

# Request for Proposals

## Research Center Grant Program FY2011

### Anticipated Schedule for FY 2011 RCGP Competition (Subject to Change)

<b>Aug 10, 2009</b>	Issue RFP to Institutions
<b>Oct 2, 2009</b>	Notices of Intent due in OSBE (includes proposal summary and referred reviewers)
<b>Nov 13, 2009</b>	Proposals due in OSBE
<b>Nov 20-30, 2009</b>	Submit reviewer qualifications to HERC for approval
<b>Dec 1, 2009 - Jan 15, 2010</b>	<b>External Peer Review –Stage 1</b>
<b>Jan 19, 2010</b>	HERC meeting/conference call to report peer review results, plan on-site visits and approve on-site reviewer qualifications
<b>Mid-Feb or March 2010</b>	<b>On-site visits – Stage 2</b>
<b>April 21-22, 2010</b>	HERC Recommendations is forwarded to Board for Approval
<b>July 2010</b>	First year of funding released

# IDAHO SBOE SPONSORED RESEARCH CENTERS

## Request for Proposals FY 2011

### Eligible Institutions:

- Boise State University
- Idaho State University
- Lewis-Clark State College
- University of Idaho

### Intent and Purposes of Research Centers:

The Idaho State Board of Education's Higher Education Research Council Policy recommends that funds be provided to establish focused research centers that enable researchers to make important advances that cannot be made readily by other approaches. Therefore, the intent of such centers is to have three or more faculty members with the accompanying necessary equipment and support personnel to establish a focused research effort that will lead to the investigators and the center becoming nationally recognized for their work or for their excellence, and nationally competitive for extramural research funding.

In April 2005, HERC formally adopted the core competencies identified by the Governor's Office of Science and Technology Advisory Council. These core competencies are Imaging, Nano-technology, Power/Energy, and Agriculture/Biosciences. Even though the four core competencies are the primary emphasis of HERC's Research Center Grants, the State Board of Education does not want to exclude any worthwhile ideas or opportunities. Individual scholars should be free to select the subject matter of their research, to seek funding from any source for their work that supports the core competencies as well as other research efforts that strengthen the diversification of the Idaho economy. Center funds are intended to build existing programs to bring them into national prominence and self-sufficiency, and not to fund completely new endeavors. Therefore, it is unlikely that research center support may be obtained if a proposal is not based on significant existing research activity and strength at one or more institutions in the state. Additionally, any research center that receives one million dollars or greater per three investigators for each of the past three years is ineligible for the RCGP competition. Centers may be established at any one of the four-year institutions or may be a collaborative effort between two or more institutions within the state, which is encouraged. All disciplines are eligible to apply for funding for the establishment of such centers, but will not be considered if they do not have high potential for obtaining significant funding from extramural sources.

### Features of SBOE Research Centers:

SBOE Research centers should have a unifying research focus involving any field or research supported by the SBOE. The Research centers may vary in size and exhibit diverse forms of organization, participation and operation. No single type of center fits the needs of every field. Rather, the size, structure, and operation of the Research center are determined by the proposed research.

While Centers are unique in some respects, each Center must:

1. Be based in an institution;
2. Be directed by a tenure-tracked faculty member and integrated into academic programs;
3. Have tangible resource commitments that reflect the priorities of the home institution(s) and other institutional collaborators;
4. Provide a variety of education and research opportunities for students and faculty (e.g., undergraduate and graduate students, postdoctoral researchers, industrial fellows, and faculty members from other college and universities.)
5. Provide significant evidence that the center will contribute to the economy of the state.

**Number of Proposals to be Funded Each Year:**

Only one new center shall be funded in FY 2011.

**Internal Review:**

An internal review process must be used to identify the best proposals and those that best fit the priorities of the institution. Since the SBOE intends to fund only one new center, it is the responsibility of the institution to identify those areas of research that it wishes to improve in a major way.

**Center Director:**

The Center Director and the institution are responsible for developing an administrative structure that will allow the Director to provide strong leadership to promote research and teaching. The Center Director is responsible for the management, staffing, and resource allocation of the Research Center.

**Deadlines:**

Proposals must be submitted to the State Board of Education office in Boise no later than **November 13, 2009** for consideration for funding in FY 2011. Notices of Intent should be submitted to the State Board Office in advance (October 2, 2009) of the proposal deadline.

