Equipment requests should be submitted in PEER:

- Click on “Grants” → “Equipment Rebudget Request”
- Attach a copy of the quote and letter of justification
  - Letter should list the grant(s) that will cover the cost of equipment, the percent to be charged to each grant (where applicable), and which category will be rebudgeted for funds
  - If multiple grants are involved in the request, each PI must sign the request letter (multi-PI grant, contact PI would sign)
- Verify the correct IDC rate is being used, per the grant terms
  - Multiple grants require individual IDC calculations
- Determine whether NIH prior approval is required
  - Significant rebudgeting
    - Review any rebudgets for the current budget period to ensure rebudget will not exceed 25% limit
    - Review all rebudgets for the overall project period to ensure rebudget will not exceed 25% limit
  - Identify any red-flags that may constitute a change in scope (changes to the direction, aims, objectives, purpose, types of research training, or purchase of equipment in excess of $25,000)
    - If the PI does not believe said request changes the scope of the project, he or she should secure the concurrence of the NIH Program Official. If the NIH Program Official concurs, the request does not warrant prior approval from NIH
  - Concurrence documentation should be uploaded with the equipment request