



INSTRUMENTATION GRANTS PROGRAM

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

PROGRAM ANNOUNCEMENT

WVSR.IGP.2020

Proposal Deadline: October 15, 2019 (due by 5 p.m.)

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

- *Type of Award:* Cost Reimbursable
- *Anticipated Award Date:* November 15, 2019
- *Award Period:* 6 months
- *Estimated Number of Awards:* 5
- *Maximum Funding per Award:* \$20,000
- *Anticipated Total Funding:* \$100,000
- *Cost Share Requirement:* none

Program Description

The purpose of the West Virginia Science and Research (WVSR) 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 WVSR support as a foundation for more advanced and competitive proposals.

Proposals in any STEM field will be considered. No institution may submit more than two (2) proposals in one year. Investigators who received instrumentation 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 WVSR 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.

Competition for funds is strong, and WVSR 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.

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.

Application

Applications for Instrumentation Grants must be submitted by the specified due date and should include a detailed budget for each year (and a cumulative budget) inclusive of the funds, numbers of students and specific expenditures in each discipline or research area. 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 GO! v1.0, where you will complete the registration process, including choosing a username and password, providing basic contact information, answering some demographic questions, and uploading an NSF-style biographical sketch. Once your registration is approved, you can continue the grant application process using GO! v2.0 (same credentials). These data take the place of the traditional cover sheet.

Submitting an application: Log in to your account on GO! and click on the View Open Announcements (RFPs) button in the menu panel on the left. Click on the upload icon (with up-arrow) under the Actions column on the right for the Instrumentation Grants Program announcement from the list of open RFPs. Enter a title for your proposal. Upload your proposal and supporting documents using the Choose File buttons. 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. Do NOT check the Final box until you are finished and are satisfied with your proposal. Be sure to click on the Add button to complete the uploads and save and changes.

You may edit your submission at any time until the end of the application period by using the View, Edit, Submit Your Proposals button. This includes uploaded documents - uploading a new document replaces the previously uploaded document. Be sure to check the Final box and click on Add to save any changes and make your final submission.

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: Show all estimated costs and cost sharing from the institution (if applicable). 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.

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: 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 6 months after awards are issued. Instruments should be ordered soon after the Instrumentation Grant is awarded so that delivery can be accomplished prior to the 6-month deadline.

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, technology, engineering and math. 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 4-6 weeks to complete.

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 may be requested by the Principal Investigator.

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 and must be filed using the GO! system reporting function. The final invoice is due June 15, 2020. Requests for extensions are not allowed. Late invoices risk being rejected since funding expires at the close of the fiscal year.

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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