

FY 2026

Idaho State Board of Education
Higher Education Research Council

Idaho Global Entrepreneurial Mission
Initiative–IGEM-HERC

Request for Proposals

Pre-proposal due: October 28, 2024 by 6:00 pm MT

Full proposal due: February 28, 2025 by 6:00 pm MT

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Introduction

Idaho's public four-year institutions of higher education seek to drive 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 serve as a catalyst and engine to spur the creation of knowledge, technologies, products, and industries. This in turn leads to advances and opportunities for economic growth and enhances Idaho's reputation as a national and international leader in excellence and innovation. To that end, the Idaho State Board of Education (SBOE) has established the Higher Education Research Council.

Per Board Policy III.W., 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 aims. In addition, HERC provides direction for and oversees the use of the limited resources provided by the Idaho State Legislature. Research activities are promoted that have the greatest beneficial impact on the quality of education and the economy of Idaho, the implementation of the SBOE higher education research policy, and the administration of the [Idaho Higher Education Research Strategic Plan](#).

Eligibility

The following institutions are eligible to submit IGEM initiative proposals:

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

FY2026 Funding Priorities

Each funding cycle, HERC identifies funding priority areas based on [Idaho's Higher Education Research Strategic Plan](#), and annual insight and feedback from industry partners in Idaho, the region and beyond. Applicants are not required to respond directly to the priorities, nor is HERC required to fund proposals that respond affirmatively to the priorities. Each proposal is evaluated on its own merits. However, it is important for applicants to be aware of what is of most interest to the Committee. These are not in any particular order:

- Biotechnology/ Biomedicine
- Energy
- High Performance Computing (HPC), Artificial Intelligence (AI), Machine Learning (ML), including cybersecurity.
- Human-Environment Interactions
- Microelectronics/ Semiconductors

Call for Proposals

Intent and Purpose

The Idaho State Legislature has appropriated funds 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. In short, the IGEM invests in good ideas that promote economic development.

IGEM-HERC¹ goals are to: a) leverage the talents and expertise of Idaho's research-active faculty and staff and the private sector to further the economic vitality of Idaho; and, b) create a platform to facilitate and accelerate the transfer of technology from Idaho's state research institutions and into the private sector.

Applicants whose proposals are geared toward technology development, should make necessary technology disclosures to their respective institutions' Office of Technology Transfer or other appropriate institutional office PRIOR to proposal submission.

Proposal Tracks

HERC has three tracks. The earliest stage is the **Proof of Concept**, the next developmental stage is the **Initial Startup**, and the third stage is the **Commercialization Track** where commercialization is expected. These tracks leverage a phased approach to research development and enable the applicant to demonstrate activity progress in a scaffolded and timely manner. Additionally, this approach allows HERC to consider funding research concepts that could benefit from earlier and incremental funding. The **Commercialization Track** requires applicants to submit a detailed and actionable spending plan. If the applicant would like fractional funding consideration (i.e., the **Commercialization Track** outlined below), the proposal must include the budget estimate/cost to achieve each development milestone in the research roadmap. HERC asks applicants to define their own development milestones. These key performance achievements are accomplished in order for subsequent development to occur. They mark key points along a project's research roadmap. Milestones are not individual project tasks or activities (e.g., literature review or an experiment). A milestone is a key performance achievement comprising a group of activities such as commercial viability research, or prototype development and validation. For the **Commercialization Track**, satisfactory milestone achievements must be reviewed and approved by the HERC in order for subsequent development milestones funding to be released to the awardee.

¹ The IGEM HERC program is administered by the Higher Education Research Council under the authority of the Idaho State Board of Education, with the goals stated in this RFP. The Idaho Department of Commerce also offers IGEM grants, but these grants have different goals than the IGEM HERC grants. More information about IGEM Commerce grants can be found at <https://igem.idaho.gov>.

Proposal Track	Description	Estimated Number of Awards	Total Available for all awards²	Estimated Project Length³
Proof of Concept	High risk, proof of concept opportunity. The demonstration or realization of a product or idea to determine whether it is technically viable.	3-5	\$400,000	1 year
Initial Startup	Seed or pilot projects designed to take a proven concept and test whether it is commercially feasible and has the potential to be scaled.	2-4	\$600,000	1-2 years
Commercialization	A project that produces an end product or service scaled to commercialization. It is defined by a set of development milestones that demonstrate the maturation of the end product or service to ultimate marketplace adoption. The projects are reviewed and funded by milestones, or stages, rather than as an all or nothing research project.	2-5	\$1,100,000 ⁴	2-3 years

² HERC reserves the right to move funds across tracks, depending on the quantity and quality of submitted proposals, and the satisfactory performance of funded proposals. It is anticipated that the “total available” budget for each proposal track will be spread across the “estimated number of awards” for each proposal track. It is possible that IGEM-HERC funds could be available in between the standard annual funding cycle.