**Notice of Intent:**

A notice of intent to submit a research center proposal must be submitted to the State Board Office by **October 2, 2009**. The notice of intent should be submitted in hard copy and electronically to Patty Sanchez at [Patty.Sanchez@osbe.idaho.gov](mailto:Patty.Sanchez@osbe.idaho.gov). Proposals sent without having first submitted a notice of intent will not be accepted. Please see page 19-21 for the notice of intent forms.

**SBOE Research Center Awards:**

Research center awards will be made with an initial commitment of up to three years. The size of SBOE's investment in each Center will depend upon the needs, plans, and opportunities offered by the Center as well as the availability of State funds. Proposed budgets may range from \$250,000 to \$333,000 per year. Planning grants are not a component of this solicitation.

### **Reporting Procedures:**

The Higher Education Research Council (HERC) will have a primary role in oversight of the Research centers. The progress and plans of each funded Research center will be assessed annually. The Center Director shall prepare a summary progress report for HERC. The report should be in standard report format to include a report cover and table of contents.

Information to be reported in the annual report will include but is not be limited to:

- Summary of Center accomplishments for the fiscal year just completed and plans for the coming year
- Summary of Budget expenditures for the fiscal year just completed
- Number of faculty and student participation resulting from Center funding
- Formal listing of resulting publications and presentations
- Grants/patents received or pending
- Technology licenses signed and start-up businesses created
- Any other pertinent information

Toward the end of the third year of operation, each Research center's progress and future plans will be evaluated comprehensively. The outcome performance review will determine if the Research center is meeting the goals and objectives as originally planned.

### **Proposal Content:**

The proposal should be prepared following the instructions under Proposal Format and should contain only material itemized in that section. Proposals that do not adhere to the specified page and word limitations will be ineligible for consideration.

The proposal should reflect the unique combination of the proposing institution's interests and capabilities. As detailed under Proposal Format, the proposal should clearly and concisely justify center support. Consequently, important components of the proposal are: **focus, research plans, and relevance; education and outreach; rationale; and management plan.** These sections should be presented in sufficient detail to be evaluated in accordance with the selection criteria below.

### **Proposal Format:**

Each page of the proposal must be no more than 26 lines, using 12-point font. The original signed copy must be printed only on one side of each sheet. Additional copies may be printed on both sides. Proposals that do not adhere to the specified page limitations, including those in the required appendices, will be ineligible for consideration.

Each proposal must contain the following elements in the order indicated:

1. SBOE Cover Page (See page 11): Indicate the total amount requested for the three-year period rounded to the nearest hundred dollars.
2. Table of Contents: Key page numbers to the major sections of the proposal.

3. Executive Summary: Provide a clear description of the Center, its distinguishing features, unifying intellectual focus and proposed research, education and outreach, and rationale for the center (**up to 6 pages**).
4. Description of the Focus, Research Plans, and Relevance: Develop a research focus that is sufficiently long term to justify a center form of organization and broad enough to permit change as the research proceeds. Describe the Center's goals and proposed research activities in sufficient detail to allow assessment of their merit for the discipline and the necessity for the center mode of operation. Indicate what impact the Center's research will have on the state's overall research reputation regionally and nationally (**up to 40 pages, excluding references**).
5. Education and Outreach: Clearly outline plans for attracting and involving high-quality students (undergraduate, graduate, postdoctoral) in Center activities. If a significant research partnership with other state agencies, federal agencies, private institutions, or other entities is part of the focus of the Center, clearly identify these relationships and the specific contributions, which will be made by these partners with respect to personnel and funds. Letters of commitment by the appropriate officials should be attached to the appendices of the proposal (**up to 5 pages**).
6. Rationale for the Center: Justify the Center mode. Clearly indicate current activities, why a Center is necessary and what unique opportunities will be provided by the proposed center. If the proposed Center's research is closely related to ongoing research at an existing Center in Idaho (e.g., national laboratory), explain how the research activities of this Center complement those of the existing Center (**up to 6 pages**).
7. Management Plan: Provide a clear description of the organizational structure of the Center. Clearly outline mechanisms for focusing Center activities, selecting and integrating research projects, allocating funds and equipment, and managing the involvement of other groups, and identify the measures the center will use to assess its performance (**up to 4 pages**).
8. Budget: Include a proposed three-year budget and separate annual budgets for each year. Identify items of equipment costing more than \$5,000. See pages 17-19 for budget form. Budget totals must be rounded to the nearest \$100. Each total annual budget will be rounded to the nearest \$100 if the amounts in the proposal submission are not rounded.
9. Budget Narrative: A description of the role of personnel or the nature and purpose of other expenditures should be included for each item in the personnel categories; a description of need for and purpose of equipment for all expenditures over \$1,000; a description of purpose and destination of proposed travel expenditures; an explanation of role of additional participants and the nature of expenditures involved; and description of expenditures under Another direct costs.

