
Call for Proposals: Innovation Working Groups



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Call for Proposals: Innovation Working Groups



Overview and Deadlines

Innovation Working Groups

New Mexico EPSCoR's RII 3 project "*Climate Change Impacts on New Mexico's Mountain Sources of Water*" is designed to enhance research competitiveness through investment in three strategic areas: (1) *Research Infrastructure*, (2) *Cyberinfrastructure*, and (3) *Human Infrastructure*. These investments will help establish NM as a laboratory for climate change research, and as a model for science-based public policy. The multi-disciplinary, multi-scale effort is envisioned to transform climate change science and policymaking by providing the tools required for quantitative, science-driven discussion of difficult water policy options facing the State in the 21st Century.

Innovation Working Groups (IWGs) provide a venue for engaging NM scientists and educators along with key nationally and internationally recognized experts to address the grand challenges that can transform science and education. This program supports week-long working group activities that are modeled after those hosted by the highly successful NSF-supported National Center for Ecological Analysis and Synthesis (NCEAS). Scientists from New Mexico, the EPSCoR Western Tri-State Consortium, and national or international experts may be invited. A strategic final objective of the IWGs is the submission of proposals that target NSF cross-cutting programs and/or the publication of synthesis papers.

IWG funds are designated for projects that fall within the research and education scope of the current EPSCoR RII 3 program on climate change impacts and water resources as described in the original proposal. IWG support is aimed at working groups that emphasize the collaborative development and testing of important ideas and theories, cutting-edge analysis of recent or existing data and information, the use of sound science policy and management decisions, and investigation of social issues that pertain to climate change science.

Approximately 4 IWGs will be funded annually by New Mexico EPSCoR. An IWG typically will support 8-12 scientists or educators who work collaboratively for 3-5 days on their proposed challenging issues. IWG topics will be distributed among the climatological, hydrological, and socioeconomic sciences, as well as research topics related to education, communication and outreach, and diversity. At least one IWG each year will focus on education, diversity, and communication and outreach.

Proposal Deadlines

Proposals are solicited twice a year (October and April). **Due dates are June 1st and December 1st**. Proposals may be submitted at other times after consultation with the EPSCoR Director. Proposals submitted in June will be given a response by early July, and those submitted in December by early January.

Who Should Apply

- Any New Mexico academic institution or national laboratory may submit proposals.
- IWGs are not intended to fund the collection of new data or field research.
- IWGs do not provide overhead or funds to be spent by the investigator at the investigator's home institution.

Expectations for IWG Scientists

Acknowledgement of the funding source is requested and should be formatted as: “This work was conducted as a part of an Innovation Working Group supported by the New Mexico State EPSCoR Program, and funded by NSF (Grant #NSF-08814449)”.

The IWG lead investigator is asked to write a summary report of the IWG efforts and outcomes within two weeks of convening the meetings. In addition, it will be the responsibility of the lead investigator to ensure that NSF required data regarding IWG participants have been entered into the NM EPSCoR online database. Evaluation and assessment questionnaires will be requested of participants and should be returned before the IWG meeting ends.

NSF requires that NM EPSCoR track science products arising from the IWGs. The IWG lead and all participating scientists will need to provide NM EPSCoR with proposal submissions and their success and publication citations (related to the IWG topic).

Guidelines for Proposals

Formatting and Submission

Proposals should be submitted in digital format in MS Word or as a PDF file. They should be submitted as a single complete document with graphics embedded in the document.

Please submit the proposal document by email to:
Katherine Mitchell, Associate Director, NM EPSCoR
kmitch01@unm.edu.

Please contact Dr. Mitchell with any technical problems regarding submission: 505-277-6790.

Proposal Preparation

IWG proposals are relatively short but must include the information requested below. A maximum of 5 pages is allowed.

Proposal Title Page	1 p.	Proposal Title Lead Investigator, Co-Investigator(s), and all contact information Date of Submission
Project Summary	1 p.	Half-page summary statement
Project Description	2 ps.	Problem statement Proposed IWG topic and activities IWG convening dates Name of participants including institutional contacts and <i>whether confirmed</i> Timetable of activities including pre-meeting coordination, tentative working group agenda, and post-meeting deliverables Statement of anticipated outcomes and benefits
Budget	1 p.	Budget

Proposal Budget and Finance Information

IWG support includes reimbursement for actual travel and per diem (meal, lodging, and incidentals). Lodging and meal per-diems are reimbursed using GSA rates (<http://www.gsa.gov>). Meeting facility costs are also allowable. If a proposal is approved, the IWG leader is expected to remain within the proposed budget. The granted budget must be expended during the specific period of the proposal. IWGs do not support salary for participants. There is no transfer of funds to the IWG lead institution; support is on a reimbursement basis from the NM EPSCoR Office without exceptions. All international travelers must adhere to NSF travel guidelines.

The budget should include all of the information below and clearly state the grand total amount requested.

Travel	Domestic	Number of domestic participants Travel amount per domestic participant (airfare, mileage, ground transportation)
	International	Number of international participants Travel amount per international participant (airfare, mileage, ground transportation)
		<i>Total travel expenses</i>
Daily Expenses	Lodging	Number of participants Lodging rate per night and number of nights <i>Total lodging expenses</i>
	Per Diem	Number of participants Full-day per diem rate and number of days Travel-day partial per diem rate and number of days <i>Total per diem expenses</i>
Meeting Facility Expenses		Meeting rooms, AV or computer equipment, etc. Beverages or snacks <i>Total meeting facility expenses</i>
Total		Total amount requested

Proposal Review Process

Proposals are reviewed by members of the RII 3 Project Management Team and additional external reviewers. Proposals are reviewed for merit, novel approaches, and rationale related to the NM EPSCoR RII 3 research and education goals. The review process and scoring system will be developed, documented and distributed by the internal and external reviewers in consultation with the EPSCoR Director and Associate Director.

Tips on Writing an IWG Proposal

Content:

- IWGs should focus on topics related to the research and education agenda of NM EPSCoR's RII 3.
- IWG activities should be question-driven and product oriented.
- Proposals are evaluated on the collaborative and synthetic nature of the ideas.
- Proposals addressing cross-cutting areas of science, or specific NSF cross-disciplinary programs are sought.
- Proposals should specify publication outcomes, especially journals targeted for special issues.

- IWGs should consider how to share their experience and results through campus seminars, broadcast seminars, online materials at the NM EPSCoR website, public media and other approaches.

Requesting more than one convening:

- Proposals should request only one IWG convening. However, a successful IWG may request funds in another proposal solicitation to convene again for follow up or continued development on the topic.

Participants:

- IWGSs of 8 – 12 scientists working for 3 - 5 full days have been shown to be the most productive.
- IWGs should include a diverse array of participants and pay attention to gender balance and participation by underrepresented institutions or groups.
- At least 2 New Mexico institutions must be included.
- One or more graduate students and/or post docs should be involved.

Management

- IWGs should designate who will be responsible for: managing participant information in the NM EPSCoR database, evaluation and assessment materials, and submission of the final report.

Review Criteria

- **Topic aligned with NM EPSCoR RII 3 research and education agenda**
- **Diversity of New Mexico Institutions (minimum of 2)**
- **Significant participation by women and members of underrepresented groups**
- **Multi-and trans-disciplinary participation**
- **Intellectual merit and transformative nature of the project**