



# FY 2014 PROGRAM ANNOUNCEMENT MINI.2014.WV.01 and Request for Proposals

## RESEARCH PROPOSAL MINI-GRANTS PROGRAM

**Proposal Due Date:** Monday, 17 February 2014

### Summary of Program Requirements

- **Program Title:** Research Proposal Mini-Grant Program
- **Program Officer:** Jan R. Taylor, Ph.D., Director  
[jan.taylor@wvresearch.org](mailto:jan.taylor@wvresearch.org), 304-558-4128 x 3

### Eligibility Limits

- **Organization:** All regionally accredited public and private baccalaureate colleges and universities in West Virginia
- **PI Eligibility:** Tenured or tenure-track, or research faculty members in a science, technology, engineering or mathematics discipline.
- **Limit on Number of Proposals:** One from any one faculty member

### Award Information

- **Anticipated Type of Award:** Standard
- **Estimated Number of Awards:** 5
- **Anticipated Funding Amount:** A total of \$30,000 in 2014
- **Limit on funding per Institution:** No more than two proposals will be funded from any one college or university

### Program Description

Faculty members are expected to prepare research proposals as part of their routine activities. At times, however, sustained and uninterrupted work would assist in developing stronger, more competitive proposals in a more timely manner. The WVHEPC Division of Science and Research (DSR) Research Proposal Mini-Grants Program (Mini-Grants) is designed to aid tenured or tenure-track, or research faculty members at West Virginia institutions of higher education in the preparation of research or research equipment proposals for submission to external agencies or foundations.

The Mini-Grants Program provides \$6,000 in replacement salary for an uninterrupted period of time for a faculty member to write research or research equipment proposals during the summer. The number of mini-grants awarded will depend upon funds available and the quality of the applications. By accepting this salary support, the faculty member agrees not to teach or engage in other activities that will interfere with the proposal writing effort for at least one month, and agrees to submit a proposal to an external agency or foundation, with a copy of the proposal acceptance letter to the DSR office within one year of the award of the Mini-Grant.

### Eligible Projects

Any project that will clearly lead to submission of a scientific research or research equipment proposal to an external agency or foundation is eligible for support under this program. The project should be in the faculty member's area of expertise and show a good possibility of being funded if a strong proposal is submitted. Research equipment proposals should include a statement on how the equipment will increase the sponsored research capabilities of the individual and/or others in the department. Projects that lead to submission

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of research proposals to internal college or university sources or for modest programs are not acceptable. It is important for the applicant to show that the proposed research is fundable and to identify the specific agency and program for which the proposal is being prepared.

Research in the disciplines of mathematics, chemistry, computer science, geology, biology, physics, technology, engineering and related fields are the primary targets of the Mini-Grant Program. Interdisciplinary research is encouraged. In keeping with the DSR mission to improve science, technology, engineering and mathematics (STEM) educational programs, research targeting education assessment and evaluation for pre-K-16 science education is also acceptable.

Although the program is available to any tenured or tenure-track, or research faculty member in a West Virginia institution of higher education, preference will be given to those who show promise but have not been successful in securing external support for their research. Also, the faculty member must not be terminating his or her position prior to the 2014/2015 academic year. Since not all projects can be supported, it is important for the evaluation committee to be convinced that the proposal will require a significant effort that may make the preparation of the proposal difficult under normal circumstances. Other unusual circumstances outside this general description that require start-up funds in order to prepare and submit a funding proposal will be considered, again, depending upon the availability of funds. **Also, faculty members are encouraged to request support to revise proposals that have been previously submitted for consideration.** No more than two proposals will be funded at any one West Virginia institution of higher education; all 4-year institutions are eligible.

### **Application**

Proposals must be submitted via the Grant Opportunity (GO!) system. To apply, you must register at <http://www.wvresearch.org/data/go/login.php> and have your registration approved before logging into the system. 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.

When you log in to the system, click on Respond to an Announcement and choose Research Proposal Mini-Grant Program (Mini-Grant). Enter your proposal title then upload a copy of your proposal using the Browse button on this page.

Prepare your proposal with the following information in a single document.

**Project Summary:** Provide a 500-word prospectus of the proposed research describing the project for which external support is being sought. The heading should include the title of the proposed work, name of the targeted agency or foundation and the funding program, and the name and contact information for the mentor, if applicable.

**Project Description:** Proposals should contain the following information and should be single-spaced typed in a legible font such as 10-point Arial or 12-point Times New Roman.

- **Previous Work:** Include a 250-word summary of the applicant's prior work on this topic. Please identify other proposals or related funding on this topic.
- **Need Statement:** Provide a 250-word statement on why this funding is needed to help you submit the research proposal.
- **Targeted Agency and Program:** Provide the URL of the agency and RFP/Program Description to which you intend to apply. If you have corresponded with a program officer, you may also quote any supporting language from the correspondence.
- **Budget:** Because this program is limited, the usual detailed budget form is not necessary. However, within the narrative, provide a clear description of how the funds will be used.

**APPENDICES** – Click on the Attachments Tab. Upload the required documents.

- Letter of support from the Dean or Chairperson in support of your application
- Name, title, institution and qualifications of the mentor, if you intend to use one to assist in critique of the proposal
- Other documentation such as reviews of the proposal if previously submitted (keep these to a minimum) – please combine multiple documents into a single document

## Budgetary Information

**Cost Sharing:** No matching is required.

**Indirect Cost Limitations:** Overhead costs are not allowed.

**Other Budgetary Limitations:** The award is intended primarily to cover salary. A reasonable travel budget for faculty or mentor participation in research-related events may be considered. Generally, this award may not be used for supplies, unless under exceptional circumstances.

**DUE DATE:** Full proposals must be received by 5:00pm, Monday, 17 February 2014.

## Review and Award Procedures

Proposals will be externally reviewed. Upon approval by Director of the Division of Science and Research and the Science and Research Council, these awards will be approved and processed by the Higher Education Policy Commission. The time from submission to award is generally less than 6 weeks. Awards will be made directly to faculty members in the form of a contractual agreement.

## Award Administration Information

**Notification:** Notification of the award is made to the applicant by the DSR office. Faculty members whose proposals are declined will be advised as promptly as possible.

**Award Conditions:** Unlike other Research Challenge Fund awards, the Mini-Grant award is made to the faculty member directly. The successful applicant must provide his or her Social Security number to the DSR office since payment of the award is in the form of a contractual agreement. The recipient is responsible for any Federal and/or State tax obligations. If you wish to have the award made to your institution, please let our office know. Awards made to the institution on your behalf will have the normal deductions withheld.

## Reporting Requirements

A copy of the proposal submitted to an external funding source, or a copy of the proposal acceptance letter must be uploaded to GO! no later than one year following receipt of the Mini-Grant award through the GO! reporting function.

## Contact Information

Programmatic questions should be directed to Dr. Jan R. Taylor, Director, at [jan.taylor@wvresearch.org](mailto:jan.taylor@wvresearch.org) or 304-558-4128 ext. 3.

Questions concerning GO! should be directed to Dr. Jack Smith at [jack.smith@wvresearch.org](mailto:jack.smith@wvresearch.org) or 304-558-4128 ext 8.

