

**THE UNIVERSITY OF WESTERN ONTARIO**  
**GRANT PURCHASING**

**Role of Purchasing:**

It is very important at both the grant application and post approval stages that complete quotations be obtained for goods and services required. This is to ensure the costing is accurate, legal and policy requirements fulfilled and the best value for money is realized. The Purchasing Department works with the researcher and supplier community to satisfy these requirements in accordance with proper process while minimizing the administrative effort for the researcher. The researcher always controls the specifications and ultimately makes the final decision at acquisition time, but Purchasing provides assistance to get there.

**Costs and Value:**

To ensure the integrity of the grant application as well as minimize the risk of cost overruns after the grant is received, Purchasing follows a checklist as part of the quotation process. Below are some aspects to ensure cost/value accuracy:

- Proper cost/discount structure required by granting agencies, such as CFI.
- Price protection clause or inflation factor to forward cost to estimated acquisition date.
- Latest release of instruments and software are quoted and there is protection to ensure we obtain new releases free within a specified period after delivery.
- Extended warranty costs.
- Set up, training, calibration, documentation and testing details and costs.
- Parts and service availability.
- Delivery details including FOB point, transportation and insurance costs, cross border documentation requirements etc.
- Accurate Tax costing (PST, GST, customs etc).
- Post installation service availability.
- Reference sites.
- Off-instrument software licensing for analytical purposes.
- Software upgrade and maintenance fees covered.
- Electrical certification requirements eg. CSA, ULC.
- Currency impact and protection capability against future fluctuations.
- Interface issues with mechanicals e.g. water hook up & filtration, air filtration etc.

**Contact Bob Moore, Director, Purchasing at 84576, email [finrhm@uwo.ca](mailto:finrhm@uwo.ca) or, Chris Dell, Research Grant Acquisitions, at 84589, email [cdell3@uwo.ca](mailto:cdell3@uwo.ca).**

**Also**

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