



**WYOMING INBRE 4 YEAR 6**  
**WYOMING COMMUNITY COLLEGE/ UW-CASPER**  
**STEM Seed Grants**

**DATE:** April 3, 2025  
**TO:** Wyoming Community College and UW-Casper faculty  
**FROM:** R. Scott Seville, Wyoming INBRE Program Director and Principal Investigator; Florence Teulé-Finley, INBRE Program Coordinator  
**SUBJECT:** Request for Proposals- STEM Seed Grants  
**DEADLINE:** 5:00 PM Thursday May 1, 2025  
**COMPLETE DETAILS/SUBMIT:** <https://uwyo.infoready4.com/#competitionDetail/1970449>

**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 and UW-Casper faculty to the Wyoming INBRE 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 this program is to support community college and UW-Casper 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. **NOTE: Nucleic acid sequencing equipment will not be considered in this competition. Please discuss with the INBRE Administration and Data Science Core.**

Proposals for this competition are limited to \$15,000. Proposals requesting more than \$15,000 for single equipment purchases will be considered provided there are institutional matching funds. Please discuss feasibility with S. Seville.

Funding for selected proposals is contingent on receipt of funding for Wyoming INBRE (Award #P20GM103432) from NIH NIGMS IDeA.

For additional information and to submit proposals go to:

<https://uwyo.infoready4.com/#competitionDetail/1970449>

Pre-application inquiries and questions regarding feasibility of proposals can be directed to Dr. Scott Seville ([sseville@uwyo.edu](mailto:sseville@uwyo.edu)) and/or Florence Teulé-Finley ([fteule@uwyo.edu](mailto:fteule@uwyo.edu)).

**Due to limited resources, an individual may not submit more than one STEM seed proposal during any given budget period (May 1, 2025 to April 30, 2026).**

**II. DEADLINE:** The deadline for receipt of proposals is **5:00 PM Thursday May 1, 2025**. 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. For the later, the proposal must focus on undergraduate students at UW Casper and/or Casper College. All faculty members at Wyoming Community Colleges with a regular or continuing appointment are eligible to apply. If you have not had any 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 STEM 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 (scheduled November 6-8, 2025 in Laramie WY).

**NOTE:** Any product resulting from support from Wyoming INBRE, from the use of INBRE equipment, or an INBRE sponsored student must acknowledge Wyoming INBRE. This includes publications, presentations, press releases, requests for proposals, bid invitations, or any other documents or applications that describe projects or programs that were supported by INBRE. For additional information and examples go to:  
[http://www.uwyo.edu/wyominginbre/articles/cite\\_inbre.html](http://www.uwyo.edu/wyominginbre/articles/cite_inbre.html).

#### **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 Network Institution Coordinator (NIC)(formerly Project Lead) and have their signature on your proposal cover sheet and institutional support letter. NICs are: Casper College/ University of Wyoming at Casper- Dagmara Motriuk-Smith; Central Wyoming College- Bill Finney; Eastern Wyoming College- Chris Wenzel; Laramie County Community College- Ami Wangeline and Zac Roehrs; Northwest College- Eric Atkinson; Sheridan/Gillette Colleges- Ami Erickson; Western Wyoming Community College- David Tanner.

A **“Just in Time”** policy will be in effect for research proposals requiring regulatory committee review or special authorization. Proposals that involve or utilize vertebrate animals or biohazards must be discussed with Scott Seville, INBRE PI/PD before submission. Due to NIH requirements

for human subjects research, Wyoming INBRE cannot fund HS studies via this funding mechanism at this time.

## V. FORMAT FOR PROPOSALS

Please submit your proposal using the UW InfoReady submission system. Each section must be uploaded as a separate pdf file in the correct section. Applicants with questions about how to create pdfs should consult with their campus IT personnel.

Section	Page Limits	Description
1. <b>Cover page and summary/abstract</b>	1	<u>See example cover page below.</u>
2. <b>Budget-</b> please itemize personnel, equipment, travel, miscellaneous (small equipment, lab/teaching supplies).	No Limit	Itemized budget for permitted expenses and justification. The fiscal year is May 1, 2025 to April 30, 2026 and the dollars awarded must be spent by the end of the budget year unless previously discussed with the INBRE Program Director. <u>See example budget sheet below.</u>
3. <b>Up to date CV-</b> including list of past Wyoming INBRE awards, award amounts and results of project(s)	4	
4. <b>Specific Goals</b> (1 page) and <b>Research/Project Plan</b> (3 pages)	4	<p><u>Include:</u></p> <ol style="list-style-type: none"> <li>1. Specific project goals- 1 page</li> <li>2. The project plan and how each goal will be achieved</li> <li>3. How the project will enhance teaching and training of students pursuing biomedical-related degrees</li> <li>4. How the project will enhance the preparation and numbers of community college students transferring to the University of Wyoming (or other institutions) in biomedical-related disciplines</li> <li>5. If project is related to prior funding, results of previous support and how these lay</li> </ol>

