IRC PD Application – Financial Justification
Budgeting for computer equipment

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This document includes information about standard desktop and laptop PCs which you will be able to purchase from your IRC award if you are funded. Standard desktop and laptop PCs might change between now and the time when successful applicants are purchasing computers, as new models replace current models. The information provided in this document is however sufficient as estimates for your budgeting purposes.

IRC postdoctoral fellowship holders are subject to Maynooth University procurement rules: if you purchase a computer (or any other items) from a supplier outside of the approved list of suppliers, you will **NOT** be reimbursed by the University for these expenses.

IRC postdoctoral fellows can retain computer equipment funded under their award once their fellowship terminates. This has some significant implications because software licenses installed on computers, including encryption and antivirus necessary for all computer equipment used for research, are being purchased and installed under university specific licensing agreements and can only be used while you IRC award holders are staff at the University. All IRC postdoctoral fellows are therefore required to adhere to the applicable policy regarding procurement, use and decommissioning of computer equipment (below).

Important: successful IRC applicants intending to use their IRC award to purchase computer equipment will be required to sign this policy/declaration document before the computer equipment is ordered. Applicants not willing to adhere to this policy are advised not to include computer equipment into their financial justification; instead they can procure computer equipment independently outside of their IRC award.

Note: All PC's purchased through the Computer Centre come with Office 2007 Enterprise, Adobe Acrobat Reader , Email Client and McAfee VirusScan as current standard.

Contents

Desktop PC's

Optiplex 7010

The Optiplex 7010 is the standard desktop pc recommended by the Computer Centre for use within the University.

Estimated Price: €620 (including VAT)

The standard configuration for the Optiplex 7010 currently is:

Windows 7 Enterprise 64bit SP1
3rd Gen Intel Core i3-3220 processor (Dual Core,3.30GHz, 3MB)
Base-Optiplex7010 MT:Standard Base Desktop or MinitowerChassis
4GB (1X4GB) 1600 MHz DDR3 Non-ECC
500GB 3.5inch Serial ATA 111(7.200 Rpm) Hard Drive
16X DVD+/-RW Drive
Intel Integrated Graphics
Dell E-series E1913 48cm(19") LED Monitor VGA, DVI-D(1440X900) Black
Internal Dell Business Audio Speaker
Enhanced USB Black Keyboard UK/Irish
Dell Optical Mouse
5yr ProSupport and Next Businss Day On Site Pro Warranty

Laptop PC's

Dell Latitude Laptop options:
1. Latitude E5450 = Standard laptop
2. Latitude E5550 = Full feature laptop
3. Latitude E7250 = Lightweight laptop

Please note that Laptop Bags do not come as standard and must be ordered separately.

Latitude E5450

Estimated price of standard configuration: €680

The standard configuration is:

i3-5010 2.1 GHz processor

14" LED backlit LCD screen

Dell wireless 802.11 g/n network card

4 GB memory

500 GB Serial ATA Hard Drive

DVD +/-RW Media Bay Drive

4- cell (51Wh) lithium ion battery

90W AC adapter

5x year warranty

Latitude E5550:

Estimated price of standard configuration: €700

The standard configuration is:

i3-5010 2.1 GHz processor
15.6" LED backlit LCD screen
4 GB memory
500 GB Serial ATA Hard Drive
DVD +/-RW Media Bay Drive
Dell wireless 802.11 g/n network card
4- cell (51Wh) lithium ion battery
90W AC adapter
5x year warranty

Latitude E7250:

Estimated price of standard configuration: €880

The standard configuration is:

I3-5300U Processor
LCD screen with Camera
4 GB memory
128 GB Solid State Drive
Dell wireless 802.11 g/n network card
3- cell (39Wh) lithium ion battery
90W AC adapter
5x year warranty

MAC Computers

The approved Apple Macintosh supplier is Typetec, Dublin.

If you are interested in purchasing Apple Macintosh equipment (except iPads) you should -

Contact Typetec:
Phone: 01 500 9001
E-Mail: nuim@typetec.ie

- Agree technical specification
- Request a written quote (e-mail) from Typetec
- Note: IRC maximum contribution towards computer purchase is €1,000

MU policy regarding procurement, use and decommissioning of computer equipment purchased under IRC postdoctoral fellowship awards

Purchase and use of Irish Research Council funded computer equipment

Recipients of Irish Research Council (IRC) postgraduate scholarships and postdoctoral fellowships using their IRC funding to purchase computer equipment are asked to adhere to the following policy regarding procurement, setup, use and de-commissioning of computer equipment.

Procurement

- Purchases of computer equipment funded by an IRC award are subject to procurement rules applicable at the University. All computer equipment funded from a research award should be purchased via Maynooth University IT services (formerly Computer Centre).
- Only Maynooth University standard computer equipment can be purchased using this process.
- IRC award holders are required to indicate on the relevant requisition form that the computer equipment will be purchased under their IRC award.

Setup

- Maynooth University standard images will be installed (current version of MS Windows, antivirus, encryption, Adobe reader) on computers.
- All laptops purchased through this process will be encrypted in line with the applicable University's policy.
- Installation of software licenses (MS Office and other software applications) and compliance with the manufacturer's license policy will be the user's responsibility.

Use of computer equipment

- IT services will support the Maynooth University standard computer hardware and standard university images only.

De-commissioning

- Under the IRC's policy, postgraduate scholarship and postdoctoral fellowship recipients can retain computer equipment purchased under their award when their award terminates. Users intending to avail of this opportunity are required to present the computer equipment purchased under their award to MU IT Services two (2) weeks before they leave the University to de-encrypt the hard disk and to remove any University owned software.
- In such cases the user will be required to confirm that data has been removed from the hard disk and that no further university / research related data are stored on the computer.
- Support provided by MU IT Services will cease when the award holder leaves the University.
- It is important to note that **should a user fail to hand in the computer equipment to de-encrypt the hard disk before leaving the University, future repairs and troubleshooting of computers with encrypted hard drive by third parties will not be possible.**

The above information is further detailed on the attached flowchart.

IRC award holder's declaration:

I have read and understood the above policy and I accept its terms.

Name:

Signature:

Date:

Expected end of IRC award:

Purchase of IRC funded computer equipment – AY 2015/2016

	Process	Decision	

Procurement

Procurement

- Clearly establish IRC funded order
- User accepts the rules and regulations from Graduate Studies department about the purchase of computer equipment using IRC funding
- User request to order computer equipment
- Configuration of computer equipment

Computer equipment purchase process

Setup

Setup

Install image —IT Services→
- Windows 7 Enterprise
- McAfee
- Adobe Reader
- Encrypt laptop

Software application

MS-Office 2013 —Student→ Download MS-Office through MS-O365 portal

—Staff→ License under MS-Campus Agreement Sign form

Software licenses —User→ Free software licenses

—User→ Installed by user (if purchased under education license it is the users responsibility to ensure to be compliant with the manufacturer's license policy)

Usage

Usage of computer equipment

Support —yes→
- Computer hardware
- Standard image

—**no**→ Additional software

De-commissioning

De-commissioning

User

Hand over to IT Services —yes→
- Must inform IT Services minimum 2 weeks before leaving MU
- User must backup data (e-mail and files)
- User confirms that no data is stored on the hard disk

—**no**→ No future support (decryption) can be provided.

IT Services
- Decrypt computer
- De-install university owned software
- No further support will be provided