

CEPS Engineering Initiative Request for Proposals:

**Fiscal Year 2025 One-Time Funding**

**1. Summary and Funding Areas**

The College of Engineering and Physical Sciences (CEPS) Dean's Office seeks proposals for One-Time Funding Grants of up to \$80,000. The College has set aside \$1M total for these grants. Awarded funds must be spent by 31 May 2025. These one-time funds may be used for a variety of purposes that support the goals of the Tier 1 Engineering Initiative, including:

- Repairs to equipment/instruments that were purchased by Engineering Initiative funds. This may be equipment/instruments used for research or for undergraduate teaching.
- Maintenance agreements for equipment/instruments that were purchased by Engineering Initiative funds. This may be equipment/instruments used for research or for undergraduate teaching.
- Purchase of new equipment/instruments for use in the College. This may be equipment/instruments used for shared research programs or for undergraduate teaching.
- Renovations of facilities to improve their functionality.
- Materials (including equipment) to support College-wide activities including but not limited to the UW Shop, the Innovation Wyrkshop, and the Susan McCormack Center for Student Success.
- Other needs that would benefit from a one-time expenditure and support the goals of the Tier 1 Engineering Initiative

**2. Timeline**

RfP Issued: 08 November 2024  
Proposals Due: 08 January 2025  
Decisions: 24 January 2025  
Funding End Date: 31May 2025 all awards must be encumbered

**3. Requirements:**

- (a) Proposals must be submitted by members of any of the College's departments, the UW Shop, the Innovation Wyrkshop, and the Susan McCormack Center for Student Success.
- (b) A two-page proposal (12-point font, single-spaced, not including the budget) that provides:
  - (i) The project title
  - (ii) The names of the proposal team leader and any other members of the proposal team with their departments/units clearly identified.
  - (iii) The total amount requested (\$): One inclusive number. Provide the budget details in a later section. This amount must include shipping and other associated costs.
  - (iv) A project description that considers the review criteria noted in Section 4(c) below and specifically identifies *what* is being requested, *why* it is being requested, and *how* the proposal will benefit the College and further accomplishment of *one or more* of the [four goals of the Tier 1 Engineering Initiative](#).
    1. Excellence in Undergraduate Education
    2. World-Class Research and Graduate Education
    3. Productive Economic Development through Partnerships
    4. K-14 STEM Education

- (c) A clear budget description and justification (in addition to the two-page proposal). This must include shipping and other associated costs. There are no indirect costs. Cost sharing is not required but may be included.
- (d) If equipment is requested, the budget description and justification must include confirmation from the College Facilities Manager, Joe Rovani ([rovani@uwyo.edu](mailto:rovani@uwyo.edu)), that space, power, and other requirements are met to support the equipment.
- (e) If renovations are requested, confirmation from the College Facilities Manager, Joe Rovani ([rovani@uwyo.edu](mailto:rovani@uwyo.edu)), that the space to be renovated has been allocated from the College for the proposed or ongoing uses. A Request for Estimate (RfE) with Parts I and II completed. If the RfE has not been returned by UW Operations with Part II completed in time to submit the proposal, the RfE with Part I completed and proof of submission to UW Operations should be included instead. In this case, the budget to complete the proposed renovation will be the best estimate of the proposal team. Though not required, matching funding is recommended and will be considered during the review. A letter from each entity providing matching funding should express their support for the project and confirm commitment to provide funding.
- (f) The complete proposal (in a single PDF file) must be received in the CEPS Dean's Office ([ddale@uwyo.edu](mailto:ddale@uwyo.edu) and [mzweg@uwyo.edu](mailto:mzweg@uwyo.edu)) by 4:30 pm Wednesday 08 January 2025.

#### **4. Other Information**

- (a) The goal is to fund as many proposals as possible that benefit as many activities in the College as possible. Requests of all sizes (up to \$80,000) will be considered.
- (b) Proposal teams consisting of two or more proposal team members are encouraged but not required.
- (c) The review criteria are:
  - (i) How well the proposal furthers one or more of the Tier 1 Engineering Initiative goals (40 pts). Addressing more than one goal is not required.
  - (ii) The extent to which funding cannot be readily obtained from other sources (20 pts).
  - (iii) How well the proposal demonstrates that the request is needed (25 pts).
  - (iv) The extent to which funding does not duplicate previous awards or existing infrastructure in the College (15 pts).
- (d) The review committee will be the College's three Associate Deans and the College's Business Director. This committee will review all the proposals and provide a rank-ordered list of the proposals for funding to the Dean for his decision.
- (e) Please contact Danny Dale ([ddale@uwyo.edu](mailto:ddale@uwyo.edu)) if you have any questions about this funding opportunity.