



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

OFFICE OF RESEARCH &  
ENGAGEMENT

## UT Core Facilities Program Support FY18 End of Year Request for Proposals

### Overview

The UT Core Facilities Program (UTCFP) and Office of Research and Engagement (ORE) have issued a call for funding requests to established UT Core Facilities (UTCFS). This call is intended to provide support to facilities with critical needs prior to the end of FY18.

### Eligibility

FY18 end of year awards are open to current UT Core Facilities.

### Evaluation Criteria

Proposals will be evaluated based on need demonstrated by the facility. Priority will be given to the replacement or repair of equipment and budget shortfalls. Funding for the purchase of new instrumentation will be considered **only** if immediate need is justified. Requests for subsidies to cover year-end expenses may be required to submit additional information.

Proposals will be evaluated by a subset of the UT Core Facilities Advisory Committee (CFAC).

### Proposal Instructions

Proposals should be submitted by the director(s) of the UT Core Facility and comply with the following guidelines. All parts of the application **must** be submitted via email as one attachment. Proposals should be no more than two pages in length.

### Important Dates and Information:

<b>Announcement Date:</b>	April 16, 2018
<b>Proposal Due Date:</b>	May 18, 2018 by 5:00 PM
<b>Notice of Awards:</b>	Approximately June 4, 2018
<b>Period of Performance:</b>	June 9, 2018 - July 31, 2018
<b>Submit to:</b>	Jonathan Phipps via email at <a href="mailto:jphipps@utk.edu">jphipps@utk.edu</a>



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## Application Requirements

Proposals should be submitted in letter format and include the following information:

1. End of Year FY18 Request and Justification
  - a. **Amount and Purpose of Request**

Identify the amount requested from the UT Core Facilities Program for FY18 and describe how funds will be used.
  - b. **Request Justification**

Describe impact of funding on the improvement or repair of resources within the UT Core Facility; how funds will contribute to the success and sustainability of the core; and how these funds will benefit internal users of the core. If requests are made for new or additional equipment, authors should justify need.
  - c. **Additional Information**

Requests to cover end-of-year shortfall should identify supplemental funding to those requested (i.e., carryover funds; college, department, or other sources of subsidy). Further information may be requested, including revised business plans to better account for recoveries in the upcoming year.