



Colorado State University

Office of the Vice President for Research Office of the Vice President for University Operations, Facilities Management

Request for Applications: Research Facilities Improvements – Planning for the Future

SYNOPSIS OF THE PROGRAM

The Office of the Vice President for Research (OVPR) and the Office of the Vice President for University Operations (OVPUO), Facilities Management (FM) have partnered to enable significant FY19 and FY20 investments in research facilities improvements, in alignment with the Phase 1 of the CSU Research and Scholarship Success Initiative (RSSI), and with a view toward future research focus, growth, and success. This program focuses on identifying critical research facilities renovations, alterations, repairs, and other facilities improvements that will specifically catalyze broad-based future research opportunities. This includes, but is not limited to, requests for needed improvements to (1) meet anticipated research growth; (2) catalyze future research in strategic areas of focus; (3) build core or center capacity; (4) provide for facility maintenance (e.g., mechanical and electrical improvements for research labs currently hindered by the spatial environment); (5) renovate facilities to meet needs for new equipment installations; or (6) meet future regulatory requirements. Funding for this program is one-time monies for direct infrastructural facilities improvement or renovation needs only. The proposal should focus on direct research support, as oppose to administrative support for research. Equipment purchases are not allowed under this RFP.

PROGRAM FUNDING

The maximum request for a single application is \$500K, including all leveraged funding. Although this RFP does not specifically require cost-sharing, applications that leverage departmental, college, or other resources will be viewed favorably. Each application must include a detailed budget opinion from Facilities Management (FM) for the proposed project. Awards will be made in FY2019, and funds provided will be allocable through FY2020.

Please contact Ellen Fisher (Ellen.Fisher@ColoState.edu) in OVPR or Tom Satterly (Tom.Satterly@ColoState.edu) in FM for further program information or clarification.

APPPLICATION PROCESS AND SUBMISSION INFORMATION

The application process for this opportunity consists of two steps: an initial letter of intent (LOI) and a full proposal. Following review of LOIs, invitations to submit a full proposal will be issued; only invited full proposals will be considered for funding. LOIs will be used to gauge review requirements and will be used as a pre-approval mechanism for the submission of proposals. Feedback will be provided on all LOI submissions, regardless of invitation to submit a full proposal. The project, project title, and PI must remain consistent between the LOI to the full proposal.

Letters of Intent

An initial LOI is **due by 5:00 pm on Friday, September 14, 2018, through CSU's InfoReady Review system (see detailed information below)**. Formatting, all sections: single-spaced, 11-point Times New Roman font, with 1" margins.

LOIs are limited to 2 pages.

The LOI should contain the following information:

- **PIs**: The name and unit affiliation(s) of the principal investigator (PI), along with any Co-PIs and their affiliations
- **Project Title**: The title should contain information about the facility (name/physical location) to be improved
- **Project Synopsis**: A brief synopsis of the project, including a brief background and relevance of the project, vision and goals of the proposed improvement, and the impact on the research efforts supported by the facility. The LOI should be written to convince the reviewers of a significant infrastructural need.
- **Budget**: A preliminary budget estimate from Facilities Management (see contact information below). Please plan accordingly to allow Facilities enough time to provide this information.

Review of the LOI will be based on meeting the infrastructural improvement goals outlined in this RFP, and justification of the improvement and its impact on research.

Full Proposals (by invitation only)

Full proposals are due by 5:00 pm on **Friday, November 30, 2018, through CSU's InfoReady Review system (see detailed information below)**. Formatting, all sections: single-spaced, 11-point Times New Roman font, with 1" margins.

Applications are limited to 4 pages; required attachments are not included in this page limit.

Applications should include the following elements:

1. Project Summary/Abstract: Not to exceed 1 page (out of the total 4 pages). The abstract should briefly describe the scope of the project, its benefit and impact to the research infrastructure, and how the need for this project is aligned to the overall goals of the funding program.
2. Project Narrative: The Project Narrative should include Specific Aims, Background, Significance and Need, and Design Considerations. Begin each section with a header.

Specific Aims: State the specific goals set for the renovation project. In particular, describe the physical research area affected by the project, including its square footage. State how the project will contribute to the research infrastructure and aligns with this funding program's goals.

Background: Describe the facility to be modernized or built, in the context of the research that is being/will be conducted.

Significance and Need: Present the status of the facility to be renovated in the context of the number of users it will serve, and the overall research program supported by the facility. Briefly describe the space that will be improved by the project funding: address current deficiencies and how the planned project will correct these deficiencies and benefit long term, successful research and/or team science. Briefly explain how current and future research needs will be accommodated by the proposed improvements. Describe the modifications to the existing facility to accommodate the proposed functions. Costs of equipment purchase, installation, and maintenance are not allowable costs in this RFP. Explain how the proposed project, if accomplished, will contribute to research activities, expand research capabilities, or modernize research infrastructure. Applications must include an analysis of competitiveness in the areas of research investment proposed (e.g. infectious disease, big data, materials research, humanities, social science research, team science, etc.), and how this proposed project contributes to CSU's future competitiveness in this area.

Design Considerations: Describe the architectural and engineering design of the project. Provide sufficient details about its implementation, including any technical challenges that will need to be overcome.

3. Required Attachments (not included in the 4-page limit)
 - a. Provide a table that identifies the size and square footage of the space that will be impacted by the project.

- b. Provide a table that lists all active and pending grant proposals that will benefit from the proposal, and identify the faculty that are, and will be, using the renovated space.
- c. Provide line drawings of proposed alteration and renovation. These do not need to be architectural drawings, and can be sketches. They must fit on an 8.5 x 11 sheet of paper and be legible with a scale.
- d. Provide a detailed budget opinion from Facilities Management and justification. Proposals without a budget opinion will be considered incomplete and will not be reviewed. For further information, please contact Barry Willier in Facilities Management at barry.willier@colostate.edu or 970-491-6567. Please plan appropriately to provide FM sufficient time to prepare a detailed budget opinion. We suggest that PIs contact FM upon notification they were selected for submission of a full proposal.
- e. Provide a budget breakdown that clearly shows the total project costs, the amount being requested under the application, and all amounts being provided as cost share by departments, colleges, donors, or corporations. Costs of equipment, installation, and maintenance are not allowable costs in this RFP. However, renovating a facility to accommodate specialized equipment needs is an allowable project. Note: All leveraged funding (cost share) must exist at the time of application submission – or at a minimum, the project must have secured letters of commitment guaranteeing leveraged support if and when the project is approved.
- f. Photos of existing facilities (optional).

DEADLINES & Application Process

The relevant deadlines for this RFP are the following:

- LOIs are due by 5:00 pm on **September 14, 2018**.
- Full proposals are due by 5:00 pm on **November 30, 2018**

All submissions (both LOIs and full proposals) must be made through CSU's InfoReady Review portal, accessible at: <https://colostate.infoready4.com/>

To apply:

1. From the opportunities list found at <https://colostate.infoready4.com/>, locate the "CSU – VPR/VPUO Facilities Improvement (FY19-20)" opportunity, and click on the title to open the opportunity page.
2. From the opportunity page, click "Apply".

3. Use your CSU eID and password to log into InfoReady Review.
4. Complete and upload all required components. You can save your application as a draft prior to submission.
5. Be sure to submit your application. Applications left as “draft” will not be reviewed.
6. Please note, **the system will not accept applications after 5:00 pm on the due date.**

REVIEW PROCESS

LOIs will be reviewed by members of OVPR and FM to ensure feasibility and appropriateness of projects for consideration as full proposals. Applicants will be notified no later than **October 15, 2018** if they are eligible to submit a full proposal.

Full proposals will be evaluated in two stages. First, an ad-hoc review committee will select the top applications for further consideration. These top applicants will be asked to present a 5-minute overview of the proposed project to the selection committee in an open forum format. Presentations should focus on need and impact: how the projects will catalyze new and amazing research outcomes.

Following the presentations, the selection committee will provide a list of recommendations to the VPR and VPUO for consideration, and the VPR and VPUO will jointly make the final award decisions.

APPROXIMATE TIMELINE

LOI Deadline	September 14, 2018
PI Notification	October 15, 2018
Application Deadline (including budget opinion from FM)	November 30, 2018
Review Committee, Initial Selection	January 15, 2019
Open Forum Presentations	Week of February 4 th 2019, TBD
Announcement of Selected Projects	March 1, 2019

REVIEW CRITERIA

Selection will be based on demonstrated need, alignment with program goals stated herein, and the amount of leveraged resources from departments, colleges, donors, and corporations.