



# SUMMER UNDERGRADUATE RESEARCH EXPERIENCE PROGRAM

Program Announcement and Request for Proposals

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## PROGRAM ANNOUNCEMENT

WVSR.SURE.2020

**Proposal Deadline:** October 30, 2019 (due by 5 p.m.)

### Eligibility

- *Organization:* All regionally accredited public and private baccalaureate colleges and universities in West Virginia.
- *Principal Investigator (PI) Eligibility:* President, Provost, or other senior academic official. If another individual or agent is making the application, endorsement by one of these senior officials will be required to signify official approval of the plan.
- *Limit on Proposals:* One from any eligible institution.

### Award Information

- *Type of Award:* Standard or continuing grant, up to three years dependent on funding availability
- *Estimated Number of Awards:* Up to 5
- *Anticipated Total Funding:* \$240,000 in fiscal year 2020
- *Limit on funding per institution:* Floor - \$10,000 per year; Ceiling - \$75,000 per year

### Program Description

Providing substantive research experiences in science, technology, engineering, and mathematics (STEM) fields to undergraduate students is a crucial step in preparing the next generation of STEM researchers and faculty. Undergraduates attending West Virginia colleges and universities have limited opportunities to engage in STEM research, and this lack of opportunity results in fewer students pursuing graduate study and careers in STEM fields. To address this lack of opportunity, the Research Challenge Fund has reserved \$240,000 in fiscal year 2019 to help colleges and universities in West Virginia provide research experiences to undergraduates in STEM fields. Eligible undergraduates should be substantially involved in on-going research programs at the home institution or other institutions of higher education. Block grants will be awarded to selected institutions for the purpose of providing stipends to undergraduate students. These institutions will be responsible for administering the grants to individual undergraduate students.

A strategic plan for SURE on the institution's campus will provide the WVSR with insights to potentially successful programs. The institutional plan should be the centerpiece of an application to provide a block grant to that institution. Applicants may propose a single-year project or a continuing program for up to three years. Each interested institution must submit an application, endorsed by its Provost, President, or senior academic official, which addresses the following questions:

### *Current student STEM demographics*

- What current undergraduate STEM programs are sponsored by your institution?
- In what STEM fields are the students majoring?
- How many undergraduates will participate in the (new) SURE program and in what academic level will they be? Institutions are encouraged to provide research experiences for freshmen and sophomores as well as upperclassmen.

### *SURE Implementation Plan*

- With what specific research projects will the students be working?
- What are the duties/tasks students will be performing?
- Which faculty will serve as research mentors?
- What are the qualifications of the mentor faculty?
- What is the duration of the SURE program?
- What opportunities will students have to present the results of their research work (e.g., campus events, professional conferences, appropriate journals, undergraduate research competitions)?
- How will the institution create an on-campus network of SURE participants (e.g., weekly brown-bag lunches, monthly cross-project meetings, mentoring sessions, etc.)?

### *Meeting SURE program goals*

- If the applicant is a baccalaureate four-year institution, how will it make SURE participants aware of STEM graduate opportunities in West Virginia (e.g. STEM Fellowships)? How will the institution encourage SURE participants to pursue graduate study in STEM fields?
- Are there direct linkages to strategic graduate programs at West Virginia University or Marshall University?
- What efforts will the institution make to increase the number of undergraduates who apply for and receive nationally competitive scholarships and fellowships in STEM fields (e.g., Goldwater, Howard Hughes, National Science Foundation, Udall)?
- How will the institution increase the diversity of undergraduate students in STEM fields?

### *Management of SURE*

- How will SURE be initiated and how will management of the project be kept current with any changes in the project?
- How is the institution equipped to ensure a successful, meaningful SURE program?
- How much total funding is requested? Will the SURE grant be augmented with institutional or other external funds? If so, how?
- Describe methods for communicating, coordinating and managing activities, including identification of the leadership and implementation teams.
- Describe the evaluation process that will be used to monitor progress under the project and discuss the personnel involved.

Given WVSR's emphasis on infrastructure growth in promising cluster areas, strategic plans should pay special attention to existing research growth strategies in the state research infrastructure improvement program. Proposals that link with the thematic research areas at state research universities are encouraged.

## Application

Applications for SURE 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 SURE 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:** 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 narrative is limited to 15 pages with 2.5-cm margins on all sides and should be single-spaced and use a legible 10-point Arial or 12-point proportional font (such as Times New Roman).

**Biographical Sketches:** Include a biographical sketch of no more than two (2) pages for each key personnel member (the PI provided a bio when registering so that is sufficient for the PI). If additional investigator(s) or co-PIs will play a significant role in the proposal, you should add them to the end of the proposal. Each bio sketch should be sufficiently detailed to show that 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 five years, refereed publications in the last five 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 for multiple-year projects. The budget spreadsheet can be downloaded from the GO! website. When you have completed your budget, upload it to GO! using the upload function. 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.

## **Budgetary Information:**

### *Cost Sharing*

- No matching is required; however, the WVSR 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:*

- Supplies and equipment costs are not allowed except that the student may elect to purchase supplies with his or her stipend. A reasonable travel budget for student and mentor participation in research-related events may be considered

## **Review and Award Procedures**

WVSR will conduct a review of the applications and plans submitted by the institutions, provide feedback on their contents, and recommend the amount of the SURE block grant to be awarded to each applicant. Upon approval by the Director of Science and Research, these awards will be processed by the Higher Education Policy Commission Finance Division. The time from submission to award is generally less than 8 weeks.

## **Award Administration Information**

### *Notification*

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

### *Award Conditions*

An 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 WVSR 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 award conditions generally pursuant to West Virginia regulations. Awardees may adjust budget line items by no more than 10% without receiving prior written approval from the WVSR office.

## **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 STEM degrees and graduate programs. Evidence of student engagement, including publications, participation in other competitions, academic achievement, and research accomplishments, should be included. 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 for multi-year projects. The final report is due no later than 60 days after the end of the project period.

## **Contact Information**

*For questions, please contact the program officer:*

Dr. Jan R. Taylor, Director

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

Dr. Jack Smith, Cyberinfrastructure Coordinator

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