BACKGROUND

SUNY and the Research Foundation for SUNY (RF) have created the SUNY Networks of Excellence to facilitate system-wide collaboration and partnerships to share expertise and assets for innovative advances in research. By bringing together the varied expertise disbursed across the state into a collective network, SUNY can better leverage itself to become a more prominent national and international scientific leader, grow the number of research applications and awards, and educate the next-generation workforce.

The vision of the Network of Excellence in Energy, Environment, Education and Economics (SUNY 4E) is to identify and bring together faculty and facilities across SUNY in partnership with key academic institutions, the private sector and national labs, in unparalleled transdisciplinary teams that lead the nation and the world in key transformative research areas that have a broad, positive and lasting impact on society. SUNY 4E focuses on research areas related to energy and the environment with associated economic considerations and the enhancement of educational opportunities across the SUNY system and beyond.

PROGRAM FOCUS

Funding is available to encourage the development of multi-campus research projects in areas that will provide the initial foundation for long term, sustainable research partnerships that can build on SUNY’s expertise toward national center designations in areas relating to energy and the environment. There is no restriction on the number of collaborations an individual may join. Awards will be made for twelve month projects beginning May 1, 2015. Please see the SUNY Network of Excellence Program Guidelines at http://www.rfsuny.org/Our-Work/SUNY-Networks-of-Excellence/Proposal-Submission-Guidelines for additional information on submission.

$100,000 is available for the following efforts:

- Category B: Travel funds for a small group of investigators from across SUNY campuses to meet to establish and develop partnerships: Up to $3,000 is available per project.

- Category C: Speaker series that bring together State University faculty from across SUNY campuses and visiting scholars to examine new trends, review promising findings, and better acquaint them with professional developments in their fields and on other campuses. Up to $5,000 is available per project.

- Category D: Student exchanges (including the opportunity for research experiences for undergraduates) between SUNY campuses for periods ranging from a few days to a few weeks, to build up collaborative efforts. Up to $1,500 is available per exchange.

- Category E: Workshops/Institutes for SUNY faculty and visiting scholars. These multiday events will provide the opportunity for faculty to engage in in-depth discussions on a pre-defined topic that they intend to collaborate on. Up to $10,000 is available per project.

REQUEST FOR PROPOSALS
The proposal deadline is March 1, 2015. Awards will be made for twelve-month projects beginning May 1, 2015. Projects must be completed by April 30, 2016. All expenditures must be in alignment with RFSUNY policies and procedures. Budget flexibility is permissible if it facilitates the goals and deliverables of the program. Applicants are encouraged to submit non-proprietary content and clearly mark proprietary information, when applicable.

Proposals must be submitted electronically through the Research Foundation’s online application system. Follow the steps outlined below:

- If you are the Principal Investigator of an active SUNY Network of Excellence award, an account has been created for you. Your user name and password were previously emailed to you. Visit https://www.grantinterface.com/rfsuny/Common/LogOn.aspx and log-in. By default, your home page lists the progress reports due for your current award. To navigate to the new application, click “Apply” in menu bar on the left and enter 4ENEW into the “Access Code” text box. A link to the application for the 2014-2015 SUNY 4E Network of Excellence for New B-E Grantees will appear. Click the link to begin entering information into the proposal.

- If you do not have an account, Visit https://www.grantinterface.com/rfsuny/Common/LogOn.aspx and click “Create New Account.” In the menu bar on the left, enter 4EINEW into the “Access Code” text box. A link to the application for the 2014-2015 SUNY 4E Network of Excellence for New B-E Grantees will appear. Click the link to begin entering information into the proposal.

Format for Proposals:

Section A: This information must be entered into the designated text boxes within the Research Foundation’s online application system.

1. Cover Page
   1. Project title (title must begin with 4E Network: )
   2. Brief abstract (1,500 characters)
   3. List of SUNY and non-SUNY team members or partners with affiliations and contact information. The following is requested for each team member:
      a. Name
      b. Position
      c. Department
      d. Campus or organization
      e. Email address
   4. Category of Award (Select B-E)

2. Other administrative Information:
   1. Type of request (select “establish new award”)
   2. Short project title (enters your campus #, 4E NOE, last name … e.g. 050 4E NOE Jones)*
   3. Funding source (select “corporate funded”)
   4. Start Date
   5. End Date
   6. Award purpose (select “RMS corporate allocations”)
   7. Award type (select “non-sponsored”)
   8. Indicate whether the activity to be conducted will occur on or off campus
   9. Property title code (select “no property purchased” or “equipment purchased with RF funds”)
   10. NACUBO code (select “organized research”)
   11. Name of award manager (The PI is often named as the award manager.)

* For your reference, campus location numbers are listed within the online application system.

