



**DIVERSITY INNOVATION WORKING GROUPS  
CALL FOR PROPOSALS  
2017  
“ENERGIZE NEW MEXICO”**

**BACKGROUND**

The New Mexico EPSCoR (National Science Foundation Experimental Program to Stimulate Competitive Research; [nmepscor.org](http://nmepscor.org)) grant seeks to improve our understanding of how New Mexico can realize its energy development potential in a sustainable manner. The current focus areas include:

- Bioalgal Energy Development
- Geothermal Energy Resources and Sustainability
- Solar Energy Research
- Osmotic Power Development
- Uranium Transport and Site Remediation
- The Social and Natural Science Nexus
- Cyberinfrastructure
- Communicating Research to the Public
- Broadening Participation in Science, Technology, Engineering and Mathematics

**DIVERSITY INNOVATION WORKING GROUP (D-IWG) OBJECTIVES**

Diversity Innovation Working Groups (D-IWG) provide a venue for researchers, educators, and nationally recognized experts to **address challenges associated with engaging and retaining women, members of under-represented groups, and first-generation college students in Science, Technology, Engineering, and Mathematics (STEM) in New Mexico**. Successful D-IWGs will result in innovative proposals to NSF or other agencies, publication of synthesis papers in peer-reviewed journals, or other defined outputs that are likely to contribute to broadening participation in STEM.

**ELIGIBILITY**

Any individual from a New Mexico academic institution or national laboratory may submit a proposal; postdocs are encouraged to submit as a co-PI. Direct involvement in an EPSCoR Research Infrastructure Improvement (RII)-funded project is NOT a prerequisite for submitting a proposal.

**FUNDING AMOUNT AND AWARD PERIOD**

D-IWG funding includes reimbursement for actual travel and meeting costs, including meals, lodging, meeting space, and incidentals, using GSA rates (<http://www.gsa.gov>) and must not exceed \$7,500. The D-IWG must be held within 6 months of the date of the award letter.

## PROPOSAL GUIDELINES

D-IWG proposals should be question-driven and product oriented, focusing on some aspect(s) of the complex challenges to broadening participation in STEM that exist in NM. The outcomes of the D-IWG must be specified. D-IWG funds cannot be used for proposal writing, but can be used to generate ideas that will be crafted into a competitive proposal in the future. If a proposal is an intended outcome, the program/agency to be targeted should be identified. Similarly, proposals should specify journals targeted for publication outcomes. Proposals should also include mechanisms for sharing what is learned during the IWG, including seminars, conference presentations, online materials, etc.

Innovation Working Groups of 8-12 individuals working for 3-4 days have been shown to be the most productive. Proposals must include a diverse array of participants, balancing geographic, gender, and ethnic diversity. At least two New Mexico institutions must be represented and participation from three or more NM institutions is encouraged. One or more graduate students and/or postdocs should be involved. D-IWG proposals that have *confirmed* participants are encouraged.

It is recommended that the IWG be held off-campus. Field stations such as the Sevilleta have been effective IWG locations that minimize distractions and allow for a residential experience while keeping costs low. The proposal must include an anticipated date for the IWG, within 6 months of the date of the award, as well as a location. The proposer should contact the facility to determine availability and costs.

The proposal must include a one-page budget in a table or Excel spreadsheet that does not exceed \$7,500. The D-IWG leader is expected to remain within the proposed budget. D-IWGs do not support salary for participants, but could provide modest honoraria for non-academic participants. The budget must include expenses in the following categories:

### Travel

- Air Fare (number of individuals and location)
- Mileage (number of individuals and location)
- Ground Transportation (car rental, shuttle, etc.)

### Lodging

- Location (number of individuals, daily rate, # days)

### Meals

- Provided by location
- Per diem (based on GSA rates)

### Meeting Facility Expenses

- Meeting rooms (if not included in lodging expenses)
- AV or other equipment
- Note that the NM EPSCoR office can supply flip charts, markers, etc. at no charge

### Other expenses

- Honoraria (identify individuals, role in meeting, organization and amount)

Total costs requested

**FORMAT OF PROPOSAL**

Proposals must be submitted in digital format in MS Word or as a PDF file, using a standard font in 11 point or larger, with one-inch margins. A maximum of 5 pages, excluding any appendices, is allowed but must include the information below. Reviewers will not review materials that exceed the page limit.

<b>Proposal Cover Page</b> (1 page)	<ul style="list-style-type: none"> <li>• Proposal Title</li> <li>• Lead Investigator, Co-Investigator(s), primary affiliation, and all contact information</li> <li>• Date of Submission and Total Amount Requested</li> </ul>
<b>Summary</b> (1 page)	<ul style="list-style-type: none"> <li>• Half-page summary statement (maximum of 200 words)</li> </ul>
<b>Project Description</b> (2 pages)	<ul style="list-style-type: none"> <li>• Statement of D-IWG focus area/problem</li> <li>• Proposed activities/draft agenda</li> <li>• Statement of expected outcomes, including specific grant programs and publications targeted</li> <li>• D-IWG convening dates and location</li> <li>• Participant names, roles, institutions and <i>whether they are confirmed</i></li> <li>• Project management timetable including pre-meeting coordination, working group, post-meeting deliverables and responsible person(s) for each task</li> </ul>
<b>Budget with Justification</b>	<ul style="list-style-type: none"> <li>• Budget (see details above)</li> </ul>
<b>Appendix (not included in the 5 pages)</b>	<ul style="list-style-type: none"> <li>• Curriculum vitae of proposal lead (maximum 2 pages)</li> </ul>

**PAYMENT**

The D-IWG organizer will work with the NM EPSCoR Event Coordinator to establish a contract for lodging; the NM EPSCoR office will pay these expenses directly. The NM EPSCoR office will reimburse participants for other expenses after the meeting. No funds will be paid to the leader's organization/institution.

**REPORTING REQUIREMENTS**

The D-IWG lead is required to submit a summary report of the D-IWG efforts and outcomes within 2 weeks of convening the meeting. The report should include the key discussion topics/activities and outcomes, a list of participants, and photographs from the meeting. This report will be posted on the NM EPSCoR website. In addition, participants are required to provide information needed for reporting to NSF about activities as requested by the NM EPSCoR External Evaluator and the NM EPSCoR State Office.

The IWG lead and all participants must provide the NM EPSCoR State Office information about proposal submissions, publications and other presentations resulting from the D-IWG. All printed materials, including websites, should acknowledge the funding source and should be formatted as: "This work was conducted as part of an Innovation Working Group supported by the New Mexico EPSCoR Program and funded by NSF award #IIA-1301346." Materials other than peer-reviewed publications should also include the disclaimer: "Any opinions, findings, conclusions, or recommendations expressed in the material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation."

### **PROPOSAL SUBMISSION**

Proposals should be submitted as a single complete document with any graphics embedded in the document. Submit the proposal document by email to: Chelsea Chee, NM EPSCoR Diversity Coordinator at [crchee@epscor.unm.edu](mailto:crchee@epscor.unm.edu)

Proposals must be submitted electronically by **5:00 pm March 1, 2017**.

### **PROPOSAL REVIEW**

Members of the Energize New Mexico Management Team and additional external reviewers will review proposals and notify proposers of the outcome of their proposal by late March 2017.

Proposers are encouraged to contact the New Mexico EPSCoR Diversity Coordinator for additional information:

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