

**Program for Enhancing Research Capacity (PERC)  
Request for Proposals  
June 2021**

**Overview**

This request for proposals to the Program for Enhancing Research Capacity (PERC) supports acquisition of shared instrumentation or enhancement of shared facilities that enable major endeavors to advance discovery, creativity, and innovation across campus. This program seeks to add or augment research capacity through the acquisition or upgrading of instrumentation for use by multiple investigators. Thus, the proposed equipment must be housed within a space accessible to more than one PI/lab group and must have multiple committed users either within a single department/college, or preferably from multiple departments and colleges. Up to \$400,000 will be invested in each funding cycle with two funding cycles in the 2021-22 academic year. Future funding will be dependent on availability of funds and program outcomes.

**Timeline**

RFP Release Date: June 21, 2021

Proposal Application Window: July 6, 2021 to 11:59 pm August 2, 2021

Proposals Awarded: September 10, 2021

**Funds must be expended within 6 months of award**

**Eligibility**

Proposals may be led by any UNM faculty or staff member with a primary appointment on main campus who is eligible to serve as a PI according to UNM policies. In all cases, however, the manager of the facility/lab in which the proposed equipment will be installed and maintained must be either a PI or a Co-PI on the proposal. Faculty from other UNM campuses may serve as Co-PI's if they will have access to the equipment. An individual may serve as PI or Co-PI on no more than one proposal in each funding cycle and may not apply for a second award if a required report is outstanding. Proposals from department chairs for equipment that will benefit entire departments are encouraged.

Examples of eligible equipment include single, commercially available instruments, an added feature/component of an integrated system (e.g., adding an additional capability/module to an extant system to accommodate new types of research); digital technologies equipment for creating/processing humanities data (e.g., oral histories); and upgraded equipment for producing creative works (e.g., for applications in design, theatre, dance, film, etc.). Standard costs associated with acquisition, repair, or upgrade of laboratory equipment, including purchase price, shipping, installation (including minor necessary renovations), limited training, and integrated computing systems are allowed. Costs to acquire research-enabling information resources or technology, including, but not limited to, software acquisition are also allowable.

**Non-allowable costs** include (a) extended maintenance/warranty and training or service contracts on new equipment (not included with the purchase price); (b) costs of consumables; (c) salary support for faculty, staff or students; (d) access to databases, which would represent an ongoing expense; and (d) instructional or office equipment.

**Note:** Although instrumentation may have educational and outreach applications, the primary use of proposed equipment must be for research and scholarship.

## **Funding**

Awards from this program will range from \$25K to \$75K. If proposers wish to purchase equipment costing more than \$75K, the budget must include a detailed plan for covering the remaining costs of the instrumentation, with firm commitments from stakeholders (e.g., department, college, PIs) in place and demonstrable at the time of proposal. If the actual purchase price is less than budgeted, any surplus funds will revert to the OVPR. Matching funds are not required, but are encouraged, including the use of start-up funds to match PERC resources.

## **Applications**

Applications must include the following:

### Cover Sheet

- Proposal title
- Lead investigator department and contact information
- Total project cost and amount requested from PERC

Three-page Project Narrative: Format: One-inch margins, typeface no smaller than 11-point Times New Roman or 10-point Arial, no more than 6 lines per vertical inch

- Description of the proposed equipment or services, including how it expands research/scholarship capacity at UNM
- Relationship to other existing equipment resources
- Brief description of how the equipment will be operated and maintained
- Identification and justification of need, including detailed examples of specific research projects/questions that are currently either unanswerable and/or hampered by lack of access to the proposed equipment/services. In particular, we are interested in investing in instrumentation/services that will remove barriers for researchers seeking to explore new research and scholarship directions.
- Brief list of external funding opportunities for which proposed equipment will increase competitiveness.

### Supplemental Documents (not included within the three-page narrative)

- References Cited
- Current 2-page biosketch for the PI and each Co-PI, preferably in NSF style (2-page limit for each; note that FRDO can assist with formatting for biosketches)
- Table of projected users with their departmental, college and center affiliations
- One-page business plan for the long-term sustainability of the equipment, including projected usage and internal/external usage rates (as applicable)
- Budget and budget justification, showing cost share amounts and partners, if applicable (1 page limit)
- Support letters confirming commitment of resources from department heads/deans if applicable (not required unless support is provided)

### Submission Instructions

**After July 6, 2021**, use the following link to access the submission portal: <https://unm.infoready4.com>. You will use your UNM Net ID and password to log in. Your application will be routed electronically to your Associate Dean of Research or Center Director for approval after you enter their email and submit the application. **All applications must be submitted through this portal no later than 11:59 pm on August 2, 2021.** No late applications will be accepted.

### **Review Process and Criteria**

The Large Equipment Advisory Group (LEAG) will review PERC proposals. This panel will be supplemented by ad hoc reviewers with subject matter expertise as needed, and final decisions lie with the OVPR Executive Committee. Thus, PIs should write proposals that are understandable to an interdisciplinary audience. The following criteria will be considered:

- Evidence of need for the instrumentation/services to initiate or expand research or scholarly activity, especially relative to reduction or removal of critical research barriers to answering important research questions, as well as increasing researchers' competitiveness for external funding and/or enhancing the pace or quality of the research to be supported by the proposed acquisition;
- Feasibility of the total budget, including the practicality of the proposed cost matching if total instrumentation/services costs exceed \$75K, and consideration of estimated use projections;
- Plan to operate and maintain the equipment/services; and
- Size and breadth of the affected user group, including the extent of projected use and the availability of similar instrumentation/functions at UNM.

Questions pertaining to this RFP may be directed to Monica Fishel in the Faculty Research Development Office ([frdo@unm.edu](mailto:frdo@unm.edu)).

### **Award Payment**

Upon selection, the PI will receive an email with instructions for the required submission of a final quote from the vendor and an index code for the transfer of funds. Upon receipt of the quote, OVPR will transfer funds to a new department index for the PI. The PI will have responsibility for following UNM policies and procedures to administer all funds and to ensure that over-expenditures do not occur. Capital equipment purchased is the property of the University of New Mexico. Funds must be expended within six months of the award notification. All unexpended funds will revert to the OVPR for use in future PERC funding cycles.

### **Reporting Requirements**

Within six months of purchase of the equipment, the award recipient will receive an email with instructions for the required submission of a report summarizing how the funds were used and the impact of the award on their research and scholarship as well as a report of usage by other researchers. This report should be no more than 3 pages. In addition, the awardee must respond to any requests for information from OVPR or UNM Marketing and Communications related to this award.

All publications and other printed materials benefiting from this award, including websites, should acknowledge the funding source as: "This work was conducted with support from the University of New Mexico Office of the Vice President for Research Program for Enhancing Research Capacity."