WYOMING INBRE
WYOMING COMMUNITY COLLEGE
Scaled Participatory Research and Education Model/ STEM Seed Grants

DATE: November 2, 2017
TO: Wyoming Community College faculty
FROM: R. Scott Seville, Wyoming INBRE Principal Investigator and Outreach and Education Core Director
SUBJECT: Request for Proposals- Scaled Participatory Research and Education Model/ STEM Seed Grants
DEADLINE: **5:00 PM December 1, 2017**

I. GENERAL: Through funding from the National Institutes of Health National Institute for General Medical Sciences (NIGMS) the Wyoming IDeA Networks for Biomedical Research Excellence (INBRE) Program requests proposals from Wyoming Community College faculty to the Wyoming INBRE Scaled Participatory Research and Education Model (SPREM)/ Science, Technology, Engineering, and Math (STEM) Seed Grants. The goal of Wyoming INBRE is to help Wyoming build its biomedical teaching and research infrastructure. The goal of the SPREM program is to support community college faculty engaged in research and education that will enhance the preparation and numbers of community college students transferring to the University of Wyoming in biomedical-related disciplines. Proposals can request support for a variety of research or education needs including but not limited to pilot research projects, student/faculty travel, supplemental support for existing INBRE research projects, course development or improvement, laboratory equipment and supplies, teaching release time, sabbatical support, teaching/research postdoctoral associates, targeted new faculty recruitment, and new faculty start-up. Proposals for this competition are limited to $10,000.

Pre-application inquiries and questions regarding feasibility of proposals can be directed to Dr. Scott Seville (sseville@uwyo.edu).

Due to limited resources an individual may not submit more than one SPREM proposal during any given budget period (May 1, 2017 to April 30, 2018).

II. DEADLINE: The deadline for receipt of proposals is **5:00 PM December 1, 2017**. Please e-mail your application as a single PDF file (OCR compatible) to Dr. Scott Seville (sseville@uwyo.edu), INBRE and Outreach and Education Core director. **Late applications will not be considered**.

III. ELIGIBILITY OF PROJECT INVESTIGATORS: Each proposal must have a Wyoming Community College or University of Wyoming at Casper faculty member serving as the Principal Investigator. All faculty members at Wyoming Community Colleges with a regular or special appointment are eligible to apply. If you have not had previous grant writing experience, it is recommended that you have a senior member of your department, or department chair, review your proposal prior to submission.

IV. ADDITIONAL REQUIREMENTS AND EXPECTATIONS: Recipients of SPREM/SEED Grants are required to:

1. Submit project updates when requested and results of support via the Wyoming INBRE reporting database and/or the Annual Progress Report. Details will be provided.
2. Attend and participate (students and faculty) in Wyoming INBRE-supported events including the spring Wyoming INBRE Conference and Wyoming Undergraduate Research Day and the annual Fall Wyoming INBRE Network Retreat at the University of Wyoming/National Park Service Research Station in Grand Teton National Park.
3. Establish a research collaboration with a University of Wyoming or other western INBRE state faculty researcher for collaborative research and/or education projects.

IV. PREPARATION OF PROPOSALS

Proposals must be prepared according to the format outlined below. Clear, direct, concise statements are encouraged. Proposals exceeding stated page limits will be rejected without review. Proposals should clearly address how proposed project meets INBRE goals and serves to enhance STEM education and training.

You must consult with your institutional Wyoming INBRE Project Leader and have their signature on your institutional letter of support. Project leaders are: Casper College/ University of Wyoming at Casper- Dagmara Motriuk-Smith; Central Wyoming College- Steve McAllister; Eastern Wyoming College- Chris Wenzel; Laramie County Community College- Ami Wangeline/Zac Roehrs; Northwest College- Eric Atkinson; Sheridan/Gillette Colleges- Ami Erickson; Western Wyoming Community College- Bud Chew.

A ***"Just in Time"*** policy will be in effect for research proposals requiring regulatory committee review or special authorization. Proposals that involve or utilize research animals, biohazards, or human subjects will not be required to submit the respective forms with the grant proposal. However, if these categories apply and the proposal is funded, you will be required to submit the appropriate forms (e.g., IACUC or IRB) to sseville@uwyo.edu for submission to NIGMS for administrative approval of project before the project can begin.

V. FORMAT FOR PROPOSALS

All required sections must be compiled into a single OCR compatible pdf document (i.e. the pdf must be searchable). Participants with questions about how to create searchable pdfs should consult with their campus IT personnel. Forms and instructions can be found at: http://grants.nih.gov/grants/funding/phs398/phs398.html.

