**Appendix 2**

|  |  |  |
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|  | **INFORMATION FOR THE NATIONAL EQUIPMENT DATABASE** | ***Strategic Platforms Programme*** |

**GUIDELINES**

This questionnaire refers to particular research equipment in your Institution. Please disseminate this part to all heads of units/departments that are research equipment intensive.

One questionnaire should be completed for each item of equipment or piece of instrumentation used wholly or partly for research, which has a replacement value (see definition below) of R200 000 or more. Items inoperable or unused at present should also be included. Please complete one questionnaire for each equipment or suite of equipment that collectively constitutes a single analytical system.

The questions would be best answered by the person who is most knowledgeable about the past history and current status of the particular piece of equipment. This form must be approved the Designated Authority at the Research Institution, prior to submission to the NRF.

Please return the completed questionnaire that has been approved by the Designated Authority at your research institution to:

Ms Sive Stofile

Programme Officer: Strategic Platforms Programme

[Sive.stofile@nrf.ac.za](mailto:Sive.stofile@nrf.ac.za)

Telephone: 012-4814391

### DEFINITIONS

**Equipment:**

* University-owned equipment used wholly or partly for research (excluding free standing computers)
* Equipment located in this Department/Division, even if not owned by the Department/Division
* Equipment supported via the Research Infrastructure Support Programme (RISP) of the NRF since 2006 should not be included as information has been collected separately.

**Value Data:**

* Amount/value rounded off to the nearest R1000
* Replacement value is the estimated cost of purchasing the item, or one of roughly the equivalent function and capability at current prices
* When exact value data are not available, estimates are acceptable, but please indicate estimated cost by the letter “e”
* Suggested exchange rate to be used if needed: 1US$=R8 1£= R11. 1€=R10.0

**Inventory of available items of equipment**

(Please complete one questionnaire for each piece of equipment and only for those with replacement value of R200 000 or more)

|  |  |
| --- | --- |
| Equipment name |  |
| Type&model (according to the supplier’s catalogue) |  |
| Year of purchase/acquisition/development |  |
| Supplier |  |
| Manufacturer (Name & Country): |  |
| Life expectancy (in years) |  |
| Disciplines supported by Equipment |  |
| Short Description of Equipment (250-300 words) |  |
| Picture of Equipment | Please send a high-resolution JPEG image, as a separate attachment. |
|  |  |
| The owner of the equipment is (name of institution/unit/department) |  |
| Contact person (name, tel no, fax no, email) |  |
| Location of equipment (full physical address) |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Means of acquisition** |  | **Please tick one** |  | **Funds received from** | **%** | **Specify Rand Value** |
| Purchased new |  |  |  | Own institution |  |  |
| Purchased used |  |  |  | Research Councils |  |  |
| Constructed by your institution |  |  |  | Private Sector |  |  |
| Donated new |  |  |  | Other |  |  |
| Donated used |  |  |  | Total Cost of Equipment | **100%** |  |

|  |  |
| --- | --- |
| **Cost of usage:** (Rands/Hour) | |
| Internal users: |  |
| External users: |  |
| Private sector: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time spent on research** | |  |  |  |  |
|  | **%** |  | **%** |  | **%** |
| Research |  | Training |  | Teaching |  |

**% %** **%**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contract research for other research institutions |  | Contract research for private sector |  | Other (e.g. testing) |  |

|  |  |
| --- | --- |
| Availability to industry: (Percentage time) |  |

***Thank you for participating in this national effort***!