10. Institutional and Other Sector Support: Outline and describe the home institution's commitment: dollars, space, faculty and staff positions, capital equipment, and access to facilities and instrumentation. Describe projected other sector support, including space, funds, facilities, and people for the Center (up to 5 pages). This narrative is in addition to the form on page 15.

### **Appendices:**

1. Facilities and Equipment: Include a description of the available facilities, plans for purchase of and justification for major items of equipment, and plans for new or renovated space (up to 4 pages).
2. Biographical Sketching and Individual Support: Provide a one- to two-page biographical sketch that includes the five most relevant publications and a complete listing of current support for PI's and co-PI's. A full CV of the Center Director is required. Provide a description of qualifications of and services expected from all visiting professors and postdoctoral associates. This appendix may be single-spaced.
3. Provide official letters that verify specific institutional and other sector resource commitments.

### **Evaluation of Proposals:**

#### Review and Awards Selection Process

The review will consist of a two-stage process. The first stage will involve an external (out-of-state) mail review by experts in the discipline, and the second stage will involve an on-site visit by a panel of external peer reviewers to not more than three of the highest-ranked research center sites as a consequence of the first peer review process. HERC and the staff of the State Board of Education will be responsible for the entire review process. HERC will make the final recommendation for funding after receiving the reports from the reviewers. The reviewers will be asked to assess the proposals on the following criteria:

1. Intrinsic merit of the research: The overall quality of the proposed research and the likelihood that the research will lead to a significant contribution to the field, the institution, and the state.
2. Research performance competence: The capability of the investigator(s), the technical soundness of the proposed approach, and the adequacy of the institutional resources available or proposed, including existing or planned facilities.
3. Effect of the Center: The Center's impact on enhancing education of researchers, students and the Center's ability to strengthen the diversification of Idaho's economy.
4. Rationale for the Center: Assessment of whether the center mode and structure are essential, appropriate, and will enhance the conduct of the proposed research

activities.

5. Potential for Researchers becoming Nationally Competitive: Assessment of the Center's impact for improving the capability of the researchers and the focused research approach to attract extramural funding.
6. Institutional Support and Management Plan: The level and nature of the institutional (home and other sector) commitments to the Center and the likely effectiveness of the management plan. Additional issues include: reasonableness and appropriateness of the budget and plans for interactions of the staff of the Center with the rest of the sponsoring institution, and the mechanisms to be used to assess outcome based performance.

### **Proposal Submission:**

1. All proposals and notices of intent must be submitted by the Director of the Grants and Contracts Office or the primary research officer of the institution.
2. **One copy** of the notice of intent along with an electronic version must be submitted by **October 2, 2009** to Patty Sanchez at [Patty.Sanchez@osbe.idaho.gov](mailto:Patty.Sanchez@osbe.idaho.gov).
3. **Fourteen (14) copies** of the proposal must be submitted by **November 13, 2009**, one of which must carry the original signatures of the appropriate fiscal officer, primary academic officer and the president of the institution and be printed on one side only.
4. Proposals should be securely fastened together but not placed in ring binders.
5. Specific questions about proposals beyond the details of this document should be directed to the Chief Academic Officer of the State Board of Education.

