Purpose
The Equipment and Infrastructure Support (EIS) Awards are intended to enhance the University of Idaho’s research, scholarship and creative activity by providing support for equipment purchases, upgrades, and repairs related to research and creative activity infrastructure. ORED will seek to distribute the awards over a large range of disciplines. The program requires a cost share by the department and/or college of the principal investigator.

Proposals may be submitted by individual faculty or groups of faculty and must include statements of commitment from departments, colleges, and/or centers indicating the level of cost-share committed to the project. Proposals will be reviewed by a sub-committee of the Research Council and other subject matter experts. Recommendations will be made to the Vice President for Research and Economic Development who will make the final decisions.

Notification of funding decisions will be made to applicants on or before April 2, 2018.

Eligibility and Restrictions
- Requests will be accepted only from tenured or tenure-track faculty members.
- EIS Awards are expected to range from $5,000 to $50,000. Total requests (including match) should not exceed $150,000.
- A minimum of $1 cost share for every $1 requested is required. It is preferable to have a 2:1 cost share by a combination of departments and colleges. Allowable cost share is considered U of I funds paying for at least 50% of the total project (i.e., operating expense, capital outlay). Federal funds, in-kind and third-party funds, and contributed time are not allowable.

Proposal Submission
Proposals are due to the Office of Research and Economic Development by 5:00 p.m. March 15, 2018. Wendy Hessler or Nancy Holmes (ored-rfdteam@uidaho.edu), on the Research and Faculty Development Team in the Office of Research and Economic Development, are the contacts for this program. Proposals must be submitted through the U of I’s Electronic Internal Proposal Routing System (EIPRS) at http://www.uidaho.edu/osp, which enables electronic routing and signatures of your proposal. The entire application package should be loaded into EIPRS as a single PDF file. Because this is an internal grant program, the proposal will not need to be reviewed by your Sponsored Programs Administrator in the Office of Sponsored Programs.

Guidelines
Use single spacing, one-inch margins, and a font size of 12 pt. Do not include extra materials. Proposals that do not follow these guidelines will be returned without review.

1) Cover Sheet (1 Page): Complete the cover sheet included in this application packet.
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2) **In EIPRS**, please begin the title with “ORED 2018 EIS Request:” This will assist with tracking the proposal through EIPRS. For Sponsor, please select “UI Office of Research and Economic Development.” Signatures of PI(s), departmental administrator(s), and College Dean will be processed electronically via EIPRS. **All signatures must be obtained through EIPRS by the 5:00 pm deadline in order for the proposal to be considered complete and on time.** Please note that your College may have an internal deadline for proposal submission and routing, to ensure adequate time for Departmental and College level review and approval.

3) **Abstract (1 Page, 200 words):** Provide a brief non-technical description of the research or creative activity supported by the equipment or infrastructure improvement and expected outcome(s) of the acquisition.

4) **Narrative (3 Page maximum):** Please address the following points:
   - Describe the research or creative activity performed by the PI(s).
   - Describe the requested equipment, equipment upgrades/repairs, or infrastructure improvements, and how that will support the research or creative activity.
   - Provide a timeline for implementation of the acquisition or improvement.
   - Describe the number of faculty, staff, and/or students or projects that will be affected throughout the U of I.
   - Describe the expected outcomes and the deliverables that will result from the equipment or infrastructure improvement.

5) **Letters of cost-share commitment.** A letter of commitment is required for each funding source (i.e., department, college) identifying the item(s) to be cost-shared and the amount and funding source (budget number).

6) **Budget:** The budget must describe the costs of the equipment acquisition, upgrades or repairs, or other infrastructure improvements. Funds may not be used for salary, travel, student support, renovations/remodeling, or materials and supplies.

7) **Equipment quote:** If applicable.

**Evaluation**

Applications will be reviewed by a sub-committee of the Research Council as well as additional subject matter experts. Because the review panel is diverse, *proposers are strongly encouraged to write for a non-expert audience.*

Proposals will be reviewed against the following 6 Review Criteria.

- Merit of the request and significance of research or creative activity
- Justification of need for acquisition or improvement
- Number of faculty, staff, and/or students who will benefit
- Breadth of use across departments or colleges
- Potential for increasing research and scholarly achievement and/or extramural funding
- Cost-share commitment: at least 1:1 cost share is required; 2:1 is preferable
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The Vice President for Research and Economic Development will make final funding decisions and may require modifications in the budget as a condition of funding. Award notifications are expected to be made by April 2, 2018.

Award Conditions

Awards are made for a period of one year. ORED’s Fiscal Operations unit will notify the PI(s) and their departmental grant administrators when their award budget has been set up. Budget notifications are expected to be made on or before April 16, 2018. Funds must be spent in accordance with the proposed budget. Deviations from the proposed budget or scope of work must be requested via e-mail to ORED-FISCALOPS@uidaho.edu with clear justification. Funds remaining at the end of the one-year award period will be returned to ORED. Quarterly financial reports showing expenses paid from the award and cost share are to be sent to ORED-FISCALOPS@uidaho.edu. Banner document numbers for all cost share expenses must be reflected on the financial reports.

All equipment purchases, upgrades/repairs, or improvements must be made within the award period.

All equipment purchases, upgrades/repairs, or improvements vest with the University of Idaho.

Ownership of any and all intellectual property created through the use of these funds shall be determined as defined in UI Faculty Staff Handbook 5300.

If the proposed project will involve regulated activities (e.g., Human Subjects, Animals, Biohazards, Drones), the PI will need to produce the appropriate assurances before a grant is awarded.

Deliverables

A final project report, including any publications, presentations, or grant submissions that were enabled by the award, will be required; the due date and format of the report will be posted at a later date and/or provided to PIs at the time award decisions are made.