

Request for Proposals

**FY 2017
State Board of Education
Higher Education Research Council
Idaho Global Entrepreneurial Mission Initiative
Grants**

Idaho Global Entrepreneurial Mission Initiative Request for Proposals FY 2017

Introduction

Idaho's universities seek to be a driving force in innovation, economic development and enhanced quality of life in the State of Idaho through nationally and internationally lauded research programs in strategic areas. By developing and leveraging the State's unique research expertise and strengths, Idaho's universities will serve as a catalyst and engine to spur the creation of new knowledge, technologies, products and industries. This in turn will lead to new advances and opportunities for economic growth and enhance the State's reputation as a national and international leader in excellence and innovation. To that end the Idaho State Board of Education has established the Higher Education Research Council.

The Higher Education Research Council (HERC) provides guidance to Boise State University, Idaho State University, Lewis-Clark State College and the University of Idaho for a statewide collaborative effort to accomplish these goals and objectives. In addition, HERC provides direction for and oversees the use of the limited resources of the State of Idaho provided by the Legislature. Research activities are promoted that will have the greatest beneficial impact on the quality of education and the economy of the State, as well as, the implementation of the higher education research policy of the Board and the development and implementation of the statewide higher education research strategic plan.

Eligibility

The following institutions are eligible to submit IGEM initiative proposals.

- Boise State University
- Idaho State University
- University of Idaho
- Lewis-Clark State College

Call for Proposals

Intent and Purpose

The legislature has appropriated \$2,000,000 to the State Board of Education to be awarded for competitive state university research under the direction of HERC in support of the goals of the Idaho Global Entrepreneurial Mission (IGEM) initiative. These funds are to be used as seed funding for strengthening Idaho's future by strategically investing in the development of expertise, products, and services which result in state economic growth. Selected project proposals must be in alignment with the statewide higher education research strategic plan. Planning grants will not be considered for this solicitation.

The goals of IGEM are to leverage the talents and expertise of Idaho's research universities and the private sector to further the economic vitality of the state; create a platform to facilitate and accelerate the transfer of technology out of our state research facilities and into the private sector; and to create new ideas, products and companies that will lead to higher-paying jobs and a strong economic foundation for Idaho.

Process and Requirements

Each eligible institution shall develop a competitive process for collecting proposals on campus, review the proposals, and submit priority projects to HERC for consideration. No more than three (3) proposals per institution will be accepted for consideration.

For those proposals geared toward technology development, where applicable, the underlying technology must be disclosed to the respective institution's Office of Technology Transfer or appropriate institutional office with rights assigned to that institution.

It is the responsibility of each institution to identify their highest priority proposals. Proposals should be submitted to the appropriate office on campus consistent with internal procedures. This entity is responsible for submitting proposals to HERC.

Tentative Schedule (Subject to Change)

Date	
April 1, 2016	Proposals are due to OSBE by COB 5:00pm MDT
June 1, 2016	Notification of awards will be made no later than June 1, 2016
July 1, 2016	Anticipated funding availability

Proposal Content

The proposal shall be prepared following the instructions under Proposal Format and should contain only material itemized in that section. Proposals that do not adhere to the specified page and word limitations will be ineligible for consideration.

As detailed under Proposal Format, the proposal should clearly and concisely justify support for the project.

Proposal Format:

Each page of the proposal must be in a standardized 12-point font, double spaced, with one inch (1") margins. A signed electronic copy of the proposal, in PDF format, must be provided to the Board office by the submittal deadline. Proposals that do not adhere to the specified page limitations, including those in the required appendices, will be ineligible for consideration.

Proposal Elements:

Each proposal must contain and describe the following project elements in the order indicated and must not exceed 10 pages overall.