## FIELD CODE NUMBER LIST

### BIOLOGICAL, BEHAVIORAL & SOCIAL SCIENCES

Animal Science .....	286
Behavioral & Neural Sciences	
Psychobiology .....	1
Social & Developmental Psychology .....	2
Anthropology .....	3
Linguistics .....	4
Sensory Physiology & Perception .....	5
Memory & Cognitive Processes .....	6
Developmental Neurosciences .....	7
Integrative Neural systems .....	8
Molecular & Cellular Neurobiology .....	9
Biotic Systems & Resources	
Ecology .....	10
Systematic Biology .....	11
Population Biology & Physiological Ecology .....	12
Ecosystems Studies .....	13
Biological Research Resources .....	14
Cellular Biosciences	
Cellular Biology .....	15
Cellular Physiology .....	16
Developmental Biology .....	17
Eukaryotic genetics .....	18
Regulatory Biology .....	19
Entomological Science .....	287
Molecular Biosciences	
Prokaryotic Genetics .....	20
Metabolic Biology .....	21
Biochemistry .....	22
Biophysics .....	23
Biological Instrumentation .....	24
Plant Science .....	288
Veterinary Science .....	289
Social & Economic Science	
Economics .....	25
Geography & Regional Science .....	26
Sociology .....	27
Measurement Methods & Data Improvement .....	28
History & Philosophy of Science .....	29
Political Science .....	30
Law & Social Sciences .....	31
Decision, Risk & Management Sciences .....	32

### COMPUTER & INFORMATION SCIENCE & ENGINEERING

Advanced Scientific Computing	
Supercomputer Centers .....	33
New Technologies .....	34
Networking Activities .....	35
Networking & Communications Research .....	36
Computer & Computation Research	
Computer & Computation Theory .....	37
Software Systems .....	38
Software Engineering .....	39
Computer Systems Architecture .....	40
CISE Institutional Infrastructure .....	41

CISE Instrumentation .....	42
Numeric & Symbolic Computation .....	43

Information, Robotics & Intelligent Systems	
Knowledge & Database Systems .....	44
Robotics & Machine Intelligence .....	45
Interactive Systems .....	46
Information Impact .....	47

Microelectronic Information Processing Systems	
Design, Tools and Test .....	48

Microelectronic Systems Architecture .....	49
--	----

Circuits & Signal Processing .....	50
------------------------------------	----

Experimental Systems .....	51
----------------------------	----

Systems Prototyping & Fabrication .....	52
---	----

### ENGINEERING

Civil Engineering .....	295
-------------------------	-----

Cross-Disciplinary Research	
Engineering Research Centers .....	53
Industry/University Cooperative Research Centers .....	54

Engineering Science in Chemical, Biochemical & Thermal Engineering	
Kinetics & Catalysis .....	55
Biochemical & Biomass Engineering .....	56
Process & Reaction .....	57
Thermodynamics & Transport Phenomena .....	58
Multiphase & Interfacial Phenomena .....	59
Thermal Systems & Engineering .....	60
Separation & Purification Processes .....	61

Engineering Science in Electrical, Communications & Systems Engineering	
Systems Theory & Operations Research .....	62
Quantum Electronics, Waves & Beams .....	63
Solid-State & Microstructures .....	64
Instrumentation, Sensing & Measurement .....	65

Engineering Science in Mechanics, Structures & Materials Engineering	
Solid & Geomechanics .....	66
Structures & Building Systems .....	67
Fluid Dynamics & Hydraulics .....	68
Tribology .....	69
Dynamic Systems & Control .....	70
Materials Engineering & Processing .....	71

Fundamental Research in Emerging & Critical Engineering Systems	
Biotechnology .....	72
Bioengineering & Research to Aid the Handicapped .....	73
Lightwave Technology .....	74
Earthquake Hazards Mitigation .....	75
Environmental Engineering .....	76
Systems Engineering for Large Structures .....	77
Natural & Man-Made Hazard Mitigation .....	78

