Unidata Community Equipment Award Grant Proposal Template

This document provides a sample template for use when applying for a Unidata Community Equipment Award grant. (This is a sample; you are not required to follow this template exactly! But do make sure your proposal includes all the required information.)

Unidata Equipment Award grants are made to college or university-level programs to facilitate their use of Unidata technologies and their participation in the broader Unidata community. Because the grants are relatively small ($20,000 or less), we have attempted to make the application process as easy as possible. ***Successful applications are typically between five and ten pages in length***.

Consult With Us!

We at the Unidata Program Center want your project to be successful. We *strongly encourage* you to consult with Unidata staff in the planning phase of your Equipment Award grant proposal; we can help you determine what equipment or resources will best suit your project. We're also happy to answer any questions you may have about preparing the proposal itself. Send your questions to: **support-egrants@unidata.ucar.edu**

Required Information

The following sections of the grant application are required. Feel free to include information not listed here in support of your proposal, but please be brief.

- Cover sheet. A template is provided on the following page. (If your organization has a standard cover sheet that provides all the listed information, feel free to substitute it.)
- Project Summary
- Project Description
- Budget
- Project Milestones
- Equipment/resource Quotes

Additional details on these sections are included in the template below.

Read the RFP Carefully

Please read the specific Request For Proposals carefully before submitting your grant application. Program details change from year to year, and this template may not incorporate the most recent additions.

Submitting Your Grant Application

When you are ready to submit your application, send an electronic copy in either Microsoft Word or Adobe PDF format to: **egrants-submit@unidata.ucar.edu**

Unidata Community Equipment Awards Proposal Cover Sheet

Proposal Title:
Date:

Principal Investigator Name:
Title:
Institution:
Telephone number:
FAX number:
Street Address:

Email address:

Signature of PI:_____

Name of Institution Official (usually dept. chair)
Title
Telephone number:
FAX number:

Email address:

Signature of University Official: _____

Project Title

Project Summary

A brief summary of the project and how you intend to use equipment funded through this award program. Project summaries are generally less than one page in length.

Project Description

A complete description of the project. Project Descriptions generally form the bulk of the grant application, and cover topics including:

Goals of the Project

A brief description of what you are trying to achieve with equipment support from Unidata.

Project Activities

A detailed description of what you will do if your project receives funding from Unidata. What scientific or educational activities will the resources allow you to undertake? How will the requested resources be integrated into classrooms or research environments?

Resources Requested

A detailed description of the equipment or resources you are requesting funds to acquire. Describe how the resources you propose to purchase will help you meet the goals of the project.

Information Technology Support Available

A discussion of the relationship of the proposed resources to existing computing facilities in your department and at your institution. Discuss the percentage of departmental or institutional computing resources that the proposed equipment comprises, and the relationship of the proposed equipment to the department or institution's overall plan for computing capabilities. Describe the resources available for ongoing operation and maintenance of the equipment.

Benefits for Education or Research

A description of how the requested resources will benefit students, educators, or researchers in your organization.

Potential Community Benefit

A description of how the requested resources could benefit others in the Unidata community. Will you create a data server that makes data available to other institutions? Will you share educational techniques or lessons learned at a conference or workshop? There are no specific requirements for how your project might benefit the wider community, but potential community benefits are viewed as positive aspects of an Equipment Award grant application.

Reminder: Read the current Request For Proposals carefully! There may be additional requirements or suggestions that are not included in this template.

Budget

Your budget section can be short (generally no more than one page), but should include the following:

- A line-item budget, showing all key elements of cost as well as line-item detail for proposed purchases.
- A short explanation of the budget (budget justification). Describe any university contributions to the project (such as PI time, system administration time, co-sponsorship, computer time, and partial or total waiver of indirect costs).

Things to Note

Please keep the following in mind when creating your project budget:

- Budget requests may not exceed $20,000 (including institution overhead).
- Cost sharing/matching by the department and/or university is encouraged but not required.
- Unidata will accept proposals that include funds for hardware, software (including cloud storage/computing resources), and associated indirect costs. This program does not provide funds for staff time, travel, or other costs not outlined here.

Project Milestones

This section should provide information about how soon equipment will be purchased after receipt of the award, and when it will be deployed as part of the broader project objective. Describe any dependencies that may alter the project goals and deadlines (for example, new space must be acquired or altered before a system can be installed).

References (if necessary)

Include references for any work cited in your proposal.

Equipment Quotes

Provide detailed quotes from hardware, software, or service vendors to support your project budget.