**Lab Animal Major (LAM) Equipment Program**

**PURPOSE**

The LAM equipment program is sponsored by the Biomedical Laboratory Research and Development (BLRD) service in VHA’s Office of Research and Development (ORD), to support improvement of the animal facility infrastructure at individual stations. Applications will be evaluated according to the anticipated impact of the requested equipment on the quality of the program of research with animals, and the degree to which contributions from other sources have been arranged to support the purchase.

**APPLICATION REQUIREMENTS**

Submissions will be accepted between **December 1, 2021 and January 3, 2022**, and must include:

* A cover memo, signed by the ACOS-R, Research and Development Committee Chair, and by the Medical Director, to (1) provide justification of the need for the equipment, (2) identify major users and their VA affiliation, (3) confirm that funds will be obligated prior to the end of the current fiscal year **(September 30, 2022),** and (4) confirm that cost to connect dump station and ventilated rack exhausts to the room exhaust will be provided.
* A commitment letter from the facility engineering service (138) must be provided for all major equipment requests, outlining how any de-installation and removal of existing equipment, preparation of the site, and installation of the new equipment will be accomplished.

Unless approved in writing by the VA Chief Veterinary Medical Officer and the Manager of LAM Equipment Program, LAM equipment may not be installed or used in off-site locations, including space under a VA-lease or a shared-used agreement, such as a revocable license.

Dollar for dollar matching will NOT be required for LAM requests.

Please clearly label your submissions to the LAM program. All LAM submissions are to be **emailed** to the following mailbox: [vacoinfrastructure@va.gov](mailto:vacoinfrastructure@va.gov)

**ALLOWABLE REQUESTS**

* Purchase of equipment up to $500,000 per item.
* Minimum amount per item is $10,000.
* Maximum allowable request per station is $500,000.
* Examples: Cage washers, rack washers, bottle washers, autoclaves, H2O2 sterilization units, caging, and bedding disposal, venting and changing equipment.
* For high density racks with individually ventilated cages, requests may include a set of primary cages and one set of changing cages per rack.

**DISALLOWED ITEMS**

* Salary support.
* Service contracts.
* Leasing of equipment or multi-year payments.
* Installation, deinstallation, and removal of existing equipment.
* Any major equipment or part of a piece of equipment that is intended for scientific data acquisition, i.e. imaging, behavioral assessment, physiological measurement. Such equipment are funded under the ShEEP program.
* Site preparation, renovation or construction cost.

Program questions may be addressed to Dr. F. Alex Chiu at [alex.chiu@va.gov](mailto:alex.chiu@va.gov)

Financial questions may be addressed to Sara Clark at [Sara.Clark@va.gov](mailto:Sara.Clark@va.gov)

**DETAILED INSTRUCTIONS**

**FOR PREPARATION AND SUBMISSION OF REQUESTS**

**FOR ANIMAL FACILITY EQUIPMENT THROUGH LAM**

1. Only one request will be accepted from each Department of Veterans Affairs (VA) medical facility that received funding from the Office of Research & Development (10X2) in the current fiscal year. Proposals for individual equipment items that exceed the specified limit of **$500,000** for requested funding will not be reviewed.
2. **FORMAT:** Proposals must be submitted as a single .pdf file. Proposals that exceed specified page limitations will not be reviewed.
   1. Use only Arial, Helvetica, Palatino Linotype, or Georgia typeface, and black font color. All text must be prepared with at least 11-point font, with no more than 15 characters per inch and no more than 6 lines per inch.
   2. All tables must be prepared with at least 10-point font.
3. **REQUIREMENTS:** Each facility’s proposal must contain the following materials:
   1. A cover sheet (three pages) listing the following ten items in the order specified:
      1. Title of the request: Laboratory Animal Major Equipment.
      2. VA medical center name and address.
      3. Administrative contact name, telephone number, and fax number.
      4. Name, title, and signature of the Associate Chief of Staff for Research and Development.
      5. Name, title, and signature of the Research and Development (R&D) Committee Chair.
      6. Name, title, and signature of the Medical Director.
      7. An itemized list of all animal facility equipment requested and the total cost
      8. Justification of the need for the equipment.
      9. Identification of major users and their VA affiliation.
      10. Confirmation that funds will be obligated by **September 30, 2022**.
   2. A brief narrative (limit one page), providing the following information:
      1. Present Association for Assessment and Accreditation of Laboratory Animal Care, International (AAALAC) status and date of last site visit. Indicate if the medical center is in a status other than full accreditation.
      2. Net square footage of animal facility space (the figure on the AAALAC annual report can be used here).
      3. Current VA Central Office cost center 105 allocation.
      4. If available, cost for medical center support of the Veterinary Medical Unit (VMU). This should be limited to such items as equipment, renovations, security, etc., during the past 5 years.
   3. Animal Use Data.Provide a table (limit one page) listing the following information:
      1. Total annual use of animals by species (this information can be copied from the most recent VMU Annual Report submission.
      2. Total average daily inventory of animals by species (this information can be copied from the last VMU Annual Report submission).
      3. Provide a legible floor plan or sketch of the animal facility on a single page with the rooms labeled according to use. Clearly indicate where the requested equipment will be located.
   4. For each equipment item requested, provide the following information in the order specified (limit one page per item of equipment):
      1. Item of Equipment. Name and brief description of the specific item of equipment.
      2. Type of Request. Is this a request to purchase new equipment, purchase replacement equipment, or upgrade existing equipment?
      3. Cost of Equipment (minimum of $10,000 per item, maximum of $500,000 per item). Cost of the item broken down by total cost, amount requested from BLRD/CSRD, and the amount to be funded by other source(s). If multiple other sources are involved, list each separately. Direct contributions from investigators who will share the requested equipment should be clearly identified. Letters of commitment will be required for all partners.
      4. Location of the Equipment. Clearly indicate the location of the equipment within the animal facility.
      5. Installation. Describe any special installation requirements and how they will be met. Briefly describe plans for covering the cost of installation and/or necessary renovations.
      6. Maintenance. Describe any required service contacts, technicians, etc., and how these costs will be covered.
      7. Overlap. Describe if funding for the equipment has been requested from another source and, if so, list the agency and status of other requests for this equipment. Indicate how any overlap in funding will be addressed
      8. Justification. Describe the overall justification or need for this piece of equipment. State whether or not the item is required to meet Federal regulations or policies (e.g., *Guide housing density standards*) or to maintain AAALAC accreditation. If an upgrade to existing equipment is requested, clearly describe how the upgrade will provide the same level of utility as purchase of new equipment, the cost savings involved, and the expected lifetime of the upgraded equipment. If an upgrade is approved and funded, no request for replacement of that equipment will be accepted for review for a minimum of 4 years.
   5. Attachments. Please attach the following items:
      1. A letter of transmittal from the medical center Director (a letter of approval from the R&D committee is not required in the proposal).
      2. A signed letter of commitment from each source of direct contribution clearly identifying the amount of support that will be provided for each item of equipment***.***
      3. For replacement equipment, a copy of the relevant Consolidated Memorandum Receipt (CMR) describing the equipment to be replaced and a copy of the completed VA Form 2237, Request, Turn In, and Receipt for Property or Services, which must be submitted to excess the outdated equipment.

**4. SUBMISSION OF PROPOSALS**

Applications must be submitted through the following mailbox: [vacoinfrastructure@va.gov](mailto:vacoinfrastructure@va.gov)

You may also send a copy to:

[Alex.chiu@va.gov](mailto:Alex.chiu@va.gov)

**Submission Deadline: Jan 3, 2022.**