FY2014
PROGRAM ANNOUNCEMENT
SURE.2014.WV.03 and Request for Proposals

SEMESTER/SUMMER UNDERGRADUATE RESEARCH EXPERIENCE (SURE) FOR the Support of Science, Technology, Engineering and Mathematics (STEM) Undergraduate Research in West Virginia

Proposal Due Date: **18 October 2013**

Summary of Program Requirements

- **Program Title:**   Semester/Summer Undergraduate Research Experiences (SURE)
- **Program Officer:**   Jan R. Taylor, Ph.D., Director
                                Division of Science & Research
                                West Virginia Higher Education Policy Commission
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Eligibility Limits

- **Organization:** All regionally accredited public and private baccalaureate colleges and universities in West Virginia

- **PI Eligibility:** President, Provost or other senior academic official. If another individual or agent is making the application, endorsement by one of these senior officials will be required to signify official approval of the plan.

- **Limit on Number of Proposals:** One from any eligible institution

Award Information

- **Anticipated Type of Award:**   Standard or continuing grant, up to three years dependent on funding availability
- **Estimated Number of Awards:**   up to 6
- **Anticipated Funding Amount:**   A total of $240,000 in FY 2014
- **Limit on funding per Institution:** floor $10,000 per year
                                        ceiling $75,000 per year

Program Description

The mission of the Division of Science and Research (DSR) is to increase West Virginia's competitive research infrastructure through investments in ideas, tools, and people within the state's institutions of higher education. Awards for "tools" help to purchase scientific instruments, equipment and laboratory enhancements, while "ideas" are funded through traditional seed grants to initiate new research. "People" are sponsored faculty, technicians, and students at all levels. Pursuant to WVC 18B-1B-10, the Research Challenge Fund (RCF) was created by the West Virginia Legislature to fund research and development at institutions of higher education and to increase competitiveness for external funding. Therefore, the RCF shares common goals with the National Science Foundation (NSF) and DSR for investments in equipment, people, and ideas. With RCF resources, this Program funds an undergraduate student sponsorship program to address these unified goals.

Providing substantive research experiences in science, technology, engineering, and mathematics (STEM) fields to undergraduate students is a crucial step in preparing the next generation of STEM researchers and faculty. Undergraduates attending West Virginia colleges and universities have limited opportunities to engage in STEM research, and this lack of opportunity results in fewer students pursuing graduate study and careers in STEM fields. To address this lack of opportunity, the RCF has reserved $240,000 in FY 2014 to

help colleges and universities in West Virginia provide research experiences to undergraduates in STEM fields. Eligible undergraduates should be substantially involved in on-going research programs at the home institution, other institutions of higher education, or private and federal research organizations. Block grants will be awarded to selected institutions for the purpose of providing stipends to undergraduate students. These institutions will be responsible for administering the grants to individual undergraduate students. All regionally accredited public and private baccalaureate colleges and universities in West Virginia are eligible to apply for SURE grants.

A strategic plan for SURE on the institution's campus will provide the DSR with insights to potentially successful programs. The institutional plan should be the centerpiece of an application to provide a block grant to that institution. Applicants may propose a single-year project or a continuing program for up to three years. Each interested institution must submit an application, endorsed by its Provost, President, or senior academic official, which addresses the following questions:

Current student STEM demographics
- What current undergraduate STEM programs are sponsored by your institution?
- In what STEM fields are the students majoring?
- How many undergraduates will participate in the (new) SURE program?

SURE Implementation Plan
- With what specific research projects will the students be working?
- What are the duties/tasks students will be performing?
- Which faculty will serve as research mentors?
- What are the qualifications of the mentor faculty?
- What is the duration of the SURE program (summer, single semester, full year)?
- What opportunities will students have to present the results of their research work (e.g., campus events, professional conferences, appropriate journals, undergraduate research competitions)?
- How will the institution create an on-campus network of SURE participants (e.g., weekly brown-bag lunches, monthly cross-project meetings, mentoring sessions, etc.)?

Meeting SURE program goals
- If the applicant is a baccalaureate four-year institution, how will it make SURE participants aware of STEM graduate opportunities in West Virginia (e.g. STEM Fellowships)? How will the institution encourage SURE participants to pursue graduate study in STEM fields?
- Are there direct linkages to strategic graduate programs at West Virginia University or Marshall University?
- What efforts will the institution make to increase the number of undergraduates who apply for and receive nationally competitive scholarships and fellowships in STEM fields (e.g., Goldwater, Howard Hughes, National Science Foundation, Udall)?
- How will the institution increase the diversity of undergraduate students in STEM fields?

Management of SURE
- How will SURE be initiated and how will management of the project be kept current with any changes in the project?
- How is the institution equipped to ensure a successful, meaningful SURE program?
- How much total funding is requested? Will the SURE grant be augmented with institutional or other external funds? If so, how?
- Describe methods for communicating, coordinating and managing activities, including identification of the leadership and implementation teams.
- Describe the evaluation process that will be used to monitor progress under the project and discuss the personnel involved.

Given DSR's emphasis on infrastructure growth in promising cluster areas, strategic plans should pay special attention to existing research growth strategies in the state research infrastructure improvement program. Proposals that link with the thematic research areas at state research universities are encouraged.

