FLORIDA INSTITUTE OF TECHNOLOGY
2015 RESEARCH EQUIPMENT PROGRAM (REP)

Introduction:
The Research Equipment Program (REP) was developed in 2014 at the recommendation of the Florida Tech Research Council and by the approval of the Executive Vice President/Chief Operating officer, Dr. Dwayne McCay. The purpose of the program is to support the acquisition of research equipment and instrumentation, hereinafter referred to as “equipment.” Awards will be used to fill existing infrastructure gaps for the advancement of research and scholarly activities by providing funding for needed equipment.

Eligibility:
Regular full-time academic and research faculty with the rank of instructor and above are eligible to submit applications as the principal investigator (PI). A letter of support from the Dean of the college for the PI must be included with the submission. The letter of support does not count toward the page limit. An individual may submit only one application per funding cycle as PI.

Description:
REP funds may be used to purchase, repair or upgrade Florida Tech-owned equipment directly used for research. Multidisciplinary applications for equipment use are encouraged and will be given priority for funding.

Award Information:
This year Florida Tech intends to award a minimum of $400,000 under this solicitation. Individual awards may range from $5,000 to $200,000. Awards will be made through the Office of Research. Office and instructional computers/equipment are not eligible for this program. Award decisions will be made based upon the results of a merit review by the Research Council. Awarded funds must be expended within 12 months of the award date.

Application Deadline:
The deadline for submission of applications is December 16, 2015. All applications shall be submitted via email to REP2015@fit.edu. Late submissions will not be accepted.

Award Schedule:
Award notifications will be emailed no later than February 27, 2016.
Content and Form of Application Submission:
Applicants must submit all documentation in accordance with the instructions. Nonconforming applications may be rejected without review.

The following formatting rules apply to all applications submitted:
- Paper size when printed: 8.5 x 11-inch (letter)
- Margins: 1 inch
- Spacing: Double
- Font: No smaller than 12 point Times New Roman

Maximum number of pages: Three (3) – This limit applies to the technical portion of the application, which consists of the following:
- Project Summary/Abstract (must be no longer than a single page)
- Project Narrative
- Facilities and other resources already in use
- Equipment requested – Include quotes for all equipment. All quotes must be in English and must be a valid quote from each vendor. Quotes do not count towards page limit

Project Summary/Abstract:
The project summary/abstract must provide a concise description of the equipment requested and the research and research-related education that it will support. It should identify the PI, other key personnel and departments that will be using the equipment.

Project Narrative:
The project narrative must address the following:
- Describe the requested equipment and explain how it will enhance the institution’s research capabilities and the quality of the institution’s academic programs (if applicable).
- Indicate the academic department(s) that will use the equipment and the equipment’s location.
- Describe how the requested equipment will interface with existing resources or upgrade current infrastructure.
- Describe any special circumstances regarding the acquisition or installation of the equipment (e.g., plumbing or electrical upgrades, facility expansion, etc.). These costs should be included in the proposed budget to make the equipment fully operational.
- Indicate the estimated useful life of the equipment and describe how the department/PI plans to service and maintain it after it is purchased. This item should address the source(s) of funding for continued operation and maintenance.
- Indicate if the PI will require training for optimal use of the requested equipment. If so, associated costs should be included in the budget.
- Timeline to have equipment fully operational with key implementation points identified.
Budget & Budget Justification:
The budget must include the total amount requested as well as a breakdown of the cost of the equipment including shipping and handling, associated costs for training, associated costs for full implementation, etc. The budget justification should provide additional data (not included above) by element of cost, sufficient to meet the guidance provided below and ensure meaningful evaluation. The budget and budget justification do not count toward the page limit.

Funding Restrictions:
  a. Applications may request funds for design, construction, assembly and/or installation of the equipment by a vendor or by university technicians/engineers.

  b. Applications may not request funds for direct salaries of faculty, postdoctoral associates or any form of student support (e.g., stipends, tuition and fees), office and instructional computers/equipment, although technician support can be included.

Point of Contact:
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