³ All IGEM-HERC funds are appropriated by the Idaho State Legislature on an annual basis. Currently, the annual state appropriation is \$2.1 million for this program.

⁴ Commercialization Track projects are funded modularly, by milestone. For example, a Commercialization Track application may have four development milestones that total \$475,000 for year one (M1=\$100,000; M2=\$150,000; M3=\$100,000; M4=\$125,000). M2 funding will be released upon satisfactory completion of M1. M3 funding will be released upon satisfactory completion of M2, and so on. Commercialization Track applications that propose funded collaboration across more than one Idaho higher education institution should request adequate funding to support such collaboration.

The IGEM-HERC submission process has two stages: pre-proposal and full proposal.

Submission Process and Requirements for Pre-Proposals

Pre-proposals must be submitted by the appropriate office on campus, consistent with internal procedures (generally an Office of Sponsored Programs). This entity is responsible for submitting pre- and full proposals to HERC for review. The [Evaluation Criteria outline below](#) applies to both pre- and full proposal review.

Important Dates & Submittal Deadlines	
No later than September 16, 2024	Request for Proposals (RFP) released
October 28, 2024	Pre-proposals due for ALL proposal tracks to the Office of the State Board of Education by 6:00 pm MT. Use Form A: Pre-Proposal Template . Send to HERC@edu.idaho.gov
November/December 2024	HERC review of pre-proposals
No later than December 13, 2024	Notification of pre-proposal decision & full proposal applications requested
February 28, 2025	Full applications due for ALL invited proposals to the Office of the State Board of Education by 6:00 pm MT. Include Form B: IGEM-HERC Full Proposal Cover Sheet and Form D: IGEM-HERC Full Proposal Budget Form . Send to HERC@edu.idaho.gov
March/April 2025	Finalists may be asked to meet with HERC to discuss their full proposal applications
No later than May 1, 2025	Selection of successful applications and notification of decision
July 1, 2025	Anticipated funding availability (pending legislative appropriation)

Pre-Proposal and Full Proposal Preparation Instructions

The pre- and full proposal shall be prepared following the instructions below and should contain only material itemized in that section. Proposals that do not adhere to the specified instructions are ineligible for consideration.

All information provided in the Pre-Proposal and Full Proposal as well as any additional information provided during the review process to the review team, HERC, or the Office of the State Board of Education, 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.

Each page of the proposal must be in a standardized format as described below.

Font, Spacing, Margin and Submission Requirements

1. Use one of the following fonts:
2. Arial (not Arial Narrow), Courier New, or Palatino Linotype at a font size of 10 points or larger; Times New Roman at a font size of 11 points or larger; or the Computer Modern family of fonts at a font size of 11 points or larger.
3. A font size less than 10 points may be used for mathematical formulas or equations, figures, tables, or diagram captions and when using a Symbol font to insert Greek letters or special characters. Other fonts not specified above, such as Cambria Math, may be used for mathematical formulas, equations, or when inserting Greek letters or special characters. The text must be readable.
4. No more than six lines of text within a vertical space of one inch.
5. Margins, in all directions, must be at least an inch. No proposer-supplied information may appear in the margins.
6. Paper size must be no larger than standard letter paper size (8 ½" by 11").

These requirements apply to all sections of a pre-proposal and full proposal, including supplementary documentation.

An electronic copy of the pre-proposal or full proposal, in PDF format, signed by the Authorized Organizational Representative (AOR), must be sent by the submittal deadline. Proposals that do not adhere to the specified page limitations, including those in the required appendices, are ineligible for consideration.

Pre-Proposal

(For pre-proposal submission, use the [Form A: Pre-Proposal Template at the end of this document](#)). Cut and paste it into the document editor of your choice. The final version must be submitted as a PDF).

Project Title:			
	Name	Email	Professional Website and/or LinkedIn
Principal Investigator:			
Co-investigator(s):	[add or remove rows as needed]		
Industry Partner(s):	[add or remove rows as needed]		
Proposal Track (select one): <ul style="list-style-type: none">● Proof of Concept● Initial Startup● Commercialization			
Amount Requested (Detailed budget will be requested at full-proposal stage):			
Authorized Organizational Representative	Name	Signature	Date

The pre-proposal is limited to 3 pages max. Please be succinct. This includes all figures and tables, but excludes the above project information table, and references. There is no penalty for shorter pre-proposals. Pre-proposals exceeding the page limit will not be considered. Define acronyms on first use. Define chemistry abbreviations on first use.

