Form #1 EAIG

**University of South Florida**

**EQUIPMENT ACQUISITION AND IMPROVEMENT GRANT**

**FULL PROPOSAL – Spring 2018**

Title of Project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PI’s GEMS ID Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department ID \_\_\_\_\_\_\_\_\_\_\_

College/School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PI’s E-mail Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PI’s Campus mailing address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PI’s Campus phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PI’s Faculty Rank/Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mo. /Yr. appointed to this rank\_\_\_\_\_\_\_\_\_\_\_

Tenure status: tenured or tenure-earning\_\_\_\_ non-tenure track\*\_\_\_\_ Type of Contract: 9 month\_\_ 12 month\_\_\_

|  |  |
| --- | --- |
| Disciplines from which you would like reviewers to be chosen:DESIRED START DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Funds Requested for Year 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TOTAL FUNDS REQUESTED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Where project will be conducted: |

Other support awarded for this project (include amount source, funding period):

Matching Support for this project (include amount, account number, source):

If your project will include the use of human subjects, protected health information, live vertebrates, or biohazardous materials you must received receive approval from the relevant research compliance office. Check all that apply to your project:

 **IRB** (human subjects) \_\_\_\_ **HIPAA** (protected health information) \_\_\_\_ **IACUC** (live vertebrates) \_\_\_\_ **IBC** (biohazards) \_\_\_\_

\* Nontenure-track faculty must submit a letter from their department head or dean confirming that the applicant is employed and paid as a USF faculty member, is required to conduct independent research and that it is anticipated that the applicant will be regularly renewed subject to satisfactory performance in terms of independent research accomplishment and other contractual obligations.

**SIGNATURE PAGE** Form # 2 EAIG

**PRINCIPAL INVESTIGATOR:**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Waiver**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with full knowledge of my right of access to any public record made or received in connection with official public business granted by the Florida Constitution (article I, section 24) and Florida Statutes (chapter 119), expressly waive all rights whatsoever that I have to request records containing the identity of the individuals who provide written feedback on this proposal. I voluntarily agree to this waiver of my right of access to these records because I believe it will help ensure a truly candid review of my proposal by my academic peers.

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**Principal Investigator’s signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**CO-INVESTIGATOR:**

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**Co-Investigator’s signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Co-Investigator’s signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**CO-INVESTIGATOR:**

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**Co-Investigator’s signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Form #3 EAIG

JUSTIFICATION OF NEED

**Limit:** **2 double-spaced pages** inclusive of tables & figures. Use 12-point font; maximum 26 lines/page (Times New Roman 12 pt. allows the most words/inch in this font size). Page limit does not apply to literature cited as endnotes. Appendices are permitted; limit: 10 pages. This box may be removed.

Form #4 – EAIG-Full

**PROPOSED BUDGET SUMMARY & JUSTIFICATION**

Single-spaced outline format is permitted, no page limit.

Include a detailed description of anticipated expenses for personnel, equipment, supplies, travel, computer charges, operating expenses, etc. with a justification for each. Discuss each item’s relevance to the outcomes of the project. Describe any potential or existing funding overlap and how you would resolve the problem.

Form #5 EAIG-Full

**ABBREVIATED CURRICULUM VITA**

LIMIT: 2 pages per person (single-spaced outline format is permitted).

For the P.I., Co-Investigators and all key personnel include an abbreviate CV with name; role in project; education (baccalaureate to last degree awarded) including institution, discipline, degree and year; current professional position; publications, projects and/or presentations related to their role in this project including title, date, and name of publication. Also include history of funded and pending external grants that relate to this project. Two-page Biographical Sketch in NSF format is recommended for applicants in fields that apply to this agency.

Form #6 EAIG-Full

EXPECTED OUTCOMES OF PROJECT

Single-spaced outline format is permitted; no page limit.

**Proposal Plan** – Describe the specific external grants that will be supported by the proposed equipment acquisition, and new external grant opportunities that will be pursued and their respective funding agencies. Describe the external grants in enough detail for the reviewers to judge the degree to which they correspond with the goals of the proposed project. Provide a duration and end data for the active grants. Provide a timeline, including target application deadlines, of plans to apply for the new external grants. Outline the plans and timetable for applying for new grants.

Form #7 EAIG-Full

**MANAGEMENT PLAN**

Single-spaced outline format is permitted. Limit: 2 pages.

The applicant must provide a management plan for the requested equipment, including the location in which it will be housed, who the responsible investigators will be for instrument management and oversight, and how maintenance and operational costs will be covered. It is strongly recommended that the PI team provide a basic business plan for the instrument, identifying likely users, and outlining per unit charges for the recovery of operational costs.

Form #8 EAIG-Full

**LETTERS OF COMMITMENT FOR COST-SHARE FUNDS**

Attach a letter of commitment from the manager of any USF fund to be used in cost-sharing (i.e., from a Department Chair for departmental funds, from a Dean for College funds, from a Center Director/Manager for Center/Facility funds, etc.)

Form #9 EAIG-Full

**APPENDIX**

* Include the quote for the requested instrument
* Letters from the potential users of the requested equipment may be included in the appendix. Please limit each letter to one page.
* Attempts to use the Appendix to circumvent the page limits of other sections may result in administrative withdrawal of the application.