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Dr. Matthew T. Andrews

Small College and University Teaching and Research Equipment Program

April 27, 2023

TO: Deans and Research Administrators (**Please notify appropriate faculty**)

FROM: Mathew T. Andrews, Director, Nebraska EPSCoR

RE: Request for proposals:

Teaching and Research Equipment (TRE) Program

Deadline: Friday, September 15, 2023, at 5:00 pm

Nebraska EPSCoR intends to increase access to teaching and research equipment for scientific education and research training at Nebraska's small public and private colleges and universities through a Teaching and Research Equipment (TRE) program. The program emphasizes shared-use equipment and instrumentation that will enhance the education and research activities at small colleges and universities and is intended to assist with the acquisition of new equipment. The program does not fund research projects, including research that uses equipment acquired with the support of this program. Proposals must be for equipment and instruments that will enhance STEM-related education and research capabilities.

Eligible Projects:

For the purpose of this program, the teaching and/or research equipment request must not exceed \$50,000 total. The total equipment request will include a 20% institutional match with 80% of the cost coming from Nebraska EPSCoR. (e.g., a \$25,000 purchase will be funded at \$20K by Nebraska EPSCoR and \$5K by institutional funds.) Additional funds for items such as service agreements or expendable supplies will not be provided under this program.

Who May Apply:

Any Nebraska public or private small college or university faculty member is eligible to apply to this program. Small public or private Nebraska colleges or universities are defined as any institution whose annual institutional research expenditure is less than \$8 million and offers a degree in a science, technology, engineering, or mathematics area. ***There is a limit of one proposal accepted from any one institution.*** Therefore, the applicant institution must decide on the single application that will be forwarded to Nebraska EPSCoR.

Proposal Content:

The proposal should provide information on the impact that the new equipment will have on education and/or research activities at the college or university. Plans for using new or enhanced equipment should also be discussed in terms of student impact. The proposal must be prepared using font size 11 or greater with one-inch margins.

1. **Budget Form:** Attach a completed *Nebraska EPSCoR Budget and Approval Form* available from our website at: <https://epscor.nebraska.edu/programs/forms> as the coversheet.
2. **Body of the Proposal:** The main body, including references, may not exceed four pages and must include the following sections:
 - a. Proposal summary: The proposal summary should be less than 500 words and summarize the equipment needed, use, and expected impacts on education and/or research activities.
 - b. Description of new equipment including information about whether it is a replacement for outdated equipment or will be completely new to the facility.
 - c. Description of education and/or research activities to be improved or enabled by the purchase of equipment.
 - d. Estimate of the number of students impacted each year by the purchased equipment. Please include an example of typical demographic information for the course/program and expected improvements to career preparedness.
 - e. Location of the equipment and its availability to students and faculty including any access restrictions or user fees.
3. **Biographical sketch:** Include a bio sketch for the PI according to NSF instructions.
4. **Letter of endorsement:** Include a letter from either a dean, vice chancellor/vice president or provost documenting their endorsement of the application and the institution's commitment to ensuring successful operation and maintenance over the lifetime of the equipment purchased.
5. **Vendor Quote:** A quote from the selected vendor which includes all equipment and services being requested in the proposal must be submitted with the proposal. The quote should be valid for at least 60 days from the date of submission of the proposal.

Submission:

The proposal must be submitted to Nebraska EPSCoR by the faculty's institution. No proposal will be accepted directly from faculty or staff. Applicants are strongly encouraged to contact their campus Office of Sponsored Programs (OSP), or equivalent, as early as possible to coordinate their internal OSP's receipt of proposal to allow time for them to meet the Nebraska EPSCoR deadline.

Each campus Sponsored Program Office or equivalent must submit the selected proposal from their institution. A cover letter should be included indicating the submitted proposal has been approved and reflects the institution's highest priorities for use of the program funds.

The package with cover letter must be submitted as an electronic file to epscor@nebraska.edu no later than **5:00 p.m., Friday, September 15, 2023.**

Awardees are expected to be announced December 2023. Equipment purchases will need to be completed and received by April 1, 2024, with final award paperwork completed before May 1, 2024. A report specifying the date equipment was ordered, the date received, and how it was used since being acquired will be required to be submitted by January 31, 2025.

Please contact the Nebraska EPSCoR Office if you have any questions at epscor@nebraska.edu or 402-472-8946.