Power Conversion Systems .....	294
--------------------------------	-----

Science Base Development in Design, Manufacturing	
---	--

& Computer Engineering		
Design Theory & Methodology.....	79	Organic Dynamics.....
Computer Integrated Engineering.....	80	Organic Synthesis.....
Manufacturing Systems.....	81	Theoretical & Computational.....
Automation & Systems Integration.....	82	Experimental Physical.....
Engineering Infrastructure Development.....	83	Inorganic, Bioinorganic & Organometallic.....
		Analytical & Surface.....
		Chemical Instrumentation.....
<b>GEOSCIENCES</b>		<b>Materials Research</b>
<b>Atmospheric Sciences</b>		Material Research Laboratories.....
Aeronomy.....	84	National Facilities.....
Meteorology.....	85	Instrumentation.....
Solar Terrestrial.....	86	Materials Research Groups.....
Atmospheric Chemistry.....	87	Solid State Physics.....
Experimental Meteorology.....	88	Solid State Chemistry.....
Climate Dynamics.....	89	Low Temperature Physics.....
Global Atmospheric Research.....	90	Condensed Matter Theory.....
Centers & Facilities.....	91	Metallurgy.....
<b>Earth Sciences</b>		Ceramics & Electronic Materials.....
Instrumentation & Facilities.....	92	Polymers.....
Stratigraphy & Paleontology.....	93	<b>Mathematical Sciences</b>
Surficial Processes.....	94	Applied.....
Crustal Structure & Tectonics.....	95	Classical Analysis.....
Seismology.....	96	Modern Analysis.....
Experimental & Theoretical Geophysics.....	97	Algebra & Number Theory.....
Petrogenesis & Mineral Resources.....	98	Topology & Foundations.....
Volcanology & Mantle Geochemistry.....	99	Special Projects.....
Experimental & Theoretical Geochemistry.....	100	Statistics & Probability.....
Continental Lithosphere.....	101	Geometric Analysis.....
Extractive Metallurgy.....	281	<b>Physics</b>
Mineral Processing.....	282	Atomic, Molecular, Plasma.....
Mining Engineering.....	283	Elementary Particles.....
Geological Engineering.....	284	Theoretical.....
Soil Science.....	290	Nuclear.....
Water Science.....	291	Gravitational.....
<b>Ocean Sciences</b>		<b>SCIENCE AND ENGINEERING EDUCATION</b>
Oceanographic Technology.....	102	College Science Instrumentation.....
Operations.....	103	<b>Materials Development, Research &amp; Informal Science Education</b>
Oceanographic Facilities.....	104	Applications of Advanced Technologies.....
Ocean Drilling.....	105	Instructional Materials Development.....
Biological Oceanography.....	106	Research in Teaching & Learning.....
Chemical Oceanography.....	107	Informal Science Education.....
Physical Oceanography.....	108	<b>Research Career Development</b>
Marine Geology & Geophysics.....	109	Graduate & Minority Graduate Fellowship.....
<b>Polar Programs</b>		NATO Post Doctoral Fellowships in Science &
Glaciology.....	110	Advanced Institute Travel Awards.....
Atmospheric.....	111	Presidential Young Investigator Awards.....
Biology & Medicine.....	112	<b>Studies &amp; Program Assessment.....</b>
Earth.....	113	<b>Teacher Preparation &amp; Enhancement</b>
Meteorology.....	114	Science & Mathematics Education Networks.....
Ocean.....	115	Teacher Enhancement.....
		Presidential Awards for Excellence in Science.....
		Teacher Preparation.....
<b>MATHEMATICAL &amp; PHYSICAL SCIENCES</b>		<b>THE ARTS</b>
<b>Astronomical Sciences</b>		Literary Publishing
Extragalactic Astronomy.....	116	Literary Magazines.....
Solar System.....	117	
Stars & Stellar Evolution.....	118	
Galactic Astronomy.....	119	
Astronomical Instrumentation & Development.....	120	
<b>Chemistry</b>		

Small Presses.....	166	Distribution Projects.....	167
Audience Development		Medieval Studies.....	213
Residencies for Writers.....	168	Regional Studies.....	214
Literary Centers.....	169	Renaissance Studies.....	215
Audience Development Projects.....	170	Rural Studies.....	216
Professional Development.....	171	Urban Studies.....	217
Other.....	172	Western Civilization.....	218
		Women's Studies.....	219
<b>THE HUMANITIES</b>		Languages	
Anthropology.....	173	Ancient.....	220
Archaeology.....	174	Asian.....	221
Archival Management Conservation.....	175	Classical.....	222
Arts, History and Criticism		Comparative.....	223
Architecture: History & Criticism.....	176	English.....	224
Art: History & Criticism.....	177	French.....	225
Dance: History & Criticism.....	178	German.....	226
Film: History & Criticism.....	179	Italian.....	227
Music: History & Criticism.....	180	Latin American.....	228
Theater: History & Criticism.....	181	Near Eastern.....	229
Communications		Slavic.....	230
Composition & Rhetoric.....	182	Spanish.....	231
Journalism.....	183	Law Jurisprudence.....	232
Media.....	184	Library Science.....	233
Education.....	185	Linguistics.....	234
Education Technology.....	293	Literature	
Ethnic Studies		African.....	235
Asian American.....	186	American.....	236
Black/Afro-American.....	187	Ancient.....	237
Hispanic American.....	188	Asian.....	238
Jewish.....	189	British.....	239
Native American.....	190	Classical.....	240
History		Comparative.....	241
African.....	191	French.....	242
American.....	192	German.....	243
Ancient.....	193	Latin American.....	244
British.....	194	Literary Criticism.....	245
Classical.....	195	Near Eastern.....	246
European.....	196	Slavic.....	247
Far Eastern.....	197	Spanish.....	248
Latin American.....	198	Museum Studies/Historic Preservation.....	249
Near Eastern.....	199	Philosophy	
Russian.....	200	Aesthetics.....	250
South Asian.....	201	Epistemology.....	251
Humanities.....	202	Ethics.....	252
Interdisciplinary		History of Philosophy.....	253
African Studies.....	203	Logic.....	254
American Studies.....	204	Metaphysics.....	255
Area Studies.....	205	Non-Western Philosophy.....	256
Asian Studies.....	206	Religion	
Classics.....	207	Comparative Religion.....	257
Folklore/Folklife.....	208	History of Religion.....	258
History/Philosophy of Science, Technology or		Non-Western Religion.....	259
Medicine.....	209	Philosophy of Religion.....	260
International Studies.....	210	Social Science	
Labor Studies.....	211	American Government.....	261
Latin American Studies.....	212	Economics.....	262
		Geography.....	263
		International Studies.....	264
		Political Science.....	265
		Psychology.....	266

