Proposal Deadlines:
Type A: Friday, December 6, 2013 by 5:00pm
Type B: Open: proposals will be reviewed on a rolling basis.

USC Core Instrumentation Fund

The Core Instrumentation Fund supports acquisition of shared instrumentation that enables major research endeavors in the sciences, medicine and engineering. In addition, the program provides matching funds to support the addition of technical staff within core laboratories. Areas of interest are specified in the USC Plan for Science and Technology Facilities: https://research.usc.edu/files/2011/05/Plan_for_ST_4-10.pdf.

Awards under this program are made through a competitive process, based on proposals submitted by groups of faculty representing shared research laboratories. All equipment or staff supported under this announcement must be made available to the entire university community through a shared-use facility, and evidence must be provided to demonstrate that the user-base spans multiple schools. The faculty recipients of the funding, along with an associated center, department or school, are required to commit to the ongoing support and maintenance of the equipment as a condition of award. A “core laboratory” is defined as a shared-use facility that offers specialized instruments and is open to the entire USC research community. To be eligible, applicants must be current users of CORES invoicing software.

Who Should Apply to This Announcement

This announcement is for core laboratory directors, who would like to do any of the following:

♦ Type A: Request full funding, from the university, for acquisition of equipment
♦ Type B: Request matching funds toward acquisition of equipment

This solicitation is timed to coincide with the NSF MRI acquisition program (Track 1) and is the only mechanism by which applicants may request matching support from the provost office for an NSF MRI proposal. Faculty interested in applying to the NSF MRI equipment development program (Track 2) should not respond to this announcement. This institutionally limited program is not eligible for funding from the USC Core Instrumentation Fund. Additional information on the NSF MRI program can be found at: http://www.nsf.gov/pubs/2013/nsf13517/nsf13517.htm

To be considered for selection, a proposal must be submitted by the faculty member who directs the core laboratory in which the equipment is installed, following the guidelines below.

All requests must be made in advance of equipment acquisition and in advance of submitting equipment proposals to external sponsors. All applicants must be current users of CORES software.
Proposal Components

All proposals must be submitted using our online application system (see pg. 4, “Proposal Submission” for access information). Cover page information will be entered online, and proposal components will be uploaded.

1. **Cover Page Information**

   (a) Principal Investigator and contact information

   (b) Laboratory or Core Facility

   (c) Indication of the type of proposal among these categories:
       Type A: Full funding for acquisition of shared equipment
       Type B: Matching funding toward acquisition of equipment

   (d) Name of center of excellence, as specified in the USC Plan for Science and Technology Facilities (https://research.usc.edu/files/2011/05/Plan_for_ST_4-10.pdf)

   (e) Core facility website URL.

   (f) Name of proposed Instrument

2. **Narrative Section** (Must address the following components; may not exceed four pages)

   (a) **Research Impact**
       Describe the nature of research that will be supported as a result of the proposed funding. List the faculty who would utilize the laboratory, and explain the relationship of the proposed funding to their research. Provide evidence that the faculty have a strong track record for externally funded research, as well as publications. Describe how the funding will enable expansion of research in new directions, and, if relevant, recruitment of new faculty.

   (b) **Need**
       Describe the current state of related core laboratories at USC, as well as at other nearby institutions. Provide information on the current condition of USC’s equipment (if any), and the degree to which USC’s equipment is being used at or near capacity. Explain how faculty are currently conducting experiments in the absence of the proposed funding. Explain how the proposal meets a need specified in the USC Plan for Science and Technology Facilities.

   (c) **Acquisition**
       Provide details (supported by quotes) on the full cost of equipment acquisition, including installation, space renovation and taxes. Provide a budget to show the portion of this cost that will be covered by the core instrumentation fund, and the portion that will be covered by other sources, such as federal programs. For external sources, provide details on any cost-share requirements of the sponsor, along with the program from which support will be sought. State where the equipment will be installed, and how potential users will be made aware of, and gain access to, the facility.

