**Template**

**Request for support**

**Subject: Equipment Request for Public Higher Education Institution (HEI) (Earmarked)**

**Important Notes for the HEIs**

For your reference, please read carefully the ‘Guidelines for Equipment Request’ document.

Please fill in the sections below, as requested per each section.

1. **Information about the Public Higher Education Institution:**

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| **Full name and address:** |  |
| **Name and surname of the Rector:** |  |
| **Contact details:** |  |

1. **Information about the request for equipment**

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| **2.1** **Please list the equipment which needs to be purchased** |
| * … * … * … * …   ….. |

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| **2.2** **Please outline the provisional budget lines of the entire request** |
| |  |  |  |  | | --- | --- | --- | --- | | **Item/Service** | **Quantity** | **Amount (in €)** | **TOTAL** | |  |  |  |  | |  |  |  |  | |  |  |  |  |   ….. |

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| **2.3 Please describe how the new equipment will it contribute to the strategic development of the university** |
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| **2.4 Please briefly describe why is this equipment needed and what will be its exact use, and how will the new equipment promote research-based studying.** |
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| **2.5 Please make direct correlation how this request connected with the findings of the baseline assessment and/or strategic document.** |
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| **2.6 Please describe what measures will be taken to ensure that young academics will benefit from the equipment.** |
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| **2.7 Please outline the procurement procedures that you are planning to undertake and the challenges that you might face during the process** |
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The official request has to be in English and have to be submitted as a hard copy or via E-mail (electronic version) at [donjeta.ibra@wus-austria.org](mailto:donjeta.ibra@wus-austria.org)

Date/Place Signature and Stamp by Rector

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