Public Administration .....	267
Other .....	269

Sociology .....	268
-----------------	-----

**HEALTH RELATED**

Dental.....	270
Medicine.....	271
Nursing.....	272
Pharmacy.....	273
Communications Disorders	
Speech Language Pathology.....	279
Audiology .....	280
Physical Therapy .....	285
Special Education .....	292

**BUSINESS AND MANAGEMENT**

Accounting Information Systems .....	274
Management Organizations.....	275
Marketing Sciences.....	276
Financial Analysis .....	277
Economic Development.....	278

# NOTICE OF INTENT

To Submit an SBOE Research Center Grant Proposal for FY 2011

**Name of Proposed Center:**

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**Name of Institution:**

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**Names of Proposers:**

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**Institutional Entities/Departments:**

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**Names of Other Cooperating  
Entities/Collaborators:**

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**Intended Research Focus:**

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# LIST OF SUGGESTED REVIEWERS

## Include with the Notice of Intent

List the names and addresses of five potential reviewers. **Do not contact them or they will be disqualified.** These referrals must be experts in your field with national prominence and experience. Only one person per institution/organization will be eligible to serve as a reviewer. Also, these potential reviewers must not reside or work in the State of Idaho. **AVOID ANY CONFLICT-OF-INTEREST. THIS WOULD INCLUDE CO-PUBLISHERS IN THE LAST FIVE YEARS, YOUR DISSERTATION ADVISOR, A BUSINESS OR FINANCIAL PARTNER, AND OTHERS WITH WHOM YOU HAVE HAD A CLOSE WORKING RELATIONSHIP.** If you are not sure, contact the SBOE office for clarification. Please include complete addresses, phone numbers and e-mail addresses if available. If there are any individuals that you prefer not review this proposal, please list them on the back of this sheet.

1	Name:	
	Institution:	
	Address	
	Phone #:	
	E-Mail:	

4	Name:	
	Institution:	
	Address:	
	Phone #:	
	E-Mail:	

2	Name:	
	Institution:	
	Address:	
	Phone #:	
	E-Mail:	

5	Name:	
	Institution:	
	Address:	
	Phone #:	
	E-Mail:	

3	Name:	
	Institution:	
	Address:	
	Phone #:	
	E-Mail:	

<b>Reviewers for this proposal should have expertise in the area(s) of:</b>

***Individuals who you prefer not review this proposal.  
Please list name and institution.***

1.	
2.	
3.	
4.	
5.	

## ELIGIBILITY REQUIREMENT SHEET

### Include with the Notice of Intent

The following must be completed in full to comply with the Research Center Grant Program (RCGP) Eligibility Requirements. It is the policy of the Higher Education Research Council to declare any research center that receives one million dollars or greater per three investigators for each of the past three fiscal years be ineligible for the RCGP competition.

Please list the names of the Center Director and all other investigators at the proposed State Board of Education Research Center. Next to each name, include the total amount of research funding received, from all sources, for the year specified.

