



# Instrumental Access Application Form

## Section 1: Applicant Name and Contact Information

### Applicant Institution

Provide the full name of the institution on whose behalf you are applying to Instrumental Access (e.g. Harvard University).

### Applicant Department

Provide the full name of the department or sub-unit on whose behalf you are applying to Instrumental Access (e.g. Department of Biology).

### Applicant Contact Name

Please provide the name of the individual with whom we should correspond regarding this application. This is usually a researcher in the applicant department, but you can designate someone else if you prefer. This individual should be able to correspond with us in English.

### Applicant Job Title

Please provide the job title or academic appointment for the primary applicant (e.g., Lecturer in Biochemistry)

### Applicant Contact Email

The preferred email address for the applicant specified above

### Backup Contact Information

Please consider providing a secondary email address or phone number for backup. We will not use this backup contact information unless we suspect that mail is not being delivered to your preferred email address.

## Section 2: Eligibility Check

These questions are related to program eligibility as described above. If you select "Other" in any of the following questions or aren't sure about your eligibility status, please contact us at [application@seedingslabs.org](mailto:application@seedingslabs.org) to discuss before completing the rest of the application form.

### Country

In which eligible country is your institution located?

*(select from dropdown menu on web form)*

### Institution Type

Which of the following best describes your institution?

- Public college, university, or other institution of higher education
- Private college, university, or other institution of higher education
- Publicly-funded research institute
- University-affiliated research institute
- Other: \_\_\_\_\_

### Scientific Discipline

Which of the following best describes the scientific discipline of your department?

- Biology or closely-related field (including Biomedical Sciences and Bioengineering)
- Chemistry, Biochemistry, or Chemical Engineering
- Agriculture or Environmental Science
- Education
- Other: \_\_\_\_\_

## Certification

- I have carefully reviewed the Information for Applicants Page ([https://seedinglabs.org/get-involved/apply-for-instrumental-access/about\\_ia](https://seedinglabs.org/get-involved/apply-for-instrumental-access/about_ia)) and believe the program would be a good fit for my institution. If I have questions, I've addressed them to [application@seedinglabs.org](mailto:application@seedinglabs.org).

## Section 3: Application Questions

### Introduction

Introduce your department and institution. Tell us what you think we need to know in order to understand your application in context. What sets your institution and department apart from others in your country or region? What are your strengths? Please include the age of the applicant department and information about degree programs and/or research training activities.

(Character limit: 2500)

### Reason for Applying

Tell us about why you're applying to Instrumental Access. What specific goals do you hope that additional equipment will help you to achieve?

(Character limit: 2500)

### Teaching and Research Staff

Tell us about the research and teaching staff members who will use the equipment. What are their strengths and areas of expertise? How is the staff organized? Include the total number of staff members, percent female, and percent with a PhD degree (or equivalent).

(Character limit: 2500)

### Ongoing Research

Tell us about the types of research projects currently underway in your department. If there are many, provide a list of topics to illustrate range and then select a few examples to highlight. We're not looking for detailed research abstracts, just a brief description of the scope and objectives of each project. Include information about external collaborators and funding sources, if any.

(Character limit: 2500)

### Supporting Resources

Tell us about the resources available at your institution to support effective use of Instrumental Access equipment. Is there sufficient and appropriate space available? Technical expertise and/or maintenance contracts? Ability to purchase reagents and additional supplies if necessary?

(Character limit: 2500)

## Section 4: Additional Questions

### Existing Equipment

From the list below, select any types of equipment (in working order) to which researchers from your department currently have access without having to travel to another site.

Note: We ask this question to get a sense of where things currently stand at your department, and also for statistical purposes (collectively this information helps us to make the case to donors that more equipment is needed). Checking a category here will not prevent you from selecting or receiving additional items from that category if you're accepted to the program!

