

*CEAS Engineering Initiative Request for Proposals:*

**Fiscal Year 2022 One-Time Funding**

**1. Summary**

Early in Fiscal Year 2022 (July 1, 2021 – June 30, 2022), the College planned for significant budget reductions across the board, including from the Engineering Initiative budget. The budget situation for the rest of FY 2022 has now been finalized and the College has identified Engineering Initiative funding available to be spent by June 1, 2022. These one-time funds may be used for a variety of items that support the goals of the Tier 1 Engineering Initiative.

**2. Funding Areas**

Funding may be provided for the following:

- Repairs to equipment/instruments that were purchased by Engineering Initiative funds. This may be equipment/instruments used for research or for undergraduate teaching.
- Maintenance agreements for equipment/instruments that were purchased by Engineering Initiative funds. This may be equipment/instruments used for research or for undergraduate teaching.
- Purchase of new equipment/instruments for use in the College. This may be equipment/instruments used for shared research programs or for undergraduate teaching.
- Materials (including equipment) to support College-wide activities including but not limited to the UW Shop, the Innovation Wyrkshop and the Susan McCormack Center for Student Success.
- Other needs that would benefit from a one-time expenditure and support the goals of the Tier 1 Engineering Initiative

**3. Timeline**

RFP Issued: Tuesday March 1, 2022  
Proposals Due: Friday March 11, 2022  
Decisions: Monday March 28, 2022  
Funding Spent: June 1, 2022

**4. Proposal Instructions**

The proposals should be a succinct as possible and should contain the following elements (single-spaced, 12-point font), in the order listed:

Title: This may be as simple as the name of a piece of equipment to be purchased.

Requester(s): Include the lead (who will oversee the expenditure) and others, if any, who will participate in the purchase and subsequent activities.

Department/Unit: Of the lead requester.

Total Amount Requested (\$): One inclusive number. Provide the budget details in a later section. Requests of any amount *up to* \$100,000 will be considered.

Description of Request: *Maximum* of one (1) page. Describe *what* is being requested, *why* it is being requested, and *how* the Requester(s) will use the purchase. Appendices may be attached to provide specifications or product sheets, if desired.

Benefit to the College: *Maximum* of one (1) page. Describe *how* the expenditure will benefit the College within the context of any one or more of the four goals of the Tier 1 Engineering Initiative.

1. Excellence in Undergraduate Education
2. World-Class Research and Graduate Education
3. Productive Economic Development through Partnerships
4. K-14 STEM Education

For additional description of these goals, please see <http://www.uwyo.edu/ceas/engineering-initiative/letter-initiative.html>

Detailed Budget: Provide additional details of the requested budget in an appropriate format. The total number presented here must match the Total Amount Requested.

Appendices: If desired. These are not required.

Proposals should be combined into a single PDF file and e-mailed to [bagley@uwyo.edu](mailto:bagley@uwyo.edu) by 5 pm March 11, 2022.

## **5. Proposal Review Procedures**

The goal is to fund as many proposals as possible that benefit as many activities in the College as possible. Requests of all sizes (up to the maximum noted in the proposal instructions) will be considered. The proposals will be sorted by the Department/Unit of the lead requestor and the Department Head/Unit Leader will be asked to rank order the proposals from their Department/Unit (if there are more than one). A committee, chaired by the Associate Dean for Graduate Education and Research, will be formed consisting of individuals from the College who are not lead requestors on a proposal. This committee will review all the proposals and the input from the Department Head/Unit Leaders. The committee will then recommend a rank-ordered list of all the proposals for funding to the Dean.

## **6. Questions**

Please direct all questions to David Bagley ([bagley@uwyo.edu](mailto:bagley@uwyo.edu)), Associate Dean for Graduate Education and Research.