Section	Page Limits	Description
1. Face Page 1	1	Use PHS Form Page 1- must have signature of Dean or Institutional Grant Officer and INBRE Project Leader.
2. Project Summary/Abstract, Relevance, Performance Sites	1	Use PHS 398 Form Page 2. Only complete and submit first page
3. Budget	No Limit	Itemized budget for permitted expenses and

		justification. Use PHS 398 Form Page 4 for budget and Continuation Format Page for justification for each expense category. The budget year is May 1, 2017 to April 30, 2018 and the dollars awarded must be spent by the end of the budget year unless previously discussed with the INBRE Director.
4. Biographical Sketch	3	Use PHS 398 Biographical Sketch Format page and Continuation Format page(s)
5. Specific Goals (1 page) and Research/Project Plan (4 pages maximum)	5	Include: 1. Specific project goals 2. The project plan and how each goal will be achieved 3. How the project will enhance teaching and training of students pursuing biomedical-related degrees 4. How the project will enhance the preparation and numbers of community college students transferring to the University of Wyoming in biomedical-related disciplines 5. If project is related to prior funding, results of previous support and how it lays groundwork/ enhances rational for this request 6. How project and/or results will be sustained after the funding has been fully utilized 7. Planned collaboration between college and UW programs and faculty that will help achieve program goals
8. Institutional support letter	1	A letter from Department Chair or College Dean supporting the application, approving the budget, and detailing commitment to any institutional matching support and/or funds. **Signatures from institutional grant officer and INBRE Project Leader must be on the letter.**
9. Protection of Human Subjects; Inclusion of Women and Minorities; Targeted / Planned Enrollment Table; Inclusion of Children;	No Limit	As needed - Use instructions for PHS 398

Vertebrate Animals		
10. Regulatory documentation	No Limit	As needed- IRB, CITI certificates, etc. or written notice of their pending status
Appendices will not be accepted.		

Review Criteria (Experts from UW, Wyoming CCs, and other institutions will form the review panel):

1. **Significance to INBRE goals:** Does this request address the goals of the SPREM/STEM Seed grant program and Wyoming INBRE? If the goals of the application are achieved, how will biomedical education and research on the college campus and in Wyoming be advanced? What will be the impact of the activities proposed on teaching, learning and research concepts important in disciplines related to biomedicine?
2. **Training:** Is the plan for to recruit and train undergraduate students feasible and does it involve them directly in, or teach them about, the process of science? Does it help students make connections with opportunities for further biomedical education and training as they pursue their baccalaureate or graduate degree?
3. **Approach:** Is the description regarding how the funding will be used and the expected benefit to students and faculty clear? Does the proposal provide adequate details for the reviewer to judge impacts and likelihood of success in meeting the goals identified? Are the conceptual framework, design, methods, analyses, and assessment adequately developed, well integrated, well-reasoned, and feasible and appropriate to the aims of the project? Do the applicants acknowledge potential problem areas and consider alternative tactics? How will the college support the proposed activities- is there institutional support for the activities supported by the request?
4. **Innovation:** Is the project original and innovative? Does the project develop or employ novel concepts, approaches, methodologies, tools, or technologies for this area? How does the activity advance biomedical education and training of faculty and students?
5. **Investigators:** Are PI and any co-PIs appropriately trained and well suited to carry out this work? Is the work or activity proposed appropriate to the experience level of the principal investigators and other researchers? Does the team bring complementary and integrated expertise to the project (if applicable)?
6. **Future Plans:** Explain how the research/education activities funded by this grant will be assessed and sustained beyond the period of Wyoming INBRE funding.

Table 1. Examples of activities supported by SPREM/STEM Seed Grants and maximum award amounts.

Activity	***Award amount***	***Outcome(s)***	***Possible Assessment Metric(s)***
Community College mini-	*$5,000*	*Support for professional development/ conference travel,*	*Collaborative publications, presentations, INBRE*

grants		*equipment, laboratory supplies, short-term visits to other institutions for research training and collaboration, and/or the development of innovative approaches for integrating active learning/research into teaching.*	*collaborative grant submissions, course and/or curriculum revision, number of students impacted*
New faculty recruitment	*$10,000*	*Support for recruitment of new faculty including start-up funds, travel, and professional development.*	*Successful recruitment of new faculty who can contribute to program, curriculum, and course and student research experience enhancement*
Pilot and/or Collaborative Research seed support	*$10,000*	*Support for a biomedical-related research project that engages students in the process of science and trains them in scientific methods. Collaboration with UW research active faculty encouraged.*	*Publications, research presentations, INBRE DRPP collaborative grant submission, grants to external funding sources, research experiences available to students*
Equipment/ supply purchase	*$10,000*	*Support for purchase of equipment and/or supplies for education or research purposes.*	*Enhance education and/or research experiences for students. Enhance faculty expertise via access to new technology.*
Release time support for research/ professional development (1 semester)	*$10,000*	*Support for teaching release or other sabbatical support to pursue biomedical-related teaching/research/training professional development, on-site or collaborative research (Wyoming or other INBRE state, and/or student mentoring.*	*Collaborative publications, presentations, grant submission, course and/or curriculum revision, research experiences available to students, number of students impacted*