Rev. August 9, 2024

SIGNIFICANCE and VIABILITY

- Brief background of the problem and the concepts or innovative approaches to address the problem.
- Describe the viability of the approach to solve the problem.
- Describe how the innovation aligns with the Idaho HERC current funding priorities and strength areas.
- Describe where the project is along the Technology Readiness Level (TRL) continuum.
- Integrate tables and figures in the text; do not have a separate “figures” section.

COMMERCIAL POTENTIAL

- Describe the potential for generating intellectual property (e.g., patents, software disclosure records, etc.).
- Describe potential for generating additional funds (public or private, or both).
- Industry partners are encouraged. Describe the plan to include industry partners.

REFERENCES

- List as needed.

Full Proposal

Each full proposal must contain and describe the following project elements in the order indicated and must not exceed 10 pages overall (excluding cover sheet, budget form and appendices). No template is provided, but these elements must be included.

1. Name of primary Idaho public institution
2. Project title
3. Name and Institution of Principal Investigator(s) and Key Personnel
4. Total amount requested
5. Significance of project and project objective(s)
6. Specific project plan and timeline (1-3 years, depending on proposal track) – Describe the project plan, tasks to be undertaken, where the project sits on an appropriate Technology Readiness Level (TRL) continuum, and how the project will move along this continuum in the future. See the Evaluation of Proposals section below for more information about this TRL criterion.
7. Potential economic impact – Describe the commercial viability and how the project will impact Idaho's economy, including the project's path to profitability. For example, include a table, chart, or written description on how long it might reasonably take to be profitable. This could be beyond the end of HERC funding.
8. 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.
9. Briefly describe anticipated development challenges/barriers and how you will deal with unanticipated research and development challenges.
10. Budget – Detail the proposed budget, as well as the total project budget using the proposal budget form. The use of funds must be detailed to the extent possible. When possible, identify items of equipment costing more than \$5,000. 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. Use Form D: IGEM-HERC Full Proposal Budget Form (spreadsheet).
11. Budget justification – Clearly describe and justify the purpose of each item in the budget. If equipment is requested, provide a justification for how it will be used to achieve the

proposal purposes AND how it may be used beyond the project.

Sample for Proof of Concept or Initial Startup Tracks.

LINE ITEM REQUEST	JUSTIFICATION	TOTAL REQUEST
Personnel (salary and fringe)		
Equipment		
Travel		
Participant Support		
Other Direct Costs		
		\$

Sample for Commercialization Track (include a justification for each development milestone).

Milestone #: (title or description)

LINE ITEM REQUEST	JUSTIFICATION	TOTAL REQUEST
Personnel (salary and fringe)		
Equipment		
Travel		
Participant Support		
Other Direct Costs		
		\$

12. Project management – Include a project management chart (e.g., GANTT, PERT, WBS, etc.) showing timelines and development milestones of the project and a description of the management structure of the grant.

13. Additional institutional and other sector support – Summarize any institutional commitments at a level appropriate to the project, particularly if those commitments include support for new lab space, facilities, etc. Describe any support from external partners, including space, funds, facilities, and people for the project.

14. Future funding – Describe one or more funding programs (state, federal, industry or other) where an application will be submitted no later than the end of the IGEN-HERC award to move this project along the TRL continuum.

Full Proposal Appendices

Appendices shall follow the proposal format requirements as noted earlier. There are no page limitations for Appendices, but applicants are strongly encouraged to be succinct.

Appendix A: Facilities and Equipment – Include a description of the available facilities and equipment. If equipment requests are part of the budget, include quotes here.

Appendix B: Biographical Sketches – 3 pages. Academic PIs and co-PIs must provide a biographical sketch using the NSF format, with the exception that it be no longer than 3 pages (see NSF format via PAPPG https://nsf.gov-resources.nsf.gov/files/nsf24_1.pdf).

Appendix C: Senior Personnel – Provide a description of qualifications and services expected from all consultants, visiting professors, postdoctoral associates, and other senior personnel.

Appendix D: Other – Provide documentation of other sector resource commitments including up to five (5) letters of support or private sector partnerships. Letters of support must explicitly describe the role(s)/ contribution(s) of the supporting partner in the proposed project.

Full Proposal Submission Guidelines

1. All proposals must be signed and submitted by the Authorized Organizational Representative of the institution using [FORM B: IGEN-HERC FULL PROPOSAL COVER SHEET](#), see below.
2. Specific questions about proposals should be directed to the Office for Research at your institution.
3. Proposals must be submitted as a PDF in electronic format directly to the Office of the State Board of Education at: HERC@edu.idaho.gov. See the Important Dates & Submittal Deadlines table above.

