

## Request for Proposals

3 December 2014

**Contact:**

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**Overview**

The Program for Research Initiatives in Science and Math (PRISM) at John Jay College provides an opportunity for Forensic Science students to engage in scientific research while completing their undergraduate degree.

In addition to other resources, PRISM periodically makes money available to faculty mentors for the purchase of research equipment to be used in mentoring activities. **We currently anticipate making up to \$300,000 available, with the expectation of funding one to five equipment proposals from faculty mentors** (although more numerous, smaller purchases are possible). Preference will be given to those faculty members currently working with undergraduate students through PRISM. Preference will also be given to requests that expand rather than duplicate existing Departmental instrumentation resources and to those that can benefit multiple research labs or for “shared” instrumentation needs.

**Application Details**

Applications must be received by **Monday, February 16, 2015.**

Awards will be announced by April 17, 2015, with purchases to be completed by June 2015.

To apply for funding, please send a proposal, to Dr. Sanabria-Valentin addressing the following items:

- 1) Lead Researcher Contact Information and a list of co-PIs.
- 2) Justification of purchase, not to exceed 5 pages double-spaced. Include the following:
  - a. A detailed description of the research plan that this equipment is needed for, and how the equipment will benefit the project;
  - b. how many students (PRISM and otherwise) will have access to the equipment;
  - c. in what way students will benefit from this purchase (direct use, training, etc.);
  - d. collaborative research opportunities and/or other projects and personnel who will benefit from the equipment.
- 3) On the **final page**, list details of the equipment to be purchased. Including:
  - a. A description of the equipment
  - b. the total cost of purchase, including a quotation (quotation does not count toward the page limit)
  - c. the amount you are requesting funding for (please note whether you are requesting partial or full funding)
  - d. where the equipment will be housed, and the adequacy of the identified space and electrical capacity of the existing lab. If the equipment will be housed in a lab other than the primary researcher's main lab, a signed note from the Department Chairperson authorizing use of the intended space is required.
  - e. maintenance costs associated with use of the equipment, and how those costs will be met over time
  - f. who will be responsible for the care, use and maintenance of the equipment
  - g. whether or not the use and function of this equipment is dependent on other factors (e.g. will these funds cover all initial costs for operation? are other grant funds being leveraged?)
  - h. is the vendor selected under State contract? If not, can a comparable item be selected from a contract vendor? (This factor is not used in selecting proposals but will facilitate purchasing of selected equipment).

Items already identified for purchase in funded grant proposals or faculty start-up packages are not appropriate for this program. Applicants are encouraged to discuss their interests with Dr. Sanabria-Valentin **before submitting proposals**.