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...building R&D capabilities

OKLAHOMA APPLIED RESEARCH SUPPORT (OARS)

First FY10 R&D Faculty and Student Intern Partnerships

Intent Form Deadline:

5:00 p.m., Wednesday, August 5, 2009

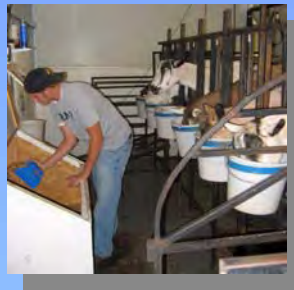
(An Intent form must be filed by the above deadline to be eligible to apply.)

Application Deadline:

5:00 p.m., Wednesday, August 19, 2009

Target Contract Start Date:

January 1, 2010



Oklahoma Center for the Advancement
of Science and Technology
Programs Division
755 Research Parkway, Suite 110
Oklahoma City, OK 73104-3612

Phone: (405) 524-1357
Toll Free: 866-265-2215
Web site: www.ocast.ok.gov

Information Page

Eligibility: Oklahoma Universities, Oklahoma Colleges and Oklahoma Businesses

Amendments: This Solicitation may be amended by OCAST. Amendments can be found on OCAST's web site under the section "Program Support/Solicitation/R&D Intern Partnership Solicitation Amendments." It is the responsibility of the applicant to review any such amendments and make necessary changes in the application to meet the amended Solicitation requirements.

On-line solicitation and forms: This solicitation with forms is available at: <http://www.ocast.ok.gov>, on the OCAST web site under the section "Program Support/Solicitation/R&D Intern Partnership Solicitation."

Proposal preparation workshops: Since space is limited, potential participants need to register at the OCAST web site, <http://www.ocast.ok.gov>, at least two days prior to the workshop. The location of the workshop will be e-mailed to registrants prior to the workshop.

Application Preparation Workshops 1:30 - 4:30 PM	
Date	Location
July 16, 2009	Lawton, Oklahoma
July 21, 2009	Stillwater, Oklahoma
July 23, 2009	Oklahoma City, Oklahoma
July 28, 2009	Norman, Oklahoma
July 30, 2009	Tulsa, Oklahoma

OCAST CONTACT INFORMATION: (405) 524-1357

Michelle McFarland, Programs Officer IV	(405) 319-8408	mmcfarland@ocast.state.ok.us
Brad Sutherlin, Programs Officer III	(405) 319-8413	bsutherlin@ocast.state.ok.us
Brittany Johnson, Programs Officer I	(405) 319-8411	bjohnson@ocast.state.ok.us
Dan Luton, Programs Director	(405) 319-8415	dluton@ocast.state.ok.us

OKLAHOMA APPLIED RESEARCH SUPPORT (OARS)
FUNDING COMPETITION PROPOSAL SOLICITATION
FY10.1 OARS R&D FACULTY AND STUDENT INTERN
PARTNERSHIPS

OKLAHOMA CENTER FOR THE ADVANCEMENT OF SCIENCE AND TECHNOLOGY
(OCAST)

TABLE OF CONTENTS

Background and Program Purpose	2
Program Description	2
Applicant Eligibility	3
Intern Eligibility	4
Matching Requirements	4
Submission Requirements	5
Review Process	6
Release of Information	7
Contract Related Information	7
Performance Evaluation	9
Application and Required Attachments	Application Pages 1- 13
Statement of Intent	Intent Form pages 1-2 (last two pages)

BACKGROUND

In FY98, OCAST was encouraged (74 O.S., Section 5060.28) as a part of the Oklahoma Applied Research Support (OARS) program to support qualified research and development (R&D) partnerships projects involving two-year and four-year institutions of the Oklahoma State System of Higher Education with persons, entities, cooperation programs or Oklahoma industry. For this purpose, OCAST was authorized to develop separate criteria, "to recognize the distinctive nature of the two- and four-year institutions." In October 2001, the OCAST Board expanded the program to include Oklahoma firms as well as all Oklahoma Colleges and Universities as fiscal agents while maintaining the emphasis on enhancing the undergraduate research opportunities of the educational institutions.

PROGRAM PURPOSE

The purpose of the R&D Faculty and Student Intern Partnerships funding is to improve the State's R&D base by supporting undergraduate student and faculty internships at Oklahoma R&D facilities. Further, the program is to encourage undergraduate students to prepare for careers in scientific and technical fields as well as ancillary areas that support high-tech companies in Oklahoma. OARS internship funding acknowledges the principal resource of the two-year and four-year institutions of higher education are the people, undergraduate students and faculty, and this program places these people into established successful applied research facilities within Oklahoma.

The benefits of intern experience in actual applied R&D facilities and programs are far reaching and include the following:

1. Student interns are acquainted with prospective employers, are better prepared for the workforce and are encouraged to pursue advanced degrees and/or careers in science and engineering as well as in support areas for high-tech companies. Undergraduate student interns are encouraged to complete their higher education program as well as to consider further higher education.
2. Faculty interns are updated in technical areas, are apprised of workforce needs and are acquainted with industry contacts for aid in student placement.
3. Oklahoma firms involved in OARS R&D Faculty and Student Intern Partnerships have the opportunity to become acquainted with prospective employees, to interface with academic institutions on workforce needs and to encourage interns, who pursue advanced degrees, to remain in or return to Oklahoma.
4. The higher education institutions gain improved status through increased numbers of graduates who pursue advanced degrees or receive higher wage jobs.
5. The State of Oklahoma benefits from the improved technical human resource base essential to growing or attracting technology-based firms and producing the high wage jobs associated with increased per capita income.

PROGRAM DESCRIPTION

Under statute, OARS provides a maximum of one State dollar of funding for each non-State dollar of funding for projects that:

1. involve applied research leading to innovation, new knowledge or technology and are not training or providing technical assistance for businesses;
2. have a reasonable probability to enhance employment opportunities within Oklahoma; