

FY 2018 PROGRAM ANNOUNCEMENT STEM-F.2018.WV.02 and Request for Proposals

GRADUATE STUDENT FELLOWSHIPS IN SCIENCE, TECHNOLOGY, ENGINEERING AND MATH (STEM FELLOWS)

Proposal Due Date: August 1, 2017

Summary of Program Requirements

- Program Title: Graduate Student Fellowships in Science, Technology, Engineering and Math (STEM fellows)
- 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:** Statutory limitations provide this opportunity to West Virginia University and Marshall University only
- **Principal Investigator Eligibility:** Provost. If another individual or agent is making the application, a letter of approval from the Provost must be uploaded to GO!
- **Limit on Number of Proposals:** One from each institution

Award Information

- **Anticipated Type of Award:** Standard or continuing grant, up to four years dependent on funding availability
- **Estimated Number of Awards:** 2
- **Total funding available:** \$500,000 in FY 2018

Program Description

Pursuant to WVC 18B-1B-10, the Research Challenge Fund (RCF) was created by the WV Legislature to fund research and development at institutions of higher education and to increase competitiveness for external funding. Therefore, RCF provides common goals with the National Science Foundation (NSF), the Division of Science & Research (DSR) and WVEPSCoR for investments to build competitiveness. With RCF resources, this Program funds graduate student fellowships to attract and support high quality doctoral students that help address that goal.

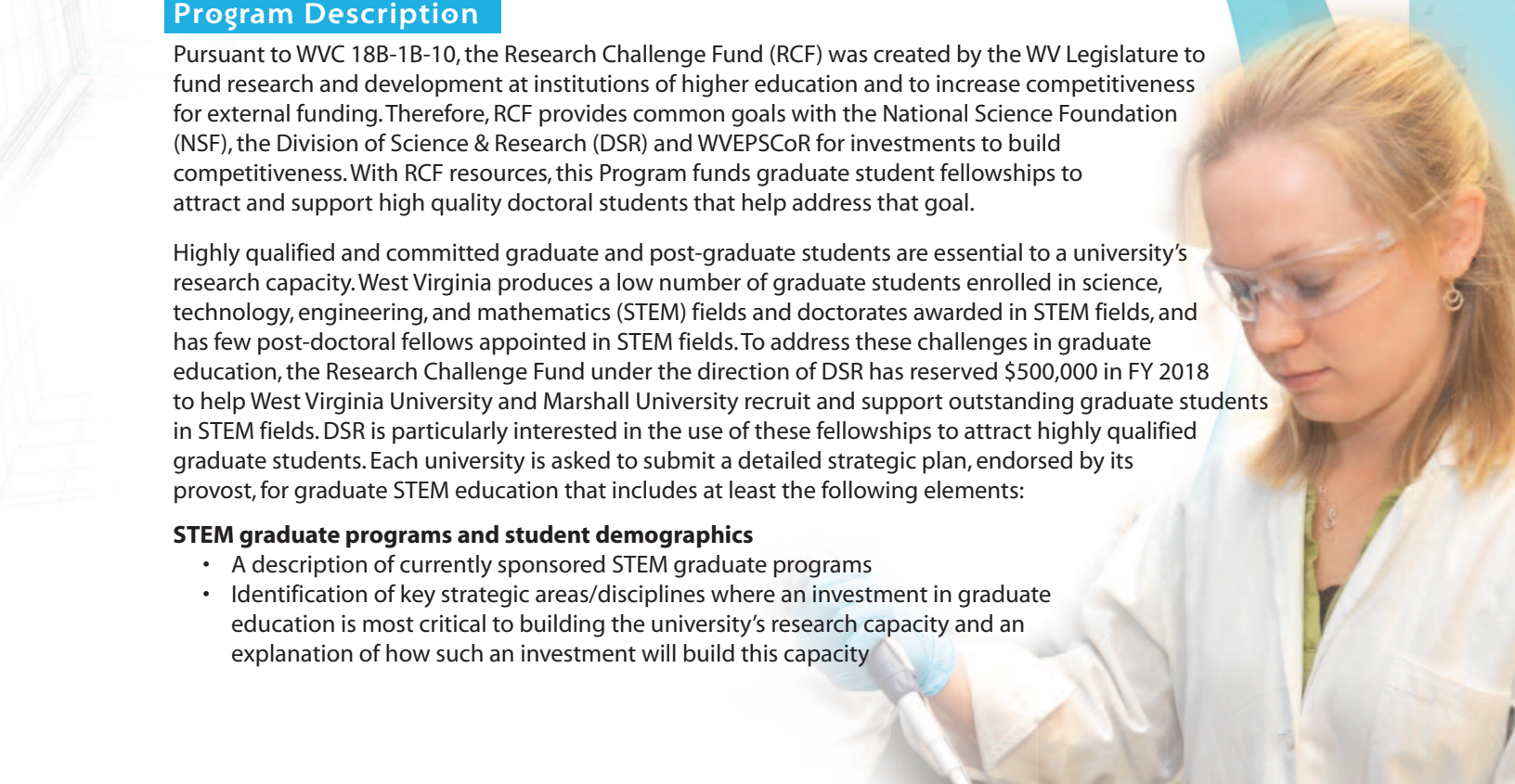
Highly qualified and committed graduate and post-graduate students are essential to a university's research capacity. West Virginia produces a low number of graduate students enrolled in science, technology, engineering, and mathematics (STEM) fields and doctorates awarded in STEM fields, and has few post-doctoral fellows appointed in STEM fields. To address these challenges in graduate education, the Research Challenge Fund under the direction of DSR has reserved \$500,000 in FY 2018 to help West Virginia University and Marshall University recruit and support outstanding graduate students in STEM fields. DSR is particularly interested in the use of these fellowships to attract highly qualified graduate students. Each university is asked to submit a detailed strategic plan, endorsed by its provost, for graduate STEM education that includes at least the following elements:

STEM graduate programs and student demographics

- A description of currently sponsored STEM graduate programs
- Identification of key strategic areas/disciplines where an investment in graduate education is most critical to building the university's research capacity and an explanation of how such an investment will build this capacity

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STEM Fellows



- A description of the Research Experiences available or proposed for students in each discipline or investment area
- The current number of graduate students (master's, doctorate, and post-doctorate) studying in those identified areas/disciplines, demographics of those students, and their current means of support
- The projected number of graduate students (master's, doctorate, and post-doctorate) who will receive support through the Research Challenge funding

STEM implementation plan

- The manner in which Research Challenge funding will be used to support graduate students (e.g., tuition waivers, living stipends, book stipends) and if/how Research Challenge funding will augment other funding sources
- A long-term plan for identifying and recruiting outstanding graduate students in key strategic areas/disciplines
- A long-term plan for increasing diversity of graduate students in STEM fields

STEM goals and management

- Linkages to undergraduate research programs (e.g., SURE, INBRE, REU, etc.)
- Linkages to Primarily Undergraduate Institutions (PUI's) in recruiting outstanding undergraduate students to graduate STEM careers
- The total amount of funding requested
- Identification of travel or recruiting expenses anticipated.
- Describe methods for communicating, coordinating and managing activities including identification of the leadership team and chain of command.
- 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, university strategic plans should pay special attention to existing research growth strategies, **and at least two fellowships should go to RII research areas; gravitational wave astrophysics and freshwater science.**

Citizenship: Students who will receive program funds must be citizens or non-citizen nationals of the United States or have been lawfully admitted for permanent residence by the time of the award. Non-citizen nationals are people who are not citizens of the U.S., but who owe allegiance to the U.S. They generally are people born in outlying possessions of the United States (e.g. American Samoa). Individuals who have been lawfully admitted for permanent residence must have a currently valid Permanent Resident Card (I-551), known popularly as a Green Card, or other legal verification of such status.

Application

Applications for STEM Fellowship Grants must be submitted by the specified due date and should include a detailed budget showing requested funds, numbers of sponsored students and specific expenditures in each discipline or research area. Strategic research areas should be considered a first priority.

Proposals must be submitted via the Grant Opportunity (GO!) system. To apply, applicants must first register at <http://www.wvresearch.org/data/go/login.php>. During registration, use the tabs to 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. After your registration is approved, you will be able to log on to the system. This will allow you to apply for open DSR grant programs and file reports on awards.

When you first log on to GO!, you will see the GO! Dashboard. It contains links to the various kinds of data you may need to submit. The uploaded document should include all the items listed below except for the budget.

You may edit your submission at any time until the end of the application period or until you click the Submit button also found on the first tab of the section. This includes uploaded documents - uploading a new document replaces the previously uploaded document. 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 the RFP for the STEM Fellows Grant Program.

Project Summary: Provide a one-page summary that includes a heading and the project abstract. 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: 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 is limited to 15 pages with 2.5-cm margins on all sides and must use a legible 10 or 12-point font (such as Arial or Times New Roman).

Biographical Sketch: Include a biographical sketch for each key personnel member. A two-page biographical sketch in NSF format is required for 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 include their biosketches at the end of your proposal. Each sketch should be sufficiently detailed to show that the 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 5 years, refereed publications in the last 5 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. A budget justification, not to exceed three pages, and addressing each budgetary line-item, must be prepared and submitted at the end of the Project Description (the budget justification is not included in the page limit for the Project Description). The budget spreadsheet can be downloaded from the Attachments tab. When you have completed your budget, upload it to GO! using the upload function on the Attachments tab. If you need to make changes, upload a new budget sheet which will replace the original upload. You may make changes until the close of the application period or until you Submit the proposal.

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Budgetary Information

STEM Fellows

Cost Sharing: No matching 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: Indirect costs are not allowed.

Other Budgetary Limitations: Research supplies and equipment costs are not allowed. A reasonable travel and recruiting expense will be considered. Other recruiting expenses may include brochures, phone expense, website development and other expenses as long as they may be directly assigned to recruiting.

Due Date

Full proposals must be received by **5:00pm, Tuesday, August 1, 2017.**

Review and Award Procedures

The West Virginia State Science and Research Council will review the applications and plans submitted by the institutions, provide feedback on their contents, and recommend the amount of the STEM Fellows grant to be awarded to each university. Two awards are anticipated from the existing funds. Upon recommendation by the Director for Science & Research, these awards will be processed by the Higher Education Policy Commission. Awards are expected to begin September 2017. If successful progress is demonstrated, renewal awards will be made in line with the overall strategy.

Award Administration Information

Notification: Notification of the award is made to the submitting organization by the DSR. Organizations whose proposals are declined will be advised as promptly as possible.

Award Conditions: A RCF 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 general award conditions pursuant to WV regulations. Awardees may adjust budget line items by no more than 10% without receiving prior written approval from the DSR.

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 advanced degrees or programs. Evidence of student engagement including publications, participation in other competitions, academic achievement, and research accomplishments should be included. The report must be filed on the GO! system.

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. Renewal awards may be requested using forms available on the WVEPSCoR website. Annual reports are due on July 1, each year.

Contact Information

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

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