



## OPPORTUNITY GRANTS PROGRAM

For the improvement of undergraduate science, technology, engineering and mathematics (STEM) education in West Virginia

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### PROGRAM ANNOUNCEMENT

WVSR.OGP.2019

**Proposal Deadline:** Open until March 31, 2019 or until funding is exhausted

#### Eligibility

- *Organization:* All four-year colleges and universities in West Virginia, West Virginia Community and Technical colleges, West Virginia private and public K-12 schools, non-profit organizations that are tax-exempt under Internal Revenue Service code 501(c)(3) or a governmental agency.
- *Principal Investigator (PI) Eligibility:* Full-time faculty from four-year colleges and universities in West Virginia and faculty from West Virginia Community and Technical Colleges, principals from West Virginia private and public K-12 schools, directors of non-profit organizations or agency heads of a governmental agency.
- *Limit on Proposals:* No institution, organization or agency may submit more than two (2) proposals per year.

#### Award Information

- *Type of Award:* typically cost reimbursable
- *Anticipated Award Date:* varies
- *Award Period:* less than 1 year
- *Estimated Number of Awards:* 8-10
- *Maximum Funding per Award:* \$5,000
- *Anticipated Total Funding:* \$40,000
- *Cost Share Requirement:* none

#### Program Description

This request for proposals is intentionally flexible. We do not want to limit the creativity of the submissions. Ultimately, we are looking for proposals that have the potential to build scientific strength in West Virginia.

Projects we typically fund include but are not limited to travel to scientific conferences, and sponsorship of scientific or technical conferences, camps or workshops

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. This will take you to the older version of GO!, where you will be asked to choose a username 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). Once your account request is approved, you can log into the current version of GO! using those credentials. We request that you periodically confirm or update 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 Choose File button next to "Bio" 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 using the View, Edit, Submit Proposal button on the left menu panel. 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 Update button after checking Submit Final.

## **Application**

Log in to your account on GO! and click on the button in the left menu panel that says View Open Announcements (RFPs) + Submit New Proposals. Scroll to the Opportunity Grants Program announcement from the list of open Announcements and click on the Submit Proposal (up arrow) button on the right under Actions. On the subsequent form (1) confirm that you are the PI, (2) optionally select a Co-PI, (3) enter a title for your proposal, (4) click on Choose File next to "Proposal", (5) confirm or enter the current date next to "Submit Date", and (6) click the Add button. 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 should be uploaded as a single word processing or PDF document using the Choose File button.*

**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.

To be considered, proposals must describe activities for engaging students or citizens of the state — particularly those who might otherwise not have the opportunities — to participate in STEM programming. Alternately, the proposal must make the case for improving the professional development of the faculty member or student.

**Budget:** 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, Edit, Submit Proposal button in the menu panel on the left, locating your proposal in the table, click on the Edit icon under Actions on the right, and then then clicking on the Choose File button next to "Budget". 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, Edit, Submit Proposal button in the menu panel on the left, locate your proposal in the table, click the Edit icon under Actions, and then then click on the Choose File button next to "Quotes". If you have multiple vendor quotes, please combine them into one Word or PDF file or zip them into a single file before uploading.

**Cost Sharing:** No cost sharing is required. However, WVSR 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:** The award will be a onetime grant and, if funded, all funds must be used by June 30, 2019. At the end of this period, any remaining funds revert back to WVSR. Exceptions will be made for summer projects that may cross fiscal years.

### **Review and Award Procedures**

The primary selection procedures will be the extent to which the request will improve undergraduate science and engineering education in West Virginia, or the professional development of the faculty member through a process established by WVSR. WVSR reserves the right to solicit additional information, to make suggestions for modifications including collaborating with other organizations for funding of the project.

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 WVSR funding are required to provide a written report to WVSR 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 other federal, private, or state programs, and overall success of the award. The report is due 30 days after the grant ending date must be filed using the GO! system reporting function.

### **Contact Information**

*For questions, please contact the program officer:*

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*For technical assistance or help using GO!, please contact:*

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