- Autoclaves/Sterilizers
- Balances
- Waterbaths/Circulators
- Cameras
- Cell counters
- Centrifuges, Benchtop
- Centrifuges, Floor or Ultra
- Chromatographs, Flash
- Chromatographs, Gas
- Chromatographs, Liquid
- DNA sequencers
- Electrophoresis systems
- Evaporators/Concentrators
- Flow cytometers
- Freezers, -40
- Freezers, -80
- Freezers, -140
- Grinders/Homogenizers
- Heat Blocks
- Heating Mantles
- Hoods and contained environments
- Hot plates/Stirrers/Mixers
- Imagers/Photodocumentation systems
- Incubators

- Light boxes/Transilluminators
- Liquid handlers
- Melting point apparatus
- Meters, pH
- Microplate washers
- Microscopes, basic/light
- Microscopes, specialized (e.g. fluorescent, confocal, SEM, etc.)
- Microtomes
- Ovens
- PCR machines, standard
- PCR machines, real-time
- Pipettors
- PPE and safety equipment
- Pumps, vacuum
- Refrigerators
- Shakers/Rockers/Rotators
- Spectrophotometers, UV/Vis
- Spectrophotometers, microplate
- Spectrophotometers, other
- Spectrometers, mass
- Ultrasonic cleaners/Sonicators
- Vortexers
- Water purification systems
- None of the above

Number of Staff/Faculty Members Impacted

Estimate the number of staff/faculty members who would be impacted by equipment from Instrumental Access if your application is successful.

### Number of Undergraduate Students Impacted Annually

Estimate the number of undergraduate students that would be impacted by equipment from Instrumental Access each year.

### Number of Post-Graduate Students Impacted Annually

Estimate the number of post-graduate students that would be impacted by equipment from Instrumental Access each year.

### Research Areas

From the list below, select any research topics currently under investigation in your department. Select all that apply.

- Antimicrobial Resistance
- Climate Change
- COVID-19
- Diagnostic Tools or Methods
- Ecosystem Health
- Energy
- Food Production and Food Safety
- HIV/AIDS, Malaria, or TB
- Non-Communicable Diseases
- Water Quality

### Access to Journals and Publications

Which of the following best describes your department or institute's access to scientific journals and other publications most relevant to your research area?

- We have access to all or almost all of the journals and other publications we need
- We have access to most of the journals and other publications we need
- We have access to some of the journals and other publications we need
- Our access to journals and other publications is minimal

### Oversight of Human Subjects Research

Which of the following best describes ethical oversight of research involving human subjects at your institution?

- We have a mandatory internal process for ethical oversight of human subjects research
- We have a mandatory process for ethical oversight, but we rely on another institution to manage it
- Practices vary at the discretion of the department or the individual researcher
- Oversight of human subjects research is not common practice
- This is not applicable because we do not ever conduct research involving human subjects

### Oversight of Animal Research

Which of the following best describes ethical oversight of research involving animals at your institution?

- We have a mandatory internal process for ethical oversight of animal research
- We have a mandatory process for ethical oversight, but we rely on another institution to manage it
- Practices vary at the discretion of the department or the individual researcher
- Oversight of animal research is not common practice
- This is not applicable because we do not ever conduct research involving animals

### Faculty for the Future Program

Are you or any of your colleagues in the applicant department a current or former Faculty for the Future fellow? Please note that this is not a requirement for Instrumental Access applicants.

- Yes
- No
- I'm not sure



## Section 5: Statement of Support

Successful completion of an Instrumental Access shipment requires involvement and cooperation from the entire recipient department as well as the institution as a whole. Please have your department head and university or institutional leadership complete these two forms to indicate that they are aware of the application and will support it if you are selected to move forward.

### Head of Department Statement of Support

Please download the [Statement of Support](https://seedinglabs.org/wp-content/uploads/2024/04/2024-Instrumental-Access-Statement-of-Support-for-Application.pdf) template (https://seedinglabs.org/wp-content/uploads/2024/04/2024-Instrumental-Access-Statement-of-Support-for-Application.pdf) and ask the current head of the applicant department (or head of the relevant institutional sub-unit if not an academic department) to complete and sign it. Then upload a copy (a photo is fine). Note: If you (the applicant completing this form) are the head of department, then please sign the form yourself. If you have questions about who should sign, please contact us at [application@seedinglabs.org](mailto:application@seedinglabs.org).

### Vice Chancellor or Equivalent Statement of Support

Please download the [Statement of Support](https://seedinglabs.org/wp-content/uploads/2024/04/2024-Instrumental-Access-Statement-of-Support-for-Application.pdf) template (https://seedinglabs.org/wp-content/uploads/2024/04/2024-Instrumental-Access-Statement-of-Support-for-Application.pdf) and have it signed by the university Vice Chancellor, Rector, President, Institute Director, or an equivalent official with authority to make financial decisions and enter into agreements on behalf of the entire institution. If you have questions about who should sign, please contact us at [application@seedinglabs.org](mailto:application@seedinglabs.org).