



The Equipment and Infrastructure Support (EIS) Award program is 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. Individual faculty or groups of faculty may submit proposals. This is the third time the Office of Research and Economic Development (ORED) is sponsoring the awards. Prior funded awards were distributed over a large range of disciplines.

The program requires a cost share from the department and/or college of the principal investigator. The applications must include statements of commitment from departments, colleges and/or centers indicating the level of cost share committed to the project.

A sub-committee of the Research Council and other subject experts will review the proposals and make recommendations to the Vice President for Research and Economic Development, who will make the final award decisions.

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 cost share) 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 contributions from a combination of departments and/or 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.
- PIs must submit all reports required for previous EIS awards prior to submitting new applications.

PROPOSAL SUBMISSION

Proposals are due to ORED's Research and Faculty Development team by 5:00 pm October 10, 2018.

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. Because this is an internal grant program, ORED's Fiscal Operations and Research and Faculty Development units rather than the Sponsored Programs Administrators in the Office of Sponsored Programs will approve your proposal submission.

INSTRUCTIONS

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 available on the EIS website [here](#).
- 2) In EIPRS,** the title must begin with "ORED FY19 EIS:". This will assist with tracking the proposal through EIPRS. For Sponsor, 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 U of I faculty, staff and/or students or projects that will be affected.
 - 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 from each funding source (i.e., department, college, center) identifying the item(s) to be cost shared and the amount and funding source (Index number).
- 6) **Budget template:** Complete the budget template available on the EIS website [here](#). 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 operating expenses.
- 7) **Equipment quote:** If applicable.

EVALUATION

A sub-committee of the Research Council and additional subject matter experts will review applications. Because the review panel is diverse, ***proposers are strongly encouraged to write for a non-expert audience.***

Proposals will be reviewed against the following six 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

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 **mid-November 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 index has been set up. Index notifications are expected to be made on or before January 10, 2019. 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 project close-out report, describing any publications, presentations, grant submissions and student involvement that were enabled by the award, will be required 30 days after the funding ends. A final report detailing further publications, presentations, grant submission and other research and/or creative activities enabled by the award will be required one year following the close out of the award. The final report template and the annual report template are available on the EIS website [here](#).