West Virginia Science & Research

FY2017 PROGRAM ANNOUNCEMENT and Request for Proposals

IGP.2017.DRS.02

INSTRUMENTATION GRANTS PROGRAM

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

Proposal Due Date: **20 October 2016 by 5 pm**

Program Officer: Jan R. Taylor, Ph.D., Director, Division of Science and Research
West Virginia Higher Education Policy Commission
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Eligibility

- **Organization:** Primarily undergraduate colleges and universities (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 (PI) Eligibility:** Full-time faculty from four-year PUIs in West Virginia. PIs who have received instrumentation 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 Proposals:** No institution may submit more than two (2) Instrumentation proposals per year.

Award Information

- **Estimated number of awards:** **5**
- **Maximum funding per award:** **$20,000**
- **Anticipated total funding:** **$100,000**

Program Description

The purpose of the WV Division of Science and Research (DSR) Instrumentation Grants Program is to encourage undergraduate students in West Virginia to continue careers in science, math, and engineering. Instrumentation Grants seek to accomplish this by allowing the purchase of modern instruments for advanced undergraduate laboratories and by encouraging the submission of proposals to NSF research, instrumentation or STEM education programs. The instruments purchased should be used primarily for instructional purposes but may also be used to enhance a faculty research program that actively includes undergraduates as primary participants. Faculty are strongly encouraged to prepare and submit proposals to NSF programs and utilize DSR support as a foundation for more advanced and competitive proposals.

Proposals in any STEM field will be considered. No college can submit more than two (2) proposals in one year. Investigators who received awards in the prior 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 Instrumentation Award in the last two years may propose a direct award of up to $20,000 from DSR or use the funds as a supplement to an NSF award.

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. We also request that you 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.

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2017 Instrumentation

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.
- Type of instrument(s) to be purchased; expected cost; and name(s) of 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 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 the instrument(s) will be integrated into the curriculum and (in a brief statement) 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?
- Plans to seek alternative sources of support for the project.
- How will instrument(s) benefit the professional career growth of the faculty involved?

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.

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 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.

Budgetary Information

Cost Sharing: No cost sharing is required. However, DSR will consider the positive impact of leveraging internal and external support in the overall consideration of each proposal.
Indirect Cost Limitations: Overhead costs are not allowed.
Other Budgetary Limitations: Grants may be used only to purchase scientific instruments. No funds may be used for operating expenses, expendables, or service contracts. No awards will be made for teaching aids such as projectors or computer software. No awards will be made for personal computers which are not linked to or critical for the operation of laboratory equipment. Instruments must be purchased and received no later than June 30, 2016. Instruments should be ordered soon after the Instrumentation Grant is awarded so that delivery can be accomplished prior to June 30.

Due Date: The proposal must be received by 5 p.m., Thursday, 20 October 2016.

Review and Award Procedures

The primary selection procedures will be the extent to which the instrument(s) requested will improve undergraduate science and engineering education in West Virginia, and will thus encourage more students to undertake careers in science and engineering. Plans to obtain alternative sources of support for the project and faculty professional development will also be weighed in evaluation of the proposal. Review procedures and panels typically take 6-8 weeks to complete.

Award Administration Informations

Notification of awards will be made to the submitting PI and submitting organization. PIs whose proposals are declined will be advised as promptly as possible.

Reporting Requirements

All recipients of DSR funding are required to provide a written report to DSR within 30 days after the end of the grant period. Recipients are expected to summarize the impact and outcomes of the award, final expenditures, significant insights, numbers of students served, secondary or advanced proposals or other federal, private, or state programs, and overall success of the award. The report must be filed using the GO! system reporting function. Final invoices should be received no later than July 30, 2017.

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

For programmatic questions, please use the contact information provided below.
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