		<p>groundwork/ enhance rational for this request</p> <p>6. How project and/or results will be sustained after the funding has been fully utilized</p> <p>7. Planned collaboration between college and UW programs and faculty that will help achieve program goals</p>
5. <b>Institutional support letter</b>	1	<p>A letter from your Department Chair or College Dean supporting the application, approving the budget, and detailing commitment to any institutional matching support and/or funds. <b>Signatures from institutional grant officer and INBRE Project Leader must be on the letter.</b></p>
6. <b>Vertebrate animals/ Hazardous materials</b>		<p>Please contact <a href="mailto:sseville@uwyo.edu">sseville@uwyo.edu</a> to discuss feasibility and approval process.</p>
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 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 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. Project description:** 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 specified? 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 any potential problem areas and consider alternative tactics? How will the academic institution 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 INBRE STEM Seed Grants and maximum award amounts.**

<b><i>Example Activity</i></b>	<b><i>Award amount</i></b>	<b><i>Outcome(s)</i></b>	<b><i>Possible Assessment Metric(s)</i></b>
<b><i>Community College mini-grants</i></b>	<b><i>\$5,000</i></b>	<b><i>Support for professional development/ conference travel, small 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.</i></b>	<b><i>Collaborative publications, presentations, INBRE collaborative grant submissions, course and/or curriculum revision, number of students impacted</i></b>
<b><i>New faculty recruitment</i></b>	<b><i>\$10,000</i></b>	<b><i>Support for recruitment of new faculty including start-up funds, travel, and professional development.</i></b>	<b><i>Successful recruitment of new faculty who can contribute to program, curriculum, and enhance course and student research experience</i></b>
<b><i>Pilot and/or Collaborative Research Project seed support</i></b>	<b><i>\$15,000</i></b>	<b><i>Support for a biomedical-related research project that engages students in the process of science and trains them in scientific methods. Collaboration with active UW research faculty is encouraged.</i></b>	<b><i>Publications, research presentations, INBRE DRPP collaborative grant submission, grants to external funding sources, research experiences available to students</i></b>
<b><i>Equipment/supply purchase</i></b>	<b><i>\$15,000</i></b>	<b><i>Support for purchase of equipment and/or supplies for education or research purposes.</i></b>	<b><i>Enhance education and/or research experiences for students. Enhance faculty expertise via access to new technology.</i></b>

### Example Cover Page

**2025-26 WYOMING CC/UWC INBRE STEM Seed GRANT PROGRAM**

Project title:

Principal Investigator (name, email):

Other involved faculty/ Co-Principal Investigators (name(s), email(s)):

Institution and Department:

College grants' administrator or administrative contact (name, email):

College INBRE Network Institution Coordinator signature:

Project summary/abstract (500 words max.): \_\_\_\_\_

[illegible]

### Example Budget Sheet

**Principal Investigator:**

				<b>Total amount requested</b>
<b>Personnel</b>	<b>Role</b>	<b>Request</b>	<b>Benefits</b>	
Smith, John	Student mentor	\$1000	NA	\$1000
Jones, Katy	Student	\$500	NA	\$500
<b>Equipment</b>	<b>Notes</b>			
Thermocycler	Quote attached below	\$3,000		\$3000
<b>Travel</b>				
Travel to ABC conference for 4 students and one faculty member	Includes airfare, hotel, meals.	\$5,000		\$5,000
<b>Other direct costs</b>				
Lab supplies	Glassware, DNA extraction kits, PCR reagents	\$2,000		\$2,000
<b>Total Request</b>				<b>\$11,500</b>

#### **Budget Justification**

**Personnel (\$1,500)-** A total of \$1,500 is requested to pay summer salary to the student mentor John Smith and the student Katy Jones. XX College will pay other salary associated costs.

**Equipment (\$3,000)-** A total of \$3,000 is requested to purchase the XXX thermal cyclcr. Quote is attached below.

**Travel (\$5,000)-** A total of \$5,000 is requested for travel for the student mentor and 4 students to attend the ABC conference to present results of their summer project. Support will be used to pay for airfare, registration, hotel, and meals. XX College is providing matching funds to cover any expenses not covered by the \$5,000 request.

**Other direct costs (\$2,000)-** A total of \$2,000 is request to purchase the following lab supplies:

Disposable lab supplies	10 X 100ml beakers, 5 boxes nitril gloves
\$500	
DNA extraction kits	20 kits
\$3,000	

PCR reagents

\$1,500

primers, nucleotides, etc.

**Total other direct costs:**

**\$5,000**