Investigators	FY2007	FY2008	FY2009
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**SBOE PROPOSAL NUMBER:**  
(to be assigned by SBOE)

<b>COVER SHEET FOR RESEARCH CENTER GRANT PROPOSALS</b>			
State Board of Education			
TITLE OF PROPOSED PROJECT:		AMOUNT REQUESTED:	
PROJECT START DATE:		PROJECT END DATE:	
NAME OF INSTITUTION:		DEPARTMENT:	
ADDRESS:			
PI EMAIL ADDRESS:		PI PHONE NUMBER:	
FIELD CODE NUMBER(S): (refer to list in RFP)		FIELD CODE NAMES(s): (refer to list in RFP)	
SPECIFIC PROJECT FOCUS:			
	Name	Title	Original Signature
PRINCIPAL INVESTIGATOR			
CO-PRINCIPAL INVESTIGATOR			
CO-PRINCIPAL INVESTIGATOR			
CO-PRINCIPAL INVESTIGATOR			
	Name		Original Signature
Vice President for Research			
Provost/VP for Academic Affairs			
Financial Vice President			
President			

## SUMMARY PROPOSAL BUDGET

NAME OF INSTITUTION:

NAME OF PRINCIPAL INVESTIGATOR:

### A. FACULTY AND STAFF

Name/Title	Rate of Pay	CAL	ACA	SUM	Dollar Amount Requested
<b>% OF TOTAL BUDGET:</b>		<b>SUBTOTAL:</b>			

### B. VISITING PROFESSORS

Name/Title	Rate of Pay	CAL	ACA	SUM	Dollar Amount Requested
<b>% OF TOTAL BUDGET:</b>		<b>SUBTOTAL:</b>			

### C. POST DOCTORAL ASSOCIATES/OTHER PROFESSIONALS

Name/Title	Rate of Pay	CAL	ACA	SUM	Dollar Amount Requested
<b>% OF TOTAL BUDGET:</b>		<b>SUBTOTAL:</b>			

### D. GRADUATE/UNDERGRADUATE STUDENTS

Name/Title	Rate of Pay	CAL	ACA	SUM	Dollar Amount Requested
<b>% OF TOTAL BUDGET:</b>		<b>SUBTOTAL:</b>			

E.FRINGE BENEFITS						
Rate of Pay (%)			Salary Base			Dollar Amount Requested
<b>SUBTOTAL:</b>						
F.EQUIPMENT: (List each item with a cost in excess of \$1000.00)						
Item/Description					Dollar Amount Requested	
<b>SUBTOTAL:</b>						
G.TRAVEL						
Dates of Travel (from/to)	No. of Persons	Total Days	Transportation	Lodging	Per Diem	Dollar Amount Requested
<b>SUBTOTAL:</b>						
H.PARTICIPANT SUPPORT COSTS						Dollar Amount Requested
1.Stipends						
2.Travel (other than listed in section G)						
3.Subsistence						
4.Other						
<b>SUBTOTAL:</b>						

I. OTHER DIRECT COSTS		
1. Materials and Supplies		
2. Publication Costs/Page Charges		
3. Consultant Services (include Travel Expenses)		
4. Computer Services		
5. Subcontracts		
6. Other (specify nature & breakdown if over \$1000)		
<b>SUBTOTAL:</b>		
J. Total Costs: (Add subtotals, sections A through I)	<b>TOTAL:</b>	
K. Amount Requested:	<b>TOTAL:</b>	
Principal Investigator's Signature:	Date:	

**INSTITUTIONAL AND OTHER SECTOR SUPPORT**

(add additional pages as necessary)

A. INSTITUTIONAL /OTHER SECTOR DOLLARS

Source/Description	Amount

B. FACULTY/STAFF POSITIONS

Description

C. CAPITAL EQUIPMENT

Description

D. FACILITIES & INSTRUMENTATION

Description

## CURRENT AND PENDING SUPPORT

The following information should be provided for each investigator and other senior personnel. Failure to provide this information may delay consideration of the proposal.

I. Name of Investigator	Source of Support	Project Title	Award Amount (or Annual Rate)	Period Covered by Award	Person-Months or % of Effort Committed to the Project			Location of Research
					ACAD	SUMM	CAL YR	
A. Current Support List. If none, report none.								
B. Proposals Pending 1. List this proposal								
2. Other pending proposals, including renewal applications. If none, report none.								
3. Proposals planned to be submitted in near future. If none, report none.								
II. Name of co-principal investigator and/or faculty associate. A. _____ B. _____								
III. Transfer of Support If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period.								
IV. Other agencies to which this proposal has been/will be submitted.								

USE ADDITIONAL SHEETS AS NECESSARY

