FY2016
PROGRAM ANNOUNCEMENT
ING.2016.WV.02 and Request for Proposals

INNOVATION GRANTS PROGRAM

For the Innovative Improvement of Undergraduate Science, Technology, Engineering and Mathematics (STEM) Education in West Virginia

Proposal Due Date: **19 October 2015**

Summary of Program Requirements

- Program Title: Innovation Grants
- Program Officer: Jan R. Taylor, Ph.D., Director
  Division of Science & Research
  West Virginia Higher Education Policy Commission
  jan.taylor@wvresearch.org, 304-558-4128 x 3

Eligibility

- **Organization:** Primarily undergraduate institutions (PUIs) in West Virginia. Faculty from West Virginia University and Marshall University are ineligible; however, proposals will be accepted from branch campuses of these universities.
- **Principal Investigator Eligibility:** Full-time faculty from four-year PUIs. PIs who have received Innovation awards in the two prior years are only eligible to receive an award in this competition as a supplement to a National Science Foundation (NSF)-funded project.
- **Limit on Number of Proposals:** No college/university may submit more than two (2) proposals/year.

Award Information

- **Anticipated Type of Award:**   Standard
- **Estimated Number of Awards:**   2
- **Anticipated Funding Amount:** $45,000
- **Limit on funding per award:** $45,000

Program Description

The purpose of the Division of Science & Research (DSR) Innovation Grants Program is to encourage undergraduate students in West Virginia to continue careers in science, math and engineering. Like Instrumentation Grants, the Innovation Grants Program seeks to accomplish this by supporting the purchase of modern instruments and supplies and conduct minor renovations for advanced undergraduate laboratories. However, the Innovation Program seeks to target larger, more ambitious, cohesive, and/or more comprehensive innovations in laboratory /classroom settings. Further, submission of proposals to the NSF and other award programs, both public and private, utilizing DSR support as a foundation for more advanced or competitive proposals, is encouraged. Curriculum enhancements and innovations in classroom instruction, delivery and pedagogy are central interests of Innovation awards. Equipment and materials purchased should be used primarily for instructional purposes but may also be used to enhance faculty research programs that actively include undergraduates as primary participants. One award will be made to a private institution of higher education and one to a public institution of higher education as a result of this solicitation.

Faculty members from PUIs in West Virginia are eligible for Innovation Grants. Proposals in any field of natural science, technology, engineering or math (STEM) will be considered. **No college may submit more than two (2) proposals in one year.** Investigators who received awards in the last two years are only eligible to receive an award in this competition as a supplement to an NSF-funded project. Investigators who have not received an Innovation award in the last two years may have a direct award of up to $45,000 from DSR or use the Innovation Grant funds as a supplement to an NSF award.

research. a good investment for west virginia

Institutional support of at least $45,000 is required as a cost share, making the maximum award approximately $90,000. An in-kind cost share of up to $10,000 for matching institutional support is allowed. (Requests for less than the maximum in DSR funds and/or providing an excess in non-DSR match are allowable.) **We encourage institutions to use this solicitation to assist in fundraising as the state will be providing a dollar for dollar match to donations up to $45,000.** To provide time for fundraising, the project period of this grant will be from January 1, 2016 to June 30, 2017.

Grants may be used only to purchase scientific instruments, equipment, minor renovations, and material supplies or for curriculum development. No funds are to be used for operating expenses, personnel or service contracts. No awards will be made for teaching aids such as slide projectors or computer software. No awards will be made for personal computers that are not linked to or critical to the operation of laboratory equipment.

Application: Competition for funds is strong, and DSR receives far more proposals than can be supported. Proposals must be submitted via the Grant Opportunity (GO!) system (http://wvresearch.org/go2/). To apply, you must be registered as a GO! user. If you are not currently registered, go to the login page and click on the **Register** button in the menu panel on the left. Choose a user name and password. It's recommended that you use your institutional e-mail address as the user name. Choose a password that you can remember, as they cannot be retrieved from the database). We request that you provide contact data by clicking on the **View, Edit User Profile** button. You may also upload your NSF-style or other brief biographical sketch by clicking on the **Upload Biographical Sketch** button on the User Profile page. These data take the place of the traditional cover sheet.

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 check** the **Submit Final** box until you are finished and are satisfied with your proposal, and be sure to click on the **Save** button after checking **Submit Final**. Help with the GO! system is available by clicking the **Help** button in the menu panel on the left.