Evaluation of Full Proposals

Proposals must be targeted to specific projects and will be evaluated according to criteria listed below. HERC members will evaluate each proposal and make determinations for grant awards. External experts with technical and economic development knowledge may be invited to assist in the review process, if necessary. Finalists may be required to present their proposal to the HERC prior to an award decision.

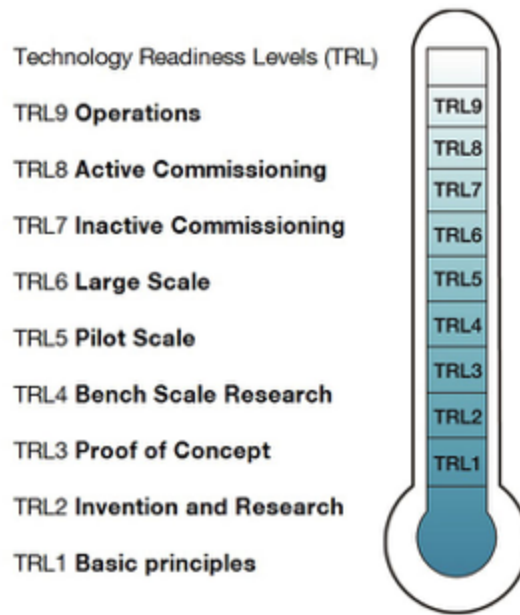
Priority will be granted to those proposals showing a strong collaborative effort between or

among institutions. Priority will also be granted to those proposals that can show a strong collaboration with the private sector or exhibit high potential for near-term technology transfer to the private sector. Reviewers will evaluate the potential impact of the HERC investment. HERC will give serious consideration to proposals that fall lower on the federal agency-appropriate Technology Readiness Level (TRL) spectrum (see below) and that show a strong likelihood for moving up that spectrum in the future. Competitive proposals will provide a brief explanation of where the proposed project currently sits on the TRL spectrum and should briefly describe plans to advance the project along the spectrum. HERC recommends that proposals use a TRL spectrum as defined by an appropriate federal agency. Generic examples are provided below as a general guide.

TECHNOLOGY READINESS LEVEL (TRL)

RESEARCH DEVELOPMENT DEPLOYMENT	9	ACTUAL SYSTEM PROVEN IN OPERATIONAL ENVIRONMENT
	8	SYSTEM COMPLETE AND QUALIFIED
	7	SYSTEM PROTOTYPE DEMONSTRATION IN OPERATIONAL ENVIRONMENT
	6	TECHNOLOGY DEMONSTRATED IN RELEVANT ENVIRONMENT
	5	TECHNOLOGY VALIDATED IN RELEVANT ENVIRONMENT
	4	TECHNOLOGY VALIDATED IN LAB
	3	EXPERIMENTAL PROOF OF CONCEPT
	2	TECHNOLOGY CONCEPT FORMULATED
	1	BASIC PRINCIPLES OBSERVED

From: <https://www.twi-global.com/technical-knowledge/faqs/technology-readiness-levels>



Evaluation Criteria

1. Potential to develop expertise, products and services that will increase the competitiveness of Idaho. (30 pts)
2. Likelihood the project will result in expanding current business and/or help create new business activities in Idaho. Reviewers will consider the applicant's tech transfer and commercialization strategies. (15 pts)
3. Likelihood that the project will result in significant contributions to the field, the institution, and to the needs of the state as defined in the higher education research strategic plan⁵. (15 pts)
4. Likelihood that the project will result in establishment of commercialization partnerships or methods to be used in developing partnerships. (10 pts)
5. Plan to move along the TRL spectrum, plan for additional funding mechanisms, and potential for economic development and future return on investment. Reviewers will consider feasibility, marketability and viability of the proposed solution. (20 pts)
6. The proposed budget appears reasonable to support the proposed scope of work. (10 pts)
7. Does the proposal address at least one of the FY25 funding priority areas? (Yes, No or Somewhat)

⁵ Idaho's higher education research strategic plan can be found at <https://boardofed.idaho.gov/board-facts/board-planning/higher-education-research-strategic-plan/>

Reporting Procedures

The recipients of awarded projects will be required to report to HERC semi-annually. On completion or termination of the project, the Principal Investigator 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, the Principal Investigator(s) will be required to comply with HERC's annual request for information pertaining to the economic impact to Idaho for up to five years following the date of award and/or completion of the project. Lack of response to requests for information from HERC or the Board during any reporting period will result in termination of the award and/or loss of eligibility for future HERC funding.