3. Budget:
1. Enter the amount requested and a budget justification for each of the following categories in the text boxes provided:
   a. Personnel
   b. Fringe Benefits
   c. Travel
   d. Equipment (durable, non-expendable items costing $5,000+)
   e. Supplies
   f. Contractual and Subawards
   g. Other
   h. Total requested

2. Provide a budget justification.
   a. For each campus receiving funds, including the Principal Investigator’s campus, list the names of the collaborators, total funding to be sent to each campus, and Sponsored Program Administrator’s contact information. See example below:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Collaborators</th>
<th>Budget Requested</th>
<th>Sponsored Program Administrator</th>
<th>Sponsored Program Administrator’s Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upstate Medical University</td>
<td>Dr. Jane Smith; Dr. Joseph Robertson</td>
<td>$57,545</td>
<td>Jane Roberts</td>
<td><a href="mailto:Jane.roberts@upstate.edu">Jane.roberts@upstate.edu</a></td>
</tr>
</tbody>
</table>

**Section B:** The documents below should be uploaded into the Research Foundation’s online application system in the areas designated. All attachments must use a minimum 1/2 inch margins and at least 11 point font, single-spaced.

Attachment 1: Project Narrative (5 pages maximum)
- Describe project, relevance to the SUNY 4E vision and mission, opportunities in New York State and the nation stemming from the research. Include a research plan, a timeline, and a strategy for future growth and sustained funding.
- Discuss participation of post docs and/or students.

Attachment 2: Team Letters
- Include Letter(s) signed by collaborating PI(s) and collaborating sponsored programs office(s) indicating willingness to collaborate on proposal.

Attachment 3: Biosketches
- Attach biosketches using NIH or NSF format for team members.

**REVIEW CRITERIA**

Categories B-E proposals will be reviewed by the SUNY 4E VPR leadership team based on the relevance of the request to the 4E vision and mission, demonstration of multcampus collaboration, potential for the project to lead to proposals for future federal, state, industry and/or private funding, and strength of the record of achievement of the team. Final authorization for awards will be provided by the President of the Research Foundation.

**NOTIFICATION OF AWARD**

The applicant will be notified by the Central Office Networks Team of a successful award. The Grants & Contracts Unit at RF central office will establish the main award and inform the Lead Institution’s SPO contact.
when the main award is established. If decentralized, the lead campus SPO will establish suballocations to other campus partners if applicable.

REPORTS

All progress and final reports will be submitted through the Research Foundation’s online application system and must be submitted on time.

Semi-Annual Report: A progress report detailing the team’s progress will be required midway through the project period (due by 10/31/15). Please include details on submitted proposals, awards, manuscripts, and invention disclosures. These metrics are used by the Network to highlight successes of teams and will be important for future funding.

Final Report: A report detailing the team’s progress will be required within 30 days of the end of the award. Please include details on submitted proposals, awards, presentations, manuscripts, publications, invention disclosures, etc. These metrics are used by the Network to highlight successes of teams and will be important for future funding. Awarded project PIs will be invited to present at semiannual SUNY 4E Charette meetings.

QUESTIONS

All questions concerning this RFP or guidelines should be forwarded to Kimberly Eck, The Research Foundation for SUNY, (518-434-7291), kimberly.eck@rfsuny.org.
All letters of intent and applications must be submitted through the Research Foundation for SUNY’s online application tool. Create an account here: [https://www.grantinterface.com/rfsuny/Common/LogOn.aspx](https://www.grantinterface.com/rfsuny/Common/LogOn.aspx)

Specific instructions included in the RFP to which you are responding supersede those included here.

**Principal Investigators and Other Partners:**
- At least two SUNY campuses must be represented in the LOI and full proposal to meet program requirements.
- The Principal Investigator (PI) must be from a SUNY Campus although non-SUNY faculty may be co-PIs or a member of the research team.
- Any key team member may submit a LOI on behalf of their team.
  There is no limit to the number of submissions a campus or individual may submit; however proposals requests should be scientifically distinct. Individuals may join multiple proposals.

**Typical LOI Components**
- Title of the Project
- Project Abstract
- List of collaborators’ names, titles, and campuses
- Description of the Research Project
- Description of the roles of each collaborator
- Description of strengths and contributions of collaborators key to the project

**Typical Full Proposal Components**
- Title of project
- Collaborating Principal Investigators’ names, titles, campuses
- Funding Requested
- Sponsored Programs Administrator name and contact information for each campus
- Project Abstract
- Relevance of project to the mission of the Network
- Description of contribution of each team member
- Description of participation of post-docs, graduate students, and/or undergraduate students.
- Biosketch
- Budget
- Budget Justification
- Letter co-signed by collaborating Principal Investigators

**Unrestricted Fund Policy:** The Research Foundation for SUNY’s [Unrestricted Fund Policy](https://www.grantinterface.com/rfsuny/) applies to funds awarded through the Network of Excellence Program. This policy outlines permissible and non-permissible expenses. Permissible expenses include: advertisements, conferences, meetings, food, and alcohol. Non-permissible expenses include: personal services, social club memberships, and housing allowances for personal use.
General Budget Requirements:
Budget requests must be categorized using these categories:
   a. Personnel
   b. Fringe Benefits
   c. Travel
   d. Equipment
   e. Supplies
   f. Contractual and Subawards
   g. Other
   h. Total

Budget requests may include:
   - Tuition for students
   - Items necessary to perform the research (i.e. product license)

Budget requests may NOT include:
   - Course buy-outs
   - Costs for non-SUNY partners (although they are welcome to participate, in-kind)
   - Indirect costs
   - Salaries for faculty with 12-month appointments*
   - Summer salaries for faculty*

* Applicants may NOT request salaries for faculty members. Summer salaries for faculty are NOT permitted.