

## **Request for Proposals for TnT Funding**

### **Applications due at noon on April 7, 2017**

The Tools and Technologies Award Program provides funds for equipment purchase and start-up costs for shared technology and research facilities that may be difficult to fund through other mechanisms.

We encourage faculty members to collaborate within and across departments to develop proposals for shared equipment and facilities, and to leverage other funding opportunities whenever possible.

#### ELIGIBILITY CRITERIA

1. Applicants must be Quad-based faculty, but proposals can include collaborations/cost sharing with Harvard Medical School-affiliated institutions.
2. Proposals that include some matching funds from another source are encouraged.
3. There is no departmental limit on the number of proposals that can be submitted.
4. Funds will be awarded for the purchase of shared equipment. Funds can also be requested for salary support and other start-up costs associated with the organization of new technology and facilities. Startup funds can be requested for a maximum three-year period.
5. This opportunity may also be used as a mechanism to gain institutional support for an S10 Shared Instrumentation Grant submission. A letter of support with a commitment of funds would be provided and funds made available for awarded S10 grants.

#### PROPOSAL GUIDELINES

Applications for this round of funding are due by NOON on April 7, 2017. Please submit proposals for review by the TnT Faculty Committee directly to Tanya Egloff in the Office of the Dean for Basic Science and Graduate Education: tanya\_egloff@hms.harvard.edu. In the Subject line of the submitting email, please type "TnT Application: [brief title for your proposal]"; for example "TnT Application: Zeiss confocal microscope" or "TnT Application: Image and Data Analysis Core."

Proposals are limited to five pages, but can be as short as two or three pages. All proposals should include:

1. At the top of the first page: the proposal title, the name of the submitting faculty member(s), and the total dollar amount requested in the proposal.

2. Equipment and program description: A description of the equipment to be purchased or the program to be initiated; the scientific need being met and the plan for use; a list of identified and potential users (with HMS Department or with institutional affiliation, if not HMS); and an access policy.

3. Describe the space where the equipment/facility will be located and any special infrastructure needs:

- Please include a few sentences addressing whether renovations or modifications to existing lab spaces will be needed to accommodate the proposed instrument(s). Even minor modifications to lab space must be mentioned (e.g. moving an electrical receptacle, adding an ethernet jack, modifying shelves over lab benches, and adding plumbing for vacuum or CO<sub>2</sub>). *Such modifications and renovations are carried out by HMS Facilities and other funding sources must be identified to cover these costs; TnT Funds cannot be used for renovations.*

- Please include a few sentences addressing other infrastructure needs for the proposed instrument(s), including IT requirements and any regulatory/safety issues. With regard to IT, if special file servers, databases or software programs will be required to support the use of the proposed instrument, please consult the HMS IT Department as you prepare your proposal, and include as part of your budget any costs that might arise relevant to purchasing new file servers, new software, or use of high performance computing clusters.

\*Requests that require space not currently available to the submitting faculty member(s) or his/her department will require prior approval to be submitted.

4. Budget and associated costs, with justification. If proposing to start a new service or research core facility with start-up support for personnel, please include a business plan describing plans for long term support and sustainability of the program after TnT funding ends. For all applications, please describe previous or concurrent requests to other funding sources for the same equipment or program.

5. Please work with Caroline Shamu and HMS Core Directors for support and guidance as appropriate, especially when drafting business and sustainability

plans for proposals for new research core facilities.

#### AWARD PROCESS and INFORMATION

Proposals will be reviewed by the Committee for Tools and Technologies. The Committee will also solicit feedback and comment from the community as part of the evaluation.

Proposals will be ranked based on scientific need for the technology, opportunities for shared use, and availability to the quad community. Proposals that include cost sharing plans or that leverage outside funding opportunities are encouraged.

Final, revised proposals will be requested for proposals receiving positive reviews. The final proposal should respond to questions and comments and include a more detailed final budget and business plan, including a full description of any needed modifications to existing lab space/renovations and infrastructure costs as outlined below.

If any lab modifications or renovations are needed, applicants will be asked to include, as part of the revised budget, a quote from HMS Facilities for the cost of the proposed work and a letter of support describing how the renovation costs will be supported. To facilitate quotes from HMS Facilities, the TNT Committee can connect applicants with HMS Facilities and, as needed, to HMS Operations Managers or Core Directors who can help obtain and evaluate quotes for any lab modifications/renovations that might be necessary to fully implement a proposal.

Detailed information addressing other infrastructure needs for the proposed instrument(s), including IT requirements and any regulatory/safety issues should also be included in the revised proposal.

Highly ranked, positively reviewed proposals will be prioritized for funding.

QUESTIONS- Please direct questions to Caroline Shamu ([caroline\\_shamu@hms.harvard.edu](mailto:caroline_shamu@hms.harvard.edu)).