Reports shall be presented in a format established by HERC. Information included in the annual reports must be detailed enough to judge whether the project is on track for success and may include the following components:

- Summary of project accomplishments for the reporting period and plans for the upcoming reporting period;
- Summary of budget expenditures (i.e., 'burn rate' report) 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;
- Commercialization revenue; and
- Description of current position on the TRL spectrum and future plans to move along this spectrum.

Projects not meeting satisfactory progress as determined by HERC may be terminated and remaining funds will be returned to the State Board of Education.

Any adjustment resulting in a change in the scope of work must be reported to SBOE staff and HERC for approval. Such requests shall be submitted via email to HERC@edu.idaho.gov. Budget adjustments that do not impact the scope of the project and do not exceed 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.

Amount and Duration of the Grant Awards

The amount of awards for each project will depend upon the proposal track and associated budget justification, as well as the availability of State funds. Funds are available annually, subject to legislative appropriations. Grants for a specific project may be renewed no more than two times, subject to periodic HERC approval. 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.

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.

NOTE TO ALL APPLICANTS

Idaho universities participate in the [NSF I-Corps program](#). Successful applicants should be prepared to participate in this 4-week online experience. Applicants are strongly encouraged to participate prior to full proposal submission. Note, the Principal Investigator of a Commercialization Track is required to enroll in the NSF I-Corps program. The program assists applicants to determine if the proposed technology has commercial market potential and to determine potential customers. Program results may include customer input which may increase the value proposition of the proposed solution, making it easier and more likely to be commercialized. The program assists applicants to get a jump-start on developing a legitimate business/marketing plan with valid economic development numbers.

Form A: Pre-Proposal Template

(Submit final as a PDF described in **Pre-Proposal Instructions** above).

Project Title:			
	Name	Email	Professional Website and/or LinkedIn
Principal Investigator:			
Co-investigator(s):	[add or remove rows as needed]		
Industry Partner(s):	[add or remove rows as needed]		
Proposal Track (select one): <ul style="list-style-type: none">● Proof of Concept● Initial Startup● Commercialization			
Amount Requested (Detailed budget will be requested at full-proposal stage):			
Authorized Organizational Representative	Name	Signature	Date

The pre-proposal is limited to 3 pages max. Please be succinct. This includes all figures and tables, but excludes the above project information table, and references. There is no penalty for shorter pre-proposals. Pre-proposals exceeding the page limit will not be considered. Define acronyms on first use. Define chemistry abbreviations on first use.

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- Brief background of the problem and the concepts or innovative approaches to address the problem.
- Describe the viability of the approach to solve the problem.
- Describe how the innovation aligns with the Idaho HERC current funding priorities and strength areas.
- Describe where the project is along the Technology Readiness Level (TRL) continuum.
- Integrate tables and figures in the text; do not have a separate “figures” section.

COMMERCIAL POTENTIAL

- Describe the potential for generating intellectual property (e.g., patents, software disclosure records, etc.).
- Describe potential for generating additional funds (public or private, or both).
- Industry partners are encouraged. Describe the plan to include industry partners.

REFERENCES

- List as needed.

Form B: Full Proposal Template

(Submit final as a PDF described in **Full Proposal Preparation Instructions** above).

Form B: IGEM-HERC Full Proposal Cover Sheet

Idaho State Board of Education

PROPOSAL NUMBER: (to be assigned by HERC)	TOTAL AMOUNT REQUESTED:
Proposal Track (select one): <ul style="list-style-type: none">• Proof of Concept• Initial Startup• Commercialization	

TITLE OF PROPOSED PROJECT:
SPECIFIC PROJECT FOCUS:

PROJECT START DATE:	PROJECT END DATE:
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NAME OF INSTITUTION:	DEPARTMENT:
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ADDRESS:

E-MAIL ADDRESS:	PHONE NUMBER:
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NAME:	TITLE:	SIGNATURE:
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PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR			
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CO-PRINCIPAL INVESTIGATOR			
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NAME OF PARTNERING COMPANY:	COMPANY REPRESENTATIVE NAME:
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SIGNATURE:

Authorized Representative	Organizational	NAME:	SIGNATURE:
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Form C: IGEM-HERC Institutional & Other Sector Support

(this form is not required; template can be used to address 13. Additional institutional and other sector support on page 11)

A. LIST INSTITUTIONAL/OTHER SECTOR DOLLARS (Source & Description)	Amount

B. FACULTY/STAFF POSITIONS (Description)	Amount

C. CAPITAL EQUIPMENT (Description)	Amount

D. FACILITIES & INSTRUMENTATION (Description)	Amount

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