1 PURPOSE
To capture short and longer term infrastructure requirements for the Faculty to facilitate planning for strategic investment at both Faculty and University level. The procedure aims to ensure strategic and transparent use of Faculty of Science and Engineering operating discretionary capital expenditure funds to support teaching and research infrastructure where other Macquarie university equipment funding schemes are not available/successful.

Policy Hierarchy
Purchasing Policy and Procedure
MQ Health and Safety Policy, MQ Travel Policy, MQ Procurement Handbook

Other resources
MQ Internal Schemes
MQ Research Infrastructure Scheme (Small) – open August to October
MQ Research Infrastructure Scheme (Large) – open August to October
MQ Research Seeding Grants (MQRSG) – open August to September

Associated Documents
FSE Infrastructure Scheme EOI Form
FSE Infrastructure Scheme Stage 2 Form
FSE Equipment Management Plan-Low Value Items xls
WHS Pre-purchasing checklist for equipment

2 SCOPE
The FSE Infrastructure Scheme has been designed to align with the MQ Research Infrastructure Scheme (MQRIS - Small and Large) that opens in August and closes in October each year.

3 DEFINITIONS
Commonly defined terms are located in the University Glossary.

4 PROCEDURE
4.1 Available funding
The Faculty of Science and Engineering Infrastructure Scheme has a 2021 budget allocation is $1.495M.

4.2 Eligibility
Teaching and research infrastructure items eligible for funding include:
• Equipment purchase, installation, hire and lease
• Specialist software underpinning major research or teaching programs
• Installation and commissioning by a specialist, including travel costs

Items NOT eligible for funding include:
• Minor or Capital Works, however relevant information will be collected at Stage 2 (see 4.4.2)
• Floor space costs
• High Performance Computing (HPC) – see MQ HPC Facilities website
• Teaching Computer Lab Replacement - managed by MQ IT and the Faculty General Manager

4.3 Low Value Items - $5k to $25k (ex.GST)
An FSE Equipment Management Plan Low Value Items spreadsheet will be produced by each Unit/Department/School to manage requests for replacement of existing low value items, and for new items, to facilitate a 5 year planning cycle.

The spreadsheet is to be submitted in line with the timeframes noted at 4.4.1 below. Note that items listed in the Low-value spreadsheet do not need other accompanying paperwork at this stage.
4.4 Medium to High Value Items - $25k to $150k (ex.GST)
Funding requests shall normally be for between $25,000 and $150,000.

It is possible for a Department / School to combine two or more priorities to purchase one larger piece of infrastructure. However a good case will need to be made as to why the item is not appropriate for application to MQRIS, LIEF or similar external major infrastructure funds.

Applications consisting of a collection of minor items totalling a sum in excess of the minimum of $25,000, such as multiple sets of teaching equipment or multiple fridges/freezers requiring replacement, will be considered through this process - not the Low Value Items process noted at 4.3.

4.4.1 EOI process
1. Each Department / School / Unit can complete the FSE Infrastructure Scheme EOI Form, and rank items in order of priority - reflecting the strategic importance of the item. The EOI will require a summary of:
   - Item name and cost, by priority
   - Item description providing benefits, purpose and lifespan
   - Item priority rationale
   - Item benefits re research targets

Round 1 EOIs close on the 2nd Friday in May
Round 2 EOIs close on the 2nd Friday in August – to inform the budget process for the following year
Out of round applications may be considered in exceptional circumstances subject to funding. If submitting an out of round application, contact meredith.hallgren@mq.edu.au in advance.

2. FSE Panel shortlists up to 3 items for the Department/School/Unit to progress to Stage 2 of the FSE Infrastructure Scheme application process.

The FSE Panel consists of Faculty General Manager (Chair), Faculty Technical Operations Manager, Faculty Operational Support Services Manager, Associate Dean Research, Associate Dean Learning and Teaching, and two of: Head of Department/Dean of School, Professor, A/Professor.

4.4.2 Stage 2 process
1. For items progressed to Stage 2 from the EOI round, each Department/School/Unit must complete the FSE Infrastructure Scheme Stage 2 Form that requires additional details of:
   - Budget: justification, and cost of personnel, training, maintenance, consumables and disposal
   - Researchers/Educators benefiting
   - Location, Space, Services, and WHS requirements

2. Review by the FSE Panel or final decision on items to be funded.

3. Outcome communicated to Head of Department or Unit / Dean of School and Department/School/Unit Manager:
   a. successful – funding allocation and requirements
   b. unsuccessful – (i) apply for funding from other scheme, eg ARC LIEF, MQRIS (Small/Large), etc; (ii) panel comments provided to improve request for next round submission

4.3 Funds allocation and expenditure
Awarded funds must be expended within the calendar year, unless next or multi-year funding is approved at the application stage. Carry forward of unused funds will only be considered in exceptional circumstances, at the discretion of the Executive Dean. Any funds remaining unused on 31 December will be recovered by the Faculty.

5 NOTES
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