1. Name of Idaho public institution
2. Name of principal investigator directing the project
3. Project objective and total amount requested – Describe the objective of this project.
4. Resource commitment - Describe how resource commitments reflect the priorities of the home institution(s).
5. Specific project plan – Describe the project plans, tasks to be undertaken, and the team (personnel and qualifications).
6. Potential economic impact - Provide evidence that the project will have a potential impact to the economy of Idaho. Failure to do so will hinder further consideration of the proposal.
7. Criteria for measuring success: Include metrics by which project success and economic impact will be measured. Progress towards these measures will be required as part of awarded proposals reporting requirements. Metrics must be specific, objective, measurable, and realistic. Each metric must be measurable during the annual reporting period.
8. Budget – Detail the proposed budget, as well as, the total project budget using the attached template. The use of funds must be detailed to the extent possible. When possible, identify items of equipment costing more than \$1,000. Include financial commitments from the institution as well as third party financial commitments. Round all costs to the nearest \$100. Facility and Administrative Costs (F&A) are not allowed.
9. Budget justification – The purpose of each item in the budget should be clearly described and justified.
10. Institutional commitment – Demonstration of institutional leadership and management structure of the grant.
11. Additional institutional and other sector support: Summarize the home institution's commitment at a level appropriate to the project. Describe projected support from external partners, including space, funds, facilities, and people for the project.

Appendices: There are no page limitations for Appendices.

Appendix A: Facilities and Equipment: Include a description of the available facilities and equipment.

Appendix B: Biographical Sketches and Individual Support: When appropriate, provide a one to two page biographical sketch that includes a complete listing of current support for PI's and co-PI's. Provide a description of qualifications and services expected from all visiting professors and postdoctoral associates. This appendix may be single-spaced.

Appendix C: Other: Provide documentation of other sector resource commitments including letters of support or private sector partnerships.

Evaluation of Proposals

Review of the Full Proposals and Awards Selection Process

Proposals need to be targeted to specific projects and will be evaluated according to criteria listed below. A review team, with the appropriate level of technical and economic development expertise, will be appointed by the HERC, and will evaluate each proposal and provide HERC with a recommendation for grant awards.

Criteria

1. Potential to develop expertise, products and services that will increase the competitiveness of Idaho.
2. Potential to enhance the economic growth of the State.
3. Private sector and other third party involvement.
4. Compatibility with the statewide higher education research strategic plan.
5. Plan to develop additional funding mechanisms for economic development and future return on investment.
6. Finalists will be required to present their proposal to the Council prior.

Reporting Procedures

The recipients of awarded projects will be required to report to HERC bi-annually, in a format established by HERC, the progress of the project including economic impact performance metrics and financial data (burn rate report). On completion or termination of the project, the Project Director will prepare an end-of-project report for HERC. The report will be due within 60 days following the completion of the project. Upon completion of the project, Principal Investigator's will be required to comply with HERC's request for information pertaining to the economic impact to Idaho annually for up to five years following the date of award and/or completion of the project. Refusal to respond to requests for information from HERC or the Board during any reporting period will result in termination of the award.

Reports shall be in a standard report format established by HERC and will include a report cover and table of contents. Information to be reported in the annual reports must be detailed enough to judge whether the project is on track for success and will include, as applicable, but not be limited to:

- Summary of project accomplishments for the reporting period and plans for the upcoming reporting period
- Summary of budget expenditures for the period just completed
- Demonstration of economic development/impact, including the following as applicable:
 - Patents, copyrights, Plant Variety Protection Certificates received or pending
 - Technology licenses signed, start-up businesses created, and industry involvement
 - Private sector engagement
 - Jobs created
 - External funding
 - Any other pertinent information
- Numbers of faculty and student participation as a result of funding
- Description of future plans for project continuation or expansion
- Expenditure Report
- Commercialization revenue

Projects not meeting satisfactory progress as determined by HERC may be terminated and remaining funds will be returned to HERC.

Any adjustment resulting in a change in the scope of work must be reported to Board staff and HERC for approval. Budget adjustments that do not impact the scope of the project up to 10% of the annual award amount may be approved by Board staff, adjustments over 10% of the annual award amount will be considered by the full Council.

Duration of the Awards

The amount of awards for each project will depend upon the budget justification offered as well as the availability of State funds. Awards may be for up to three years, subject to appropriations, with the potential for renewal. Awards may not exceed \$700,000 per year, per proposal. Annual award amounts cannot be carried over from year to year and must be expended within the fiscal year awarded. Planning grants will not be considered for this solicitation. Each project team may be debriefed at the completion of the project at the discretion of HERC.