   (d) **Sustenance**
       Describe the commitment from a school, department or center to support the ongoing maintenance and operation of the laboratory in a shared-use environment, available to the entire university community. Provide the annual budget for the core laboratory in a format consistent with USC’s policy on recharge centers. Demonstrate the source of funding for ongoing maintenance and operation of any newly acquired equipment and demonstrate the source of funding for matching the expansion of technical staff.
(e) Prior Support
Describe any prior support received under this program, and the outcomes of the prior support, in terms of the equipment acquired and the resulting research.

3. Letter of Support

Upload a letter of support from the unit that has committed to ongoing maintenance and operation of the core laboratory, stating any cost-share equipment. **Any newly proposed core must include a letter from at least one dean describing his or her commitment to create and support the new core in future years.**

4. Vita

Upload brief biosketches for the primary faculty users of the facility (no more than 5 in total, please use current NIH biosketch format).

Criteria for Support

(a) Impact: Degree to which funding makes a substantial difference in USC’s research activities, and the degree to which the funding fills an unmet need.

(b) Strategic Importance: Proposed equipment must meet a need expressed in the USC Plan for Science and Technology Facilities. The proposal should demonstrate how the equipment meets a strategic need.

(c) Participation: Number of faculty who would utilize the laboratory, and the degree to which the user-base spans multiple schools and campuses. The annual research expenditure activity of the key users will also be a consideration.

(d) Leverage and Cost: Priority is given to the requests that are leveraged against other funding sources, thereby minimizing the need for provost office support. Priority will also be given to cases where cost-share is required or expected under the competition.

(e) Commitment: As a requirement, commitment for ongoing support and maintenance from a university school, center or department is required.

Applicants are permitted to submit multiple proposals, which will be reviewed individually. However, the program is unlikely to fund multiple proposals originating from the same laboratory. Priority will also be given to labs that did not receive funding from this program under the academic year 2012/2013.

Review and Awards

The annual proposal review will consider requests up to $300,000 for Type A and B proposals.

A faculty committee will review all annual requests and provide a prioritized list of investments to the Vice President for Research. In addition, potential users will be surveyed to ascertain the actual impact of the equipment on their research programs. The survey, combined with the prioritized investments, will be the basis for the final award decisions.

Faculty may also submit requests for cost-share on equipment proposals (Type B) on an as-needed basis throughout
the year. Such proposals may request up to $200,000 for support. Cost-share requests must be submitted at least six weeks prior to the proposal due date to enable peer review. Priority is given to external competitions that require university cost-share.

All awards made for proposal cost-share are conditional, and depend on success in receiving external support.

The annual review will be used to prioritize awards, which may be made at different times throughout the year depending on the outcome of externally submitted proposals. Investigators will be notified as funds become available.

All recipients are required to endorse a core laboratory agreement, signed by the lab director and research dean of submitting school. Provisions include these commitments:

♦ Support for ongoing operation and maintenance costs.
♦ Ensuring equipment is available to the entire university community.
♦ Continued use of CORES software for billing.
♦ Provision of a website that specifies capabilities and how to gain access to equipment.

Proposal Submissions

Deadlines:
♦ Type A proposal deadline remains December 6, 2013 by 5:00pm
♦ Type B proposal deadline is open; proposals will be reviewed on a rolling basis.

All proposals must be submitted using our online application by the deadline indicated above. To start your application you will need to log in using your USC NetID (or “username”) and password:

http://web-app.usc.edu/web/research/

**IMPORTANT:** You may experience problems with the online application when using the browser Internet Explorer. If you experience problems, please access the online application system through a different browser, such as Mozilla Firefox or Google Chrome.

Questions about the application submission process can be directed to Melody Tang at Vprsch@usc.edu or 213-740-6709.

Further Information and Program Contact

For additional information or inquiries about the Core Instrumentation Fund program, please contact:

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