FY2014
PROGRAM ANNOUNCEMENT
IGP.2014.WV.01 and Request for Proposals

INSTRUMENTATION GRANTS PROGRAM

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

Proposal Due Date: 18 October 2013

Summary of Program Requirements

- Program Title: Instrumentation Grants
- 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:** 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

- **Anticipated Type of Award:** Standard
- **Estimated Number of Awards:** 5
- **Anticipated Funding Amount:** $100,000
- **Limit on funding per award:** $20,000

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.

Faculty members from primarily undergraduate institutions (PUIs) in West Virginia are eligible for awards. 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. Proposals from Marshall University or West Virginia University main campuses will not be considered; however, proposals from university branch campuses are eligible.
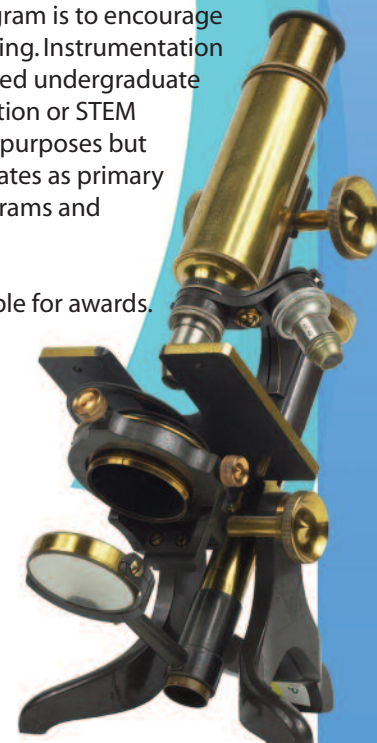
Application

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://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 (choose a user name and password that you can remember – we cannot retrieve passwords). 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 Instrumentation Grants Program from the list of open RFPs. Enter the 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 box that indicates you have approval.

NOTE: 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 the proposal in this form.

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

Project Description: Click the Description tab. 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). The budget spreadsheet can be downloaded from the GO! website. When you have completed your budget, upload it to GO! using the upload function

on the Budget/Vendor Quote tab. 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. 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 the bio when you registered, that is sufficient). 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.

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.

Due Date: The proposal must be received by 5 p.m., Friday, 18 October 23.

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 Information

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. Copies of review comments will be provided automatically to the Principal Investigator.

Reporting Requirements

All recipients of DSR funding are required to provide a written report to DSR within 60 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 to other programs such as TUES or other federal, private, or state programs, and overall success of the award. The report must be filed using the GO! system reporting function.

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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