INSTRUCTIONAL EQUIPMENT PROGRAM
Office of the Provost
FY 2017-18

Program Description
The goal of this program is to support high quality and state-of-the-art equipment in our instructional facilities on the West Lafayette campus. This call for proposals seeks requests for funds to acquire new or replace essential instructional equipment. The equipment should be directly tied to undergraduate courses and curricula. Funds will be awarded on a competitive basis with priority given to proposals that support innovative and high impact teaching models or student experiences. Each college may submit up to three proposals and all proposals must be ranked by the dean in priority order.

Scope
- Each individual proposal can total up to $100,000.
- Equipment should be purchased within one year. Unexpended balances at the end of the one-year period will be returned to the Provost's Instructional Equipment Program.

Funds can be used for:
- Major equipment, including installation
  - Single pieces of equipment
  - Multiple like equipment items for classroom or instructional lab
  - Suite of equipment items that collectively meet an instructional purpose
- Start-up supplies (<10% of total budget) associated with operating the equipment
- Non-consumable components that can be used to build major equipment, devices, structures

Funds should not be used for:
- Consumables, Routine supplies, Personnel, Travel

Criteria for Selection
- # of students, courses, instructors affected and overall degree of impact
- Relation to core outcomes of associated curricula
- Connection to innovation in teaching or improvements in courses based on proven pedagogies
- Unit support demonstrated by matching funds or in-kind contribution*

*Matching funds from the college and department is highly encouraged but not essential. Source of unit funding should be clearly stated in the proposal. If a proposed budget does not include matching funds, a strong justification must be included.

Financial Resources
The Program will have a budget of $1,000,000 for FY 2017-18 with grant awards in amounts up to $100,000 each. Unit support, through matching funds will be considered favorably in the proposal review. An itemized budget using the provided template (see Appendix A) should be included with the proposal. Grants will be effective for the period December 1, 2017 through November 30, 2018. Unexpended balances at the end of grant period will be returned to the Provost's Instructional Equipment Program. Based on campus interest and a positive assessment that the program goals are being met, the program will continue with an annual award process.

Program Timeline
The FY17-18 schedule for proposal submission, review and award processes is as follows:

<table>
<thead>
<tr>
<th>Proposal Due Date</th>
<th>November 1, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Announcements</td>
<td>December 1, 2017</td>
</tr>
<tr>
<td>Project Period</td>
<td>December 1, 2017 – November 30, 2018</td>
</tr>
</tbody>
</table>
Proposal Preparation and Submission

1. Cover Sheet (1 page)
   a. Project Title
   b. Project Abstract (50 words or less)
   c. Amount of total request
   d. PI/co-PI Information
   e. Name, title, department, college, campus address, email, phone
   f. Endorsement of each PI’s Department Head and Dean
   g. Dean’s priority ranking

2. Project Summary (1 page)
   a. Description of equipment to be purchased including how the equipment will be used in the instructional environment
   b. Description of how the equipment supports the implementation of innovative or proven teaching and learning methodologies
   c. Description of the students, instructors, courses and curricula impacted
      o Give approximate numbers as well as description of expected impact

3. Budget and Budget Justification (1 page)
   • Itemized budget using the provided template (see Appendix A)
   • Include specific vendor, manufacturer, model numbers (if known)
   • Amount and source of matching funds; if no matching funds, include a justification
   • Budgets do not need to be prepared through the Unit’s Pre-Award Centers.

Questions
For programmatic questions, please contact Jenna Rickus (rickus@purdue.edu), Associate Vice Provost for Teaching and Learning. For questions on proposal budget and submission, please contact Connie Lapinskas (lapinsk@purdue.edu), Assistant Provost for Finance and Administration.

Proposals should be endorsed by the department head and dean of the PI and submitted online to instructional.equipment@purdue.edu. Proposals are due by end of day (11:59 p.m.) November 1, 2017.
## INSTRUCTIONAL EQUIPMENT PROGRAM
### Budget Request
December 1, 2017 - November 30, 2018

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Justifications (Please itemize and explain all budget items)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equipment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Equipment</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Start-Up Supplies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Start-Up Supplies</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Non-Consumable Components</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Non-Consumable Components</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Request</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

### COST SHARE (optional)

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Explanations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost Share</strong></td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

9/5/2017