**Guidelines for Applying for TnT Funding**

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.

Proposals to the TnT Program are now being considered on a rolling basis and can be submitted at any time.

ELIGIBILITY CRITERIA

1. Applicants must be Quad-based faculty in the Basic Science Departments, but proposals can include collaborations/cost sharing with our 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

Please submit proposals for review by the TnT Faculty Committee directly to Judith Glaven, email [Judith\_glaven@hms.harvard.edu](mailto:Judith_glaven@hms.harvard.edu). Proposals that are positively reviewed will be asked to revise in response to any comments or questions and to supply a detailed budget including renovations and infrastructure costs.

Proposals are limited to six pages and should include:

1. Equipment and program description: A description of the equipment to be purchased and associated start up costs with justification; scientific need being met and plan for use; a list of participating faculty/departments; a list of identified and potential users; an access policy; and a brief budget and business plan for long term support and sustainability. Please also describe previous or concurrent requests to other funding sources for the same equipment.

2. Please describe other infrastructure needs. A description of the space that will be utilized to support the equipment/facility needs, including a description of any renovations that may be required. Details of any specialized plant/equipment needs.

•Please include a few sentences addressing whether any 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 CO2). 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.

\*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. Please work with Core Directors for support and guidance as appropriate.

5. Include a letter of support from the Chair(s) of the participating department(s).

AWARD PROCESS and INFORMATION

Proposals to the TnT Program are now being considered on a rolling basis and can be submitted at any time. Proposals will be reviewed by the Faculty Advisory 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 and 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 review.

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 please include as part of your final budget a quote from HMS Facilities for the cost of the proposed work. To facilitate quotes from HMS Facilities, the TNT Committee will connect you with HMS Facilities and, as needed, to HMS Operations Managers or Core Directors who will help obtain and evaluate quotes for any lab modifications/renovations that might be necessary to fully implement your proposal.

Please include more detailed information 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 full 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.

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

QUESTIONS- Please direct any questions to Judith Glaven, Associate Dean for Basic and Interdisciplinary Research: [judith\_glaven@hms.harvard.edu](mailto:judith_glaven@hms.harvard.edu)