Title, Ownership, Use and Disposition of Equipment

1. Grantee Assurance. Grantee means eligible institution. The grantee will assure that for each purchase of equipment with grant funds, it is:
 - a. necessary for the research or activity supported by the grant;

- b. not otherwise reasonably available and accessible; and
 - c. procured through the standard process through the Department of Administration's Division of Purchasing and/or the institution's purchasing policy (pursuant to Idaho Code §67-5728), as appropriate.
2. Title and Ownership. Unless otherwise specified in the grant, title to equipment purchased with grant funds will vest in the grantee upon acquisition.
 3. Equipment Usage and Disposition. Equipment purchased with grant funds shall remain in use for the specific project for which it was obtained. After the expiration of the award and when there are no other obligations to the Board in connection with the award under which the equipment was acquired, an institution may use the equipment for non-award related purposes or may dispose of the equipment in accordance with Idaho State Board of Education Governing Policies & Procedures, Section V.I.

Proposal Submission

1. All proposals must be signed and submitted by the Authorized Organizational Representative (AOR) of the institution.
2. Specific questions about proposals beyond the details of this document should be directed to the Vice President for Research at your institution.
3. Proposal may be submitted in electronic format.

All information provided in the grant proposal as well as any additional information provided during the review process to the review team, HERC, or Board Office, is public information. Applicants should be careful to not divulge any, non-public, confidential, or proprietary information that they do not want disclosed as public information in the application and review process. The State of Idaho assumes no liability for non-public, confidential or proprietary information that is disclosed, intentionally or unintentionally, during the review and application process.

COVER SHEET FOR GRANT PROPOSALS

State Board of Education

SBOE PROPOSAL NUMBER:
(to be assigned by SBOE)

AMOUNT REQUESTED:

TITLE OF PROPOSED PROJECT:

SPECIFIC PROJECT FOCUS:

PROJECT START DATE:

PROJECT END DATE:

NAME OF INSTITUTION:

DEPARTMENT:

ADDRESS:

E-MAIL ADDRESS:

PHONE NUMBER:

NAME:

TITLE:

SIGNATURE:

PROJECT DIRECTOR/PRINCIPAL
INVESTIGATOR

CO-PRINCIPAL INVESTIGATOR

NAME OF PARTNERING COMPANY:

COMPANY REPRESENTATIVE NAME:

NAME:

SIGNATURE:

Authorized Organizational
Representative

SUMMARY PROPOSAL BUDGET

Name of Institution:

Name of Project Director:

A. PERSONNEL COST (Faculty, Staff, Visiting Professors, Post-Doctoral Associates, Graduate/Undergraduate Students, Other)

Name/ Title	Salary/Rate of Pay	Fringe	Dollar Amount Requested

% OF TOTAL BUDGET:		SUBTOTAL:	
---------------------------	--	------------------	--

B. EQUIPMENT: (List each item with a cost in excess of \$1000.00.)

Item/Description	Dollar Amount Requested
SUBTOTAL:	

C. TRAVEL:

Dates of Travel (from/to)	No. of Persons	Total Days	Transportation	Lodging	Per Diem	Dollar Amount Requested

SUBTOTAL:	
------------------	--

D. Participant Support Costs:

	Dollar Amount Requested
1. Stipends	
2. Other	

SUBTOTAL:	
------------------	--

E. Other Direct Costs:	Dollar Amount Requested
1. Materials and Supplies	
2. Publication Costs/Page Charges	
3. Consultant Services (Include Travel Expenses)	
4. Computer Services	
5. Subcontracts	
6. Other (specify nature & breakdown if over \$1000)	
SUBTOTAL:	
F. Total Costs: (Add subtotals, sections A through E)	TOTAL:
G. Amount Requested:	TOTAL:
Project Director's Signature:	Date:

INSTITUTIONAL AND OTHER SECTOR SUPPORT (add additional pages as necessary)	
A. INSTITUTIONAL / OTHER SECTOR DOLLARS	
Source / Description	Amount
B. FACULTY / STAFF POSITIONS	
Description	
C. CAPITAL EQUIPMENT	
Description	
D. FACILITIES & INSTRUMENTATION (Description)	