

FY 2020 REQUEST FOR PROPOSALS
DUE FEBRUARY 5, 2020 – 5:00PM
RENOVATION OF CRITICAL RESEARCH FACILITIES

A portion of the Facilities and Administration funds from OSU-Stillwater, the Oklahoma Agricultural Experimental Station and the Center for Veterinary Health Sciences has been set aside to support a program from the Office of the Vice President for Research. This program will support the renovation of research facilities for the benefit of research and scholarship at OSU. *Proposals may be developed by faculty or administration, but must be approved AND submitted by the Associate Dean for Research of the College(s) in which the proposal arises.*

PROPOSALS FORMAT:

- Project Description (Maximum of 3 pages) Including:
 - Title of project along with name of program (Renovation of Critical Research Facilities)
 - Location of the proposed project
 - Statement of authorization from individual responsible for assignment of space (e.g., Department Head, or College Dean)
 - Justification of the project, to include:
 - Current use of space
 - What research will be conducted in the proposed space
 - Who will use the proposed space (Faculty, number of students and staff, etc.)
 - Listing of externally funded projects of the individual(s) to use the space (current and pending)
 - If part of a start-up package of a new hire, description of time-commitment to research and potential for extramural funding
 - How the proposed project fits with the strategic goals of the unit(s) and how sponsored research at OSU will benefit
- Project Layout (1 page) that includes a line drawing of current and proposed space layout, with detail sufficient to evaluate use
- Budget:
 - Generated by Physical Plant Architectural & Engineering Services (PPAS) to include the signature of the Director of PPAS.
 - Budgets may include fixed equipment (e.g. fume hoods) but no consideration will be given to removable equipment.
- Signature Page with approvals from Principal Investigator, Co-Investigators, and College(s) Associate Dean for Research
- One Page Summary CV for PI and each Co-I

Proposals are due February 5, 2020 by 5:00PM. *All proposals must be submitted in .pdf format electronically to vprprograms@okstate.edu with the subject line: FACILITIES RENOVATION.* The proposals will be reviewed by the University-wide Core Facilities Committee. The committee will make funding recommendations to the Vice President for Research. Applicants will be notified of the final decision by the Vice President for Research no later than March 20, 2020. Any funds remaining on June 30, 2021 will revert back to this program.

The minimum project size will be \$50,000; the maximum project size will be \$350,000, subject to available funding. *Proposals with potential to impact the broadest user-base, promote interdisciplinary activities across departments or colleges will receive the greatest consideration.* Effort will be made to fund more than one project.

A final report will be required for all projects and will be due on July 31, 2021. The final report shall include information about how the funds were spent and a narrative of the project outcomes.