and across RCFs
* To inform priorities for philanthropic support
* To identify strategic opportunities for internal investment, including facilities renovations, proposal matching and faculty startup support

**Template:**

1. Provide an **Inventory** in Excel of equipment housed within your RCF.
	1. Include all equipment that requires replacement/upgrade. This can initially be a list from property control that includes brand, model, cost, and acquisition date.
	2. Include new columns that include next estimated replacement date and approximate replacement cycle for any piece not captured in yearly RCF budgets.
2. Provide a **Descriptive Plan** to replace/upgrade/acquire equipment within your RCF
	1. Provide a one paragraph overall summary of equipment priorities for the RCF that considers your RCF strategic aims. Describe and rank overall facility priorities for replacing/refreshing equipment as well as acquiring new equipment for the next five years. Include at least one or two sentences that address longer term planning and may include renovation or expansion of the facility.
	2. Provide more details on what is needed for each piece of equipment from your inventory that is not currently budgeted or will not be captured in yearly budgets going forward. Include: How does the instrument replace, extend or expand capability? Are new opportunities are created? What user base will benefit? Any staffing or operating budget impact? How does it create a competitive advantage for the UO research community? What opportunities and resources will be lost if this piece of equipment is not replaced?
	3. Describe the fundraising strategy/mechanism to be pursued for each instrument described above. Include: Are competitive proposals planned? If so, to which agencies/foundations and when? Will matching funds be required? If not competitive proposals, what other sources of funds will be pursued? Will private gifts be required? What is the plan to engage the userbase in fundraising? Who is the faculty leader, or team of leaders, who will help develop the proposal?