Application

Applications for SURE Grants must be submitted by the specified due date and should include a detailed budget for each year (and a cumulative budget) inclusive of the funds, numbers of students and specific expenditures in each discipline or research area. Proposals must be submitted via the Grant Opportunity (GO!) system (https://www.wvresearch.org/data/go/login.php). To apply, you must be registered as a GO! user. If you are not currently registered, go to the login page and click on Register for Access. Choose a user name and

password. You will receive email confirmation when you've been approved as a user. We request that you provide contact data by clicking on the Basic Data tab and demographic data by clicking the Demographics tab. You may also upload or copy and paste your NSF-style or other brief biographical sketch in the tab labeled Biographic. These data take the place of the traditional cover sheet.

For all sections of the electronic application where text is required, you may type it in directly or copy/paste from a word processing document. If using Firefox, paste with the keyboard combination Shift+Insert or use the Paste From Word button at the top of the WYSIWYG editor.

Within a tabbed section of the system, a submit button is only present on the first tab. Enter your data for all the tabs, then click the submit button on the first tab. You may edit your submission at any time until the end of the application period. This includes uploaded documents - uploading a new document replaces the previously uploaded document. DO NOT CLICK THE SUBMIT BUTTON until you are finished and are satisfied with your proposal. A PDF help document for the GO! system is available by clicking the Help link at the upper right corner of the page.

Submitting an application: Log in to your account and select Add a New Proposal from the GO! dashboard. Select SURE Grants from the list of open RFPs. Enter the title of your proposal. Since this grant program limits institutional submissions to one, you should notify the senior academic official that you intend to submit a proposal. Once the appropriate academic official has approved your submission, check the box that indicates you have that approval.

NOTE: If desired, the entire proposal including the Project Summary and Project Description may be uploaded as a single word processing or pdf document using the upload function on the first web page of the application. Reviewers prefer a single document.

Project Summary: Click the Summary tab. Provide a one-page summary. The heading should include the title of the proposed endeavor and the names of the submitting institution and Principal Investigator. The abstract should briefly describe the project goals, content, and expected outcomes.

Project Description : Click the Description tab. Refer to the Program Description section of this solicitation, which clearly outlines the requirements for the project description section of the proposal. The project description narrative is limited to 15 pages with 2.5-cm margins on all sides and should be single-spaced and use a legible 10-point Arial or 12-point proportional font (such as Times New Roman).

Biographical Sketches: Include a biographical sketch of no more than two (2) pages for each key personnel member (If the PI provided a bio when registering that is sufficient for the PI). If additional investigator(s) or co-PIs will play a significant role in the proposal, you should add them using the drop-down list on the Cover Info page. If the individual is not already listed in the system, add them by clicking on the blue question mark icon beside the Co-PI box, then provide basic information, demographics and biographic information for that person. Each bio sketch should be sufficiently detailed to show that necessary expertise is available to conduct the project. Biosketches should be submitted for all research mentors as well as project leaders. Biosketches should include academic credentials, external funding received in the last five years, refereed publications in the last five years, and the students for whom the mentor or leader served as a thesis advisor or other research sponsor.

Budget: Provide a budget request for each year and a cumulative budget for multiple-year projects. The budget spreadsheet can be downloaded from the GO! website under the Attachments tab . When you have completed your budget, upload it to GO! using the upload function. If you need to make changes to the budget, upload a new budget sheet which will replace the original upload. You may make changes until the close of the application period. Other attachments that may be needed are also uploaded on this page. If you have multiple attachments, please use a zip utility to combine them into a single document.

Budgetary Information

Cost Sharing: No matching is required; however, the DSR will consider the positive impact of leveraging internal and external support in the overall consideration of each proposal.

Indirect Cost Limitations: Indirect costs are not allowed.

Other Budgetary Limitations: Supplies and equipment costs are not allowed except that the student may elect to purchase supplies with his or her stipend. A reasonable travel budget for student and mentor participation in research-related events may be considered.

DUE DATE: **Full proposals must be received by 5 p.m., Friday, 18 October 2013.**

Review and Award Procedures

DSR will conduct a review of the applications and plans submitted by the institutions, provide feedback on their contents, and recommend the amount of the SURE block grant to be awarded to each applicant. Upon approval by the Director of Science and Research, these awards will be processed by the Higher Education Policy Commission Finance Division. The time from submission to award is generally less than 8 weeks.

Award Administration Information

Notification: Notification of the award is made to the submitting organization by the DSR office. Organizations whose proposals are declined will be advised as promptly as possible. Copies of reviews will be provided automatically to the Principal Investigator.

Award Conditions: An award consists of: (1) the award letter, which includes any special provisions applicable to the award and any numbered amendments thereto; (2) the budget, which indicates the amounts, by categories of expense, on which DSR has based its support (or otherwise communicates any specific approvals or disapprovals of proposed expenditures); (3) the proposal referenced in the award letter; and (4) the applicable award conditions generally pursuant to West Virginia regulations. Awardees may adjust budget line items by no more than 10% without receiving prior written approval from the DSR office

Reporting Requirements

Reports must be filed on an annual basis. Data must be provided in the report that includes standard demographics of the student population served and the success of students pursuing STEM degrees and graduate programs. Evidence of student engagement, including publications, participation in other competitions, academic achievement, and research accomplishments, should be included. Financial reporting and invoicing should be done no more frequently than monthly and at least quarterly and shall be on a reimbursement basis. Invoices should reflect expenses by budget item and should include a brief description of program activities during the invoice period. Annual reports should also propose renewal awards for multi-year projects. **Annual reports are due on the second Monday of October each year.**

Contact Information

For technical assistance or questions about GO!, please contact **Jack Smith, Ph.D.** jack.smith@wvresearch.org
For programmatic questions, please use the contact information provided below.

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