Submitting an application: Log in to your account on GO! and click on the **View, Respond to Open RFPs** or **View, Edit, Submit Proposals** button in the menu panel on the left. Select the Instrumentation Grants Program announcement from the list of open RFPs. Enter a title of your proposal. Since this grant program limits institutional submissions to two, you should notify your chairman or dean if you intend to submit a proposal. Once the appropriate academic official has approved your submission, check the **Has Institutional Approval** box to indicate you have approval.

NOTE: The entire proposal including the Project Summary and Project Description needs to be uploaded as a single word processing or PDF document using the upload button (up-arrow icon) in the Action column on the far right.

Project Summary: Provide a one-page summary of your project.

Project Description: Proposals should contain the following information and should not exceed four pages of single-spaced type in a legible font such as 10-point Arial or 12-point Times New Roman.

- Current situation in the institution, the students served and the department.
- Plans to seek alternative sources of support for the project. Senior faculty who have not sought NSF support or other educational grants for the project must provide a statement explaining plans to seek support.
- How will this award benefit the professional career growth of the faculty involved?

If instruments are to be purchased, please address the following issues:
- Type of instrument(s) to be purchased; the expected cost of the instrument(s); and the name(s) of the faculty members(s) who will have primary responsibility for the instrument(s) and their experience with similar instrumentation.
- Who will use the instrument(s) and how often?
- What the instrument(s) will enable undergraduate students to do that is not possible without the instrument(s).
- Number of students who will benefit from the purchase of the instrument(s).
- Whether special facilities (i.e., extra electrical power outlets, air conditioned rooms, structural supports) will be needed to make full use of the instrument(s) and, if so, whether such facilities are currently available or attainable.
- Whether other equipment will be needed to make full use of the instrument(s) and, if so, whether such equipment is currently available, or how it will be obtained.

- In academic courses, how will the instrument(s) be integrated into the curriculum and (in a brief statement) what are the anticipated benefits?
- If the instrument(s) are to be used for research, what is the designated project, role of the undergraduate(s), and the long-term benefits of the project?

Budget Page

Show equipment costs and cost sharing from the institution (if applicable). Identify institution or other cost sharing provided (cost sharing is not required). A budget spreadsheet template can be downloaded from the GO! website using the **Download Budget Template** button in the menu panel on the left. When you have completed your budget, upload it to GO! by clicking on the **View, Submit Budget** button in the menu panel on the left, locating your proposal in the table, and then then clicking on the upload button (up-arrow icon) in the Action column on the far right . 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.

Provide a budget justification not exceeding one page at the end of the Project Description. This is in addition to the 4 page limit of the Project Description.

Vendor quotes should be submitted if available. To submit a vendor quote click on the View, Submit Quote button in the menu panel on the left, locate your proposal in the table, and then click on the upload button (up-arrow icon) in the Action column on the far right. If you have multiple vendor quotes, please combine them into one Word or PDF file or zip them into a single file before uploading.

Biographical Sketch: A one-page biographical sketch of the Principal Investigator. If you provided a biographical sketch when you registered, that is sufficient. If not, use the View, Edit User Profile button in the menu panel on the left to do so. If additional investigator(s) or co-PIs will play a significant role in the proposal, you should include their biographical sketches within the proposal (these will not count against your page limit).

Review and Award Procedure

The primary selection criteria will be the extent to which the instrument(s), materials and proposed modifications will improve undergraduate STEM education in West Virginia by providing an innovative approach that will encourage more students to undertake careers in science and engineering. Plans to obtain alternative sources of support for the project will also weigh in the evaluation of the proposal. Review procedures and panels typically take 6-8 weeks to complete.

Award Administration Information

Notification of awards will be made to the submitting PI and to the submitting organization. PIs whose proposals are declined will be advised as promptly as possible. Copies of review comments, not including the identity of the reviewer, will be provided automatically to the Principal Investigator.

Reporting Requirements

All recipients of DSR funding are required to provide a final written report to DSR no later than 60 days after the end of the award period. Recipients are expected to summarize the impact and results of the award, final expenditures, significant insights, numbers of students served, secondary or advanced proposals to federal, or private programs and overall success of the award. The report will be filed on the GO! system.

Contact Information:

For technical assistance or questions about GO!, please contact Jack Smith (jack.smith@wvresearch.org).

For financial questions and submission of invoices, please contact Annette Echols at annette.echols@wvresearch.org

For programmatic questions, please use the contact information below,
Dr. Jan R. Taylor, Director
jan.taylor@wvresearch.org
304.558.4128 x 3