**New Call for Proposals: EPIC Equipment Grants**

*The Office of Academic Affairs is pleased to announce a new internal grant program from the Office of Research and Sponsored Programs.*

The **2019-2020 Equipment** **Grants** program is a competitive funding opportunity open to all full-time faculty. The goal of this internal program is to **facilitate active learning** through the purchase of **specialized equipment** that will enhance student learning and research across the broad spectrum of the EPIC-funded, STEM-relevant disciplines. These disciplines include STEAM, Public Policy, Business and Financial Technology, Sustainability, and the Healthcare Sciences.  This program is made possible by the EPIC Program at JU which is funded by the Florida Department of Education.

Priority will be given to:

* Student-centered submissions that affect a large number of students.
* New, innovative or trial initiatives. *Equipment replacement and expansion of existing equipment will also be considered.*
* Initiatives with clear assessment criteria.
* Collaborative and multi-disciplinary submissions, where the equipment may be used by more than one department.
* Requests that assure the equipment can be purchased, received and invoiced no later than Friday, March 6, 2020.

**EPIC Equipment Proposal Deadline:**

 **Wednesday, December 4, 2019, 5:00 p.m.**

**No extensions will be given.**

Awards announced by Friday, December 13, 2019.

Award floor: $1,000 Award ceiling: $25,000

* Funding for this opportunity is highly competitive, and JU reserves the right to not issue any awards or to award partial requests, depending on the availability of funds.
* License renewals, memberships, subscriptions and maintenance agreements will not be funded.
* Installation and modification costs required in support of requested items will be not be funded; applicants would need to secure other funds to cover these costs.
* **Equipment must be ordered, received and invoiced no later than Friday, March 6, 2020.** Failure to do so will limit faculty eligibility on future internal grant programs. Please plan purchases accordingly.
* Awardees will be required to complete an Equipment Inventory Log by March 6, 2020.
* Awardees will be required to submit a final report on outcomes and accomplishments by December 1, 2020.
* Proposals will be reviewed by the Office of Academic Affairs. Review criteria include overall proposal quality, justification of need, and alignment with EPIC’s focus on Florida workforce preparation.

**Application Instructions:**

1. Faculty applicants must be registered with [PIVOT,](https://pivot.proquest.com/) JU’s online funding database, and must have claimed their user profile before the date of submission (for enrollment questions, contact Stuart Meyer at smeyer0@ju.edu or 256-7647). ORSP will verify registration upon submission of the application packet.
2. Application Form: Teams or departments are eligible to apply, but one lead faculty member must be identified on the Application Form as the primary contact. The primary contact’s chair and dean are required to sign the Application Form. Unsigned applications will be returned without review.
3. Narrative: **Six pages max** (not including quotes), 1.5” line spacing, font size 12, 1” page margins.

Narrative Components -

* Project Summary: In no more than five sentences, describe the equipment to be purchased, and identify the primary disciplines and courses directly impacted by the equipment.
* Need: Identify the industry sectors to which the equipment relates. Describe the educational and research activities that students will accomplish with or because of the equipment, and the subsequent impact on their workforce readiness. The need statement should consist of a compelling, logical discussion of the equipment’s application in the workplace, and the anticipated change, in terms of research and instruction, once the equipment is in place at JU. Please be specific and avoid vague/generalizable statements.
* Implementation: Explain where the equipment will be housed, who will be responsible for its use and upkeep, as applicable and any special accommodations needed to achieve full utilization.
* Assessment: How will you know the equipment had an impact on student learning and career readiness? Please describe evaluation methods.
1. Budget and budget justification: Provide a complete report of all requested items. An Excel or PDF file that is printable on 8.5” x 11” is strongly preferred. The total request for all items should be at least $1,000 and up to a maximum of $25,000. ***Quotes must be included and attached to the full budget request, clearly marked so we know which quote is for which piece of equipment. Multi-page quotes should be bundled into a PDF with the budget sheet inserted as page one.***

If a proposal is approved the budget awarded is specifically for the items requested and approved in the proposal. No substitutions or extensions will be granted for expenditure of funds.

**Submission Instructions:**

Attach the Application Form, Narrative and Budget (with quotes) to one email and submit to orsp@ju.edu by Wednesday, December 4, 2019 at 5:00 p.m.

**About EPIC**: The EPIC program at JU is made possible by an annual appropriation from the Florida Department of Education; EPIC is a name created by JU that stands for Entrepreneurism, Policy, Innovation, and Commerce. The goal of EPIC is to develop and retain the next generation of skilled workers as a means of growing Florida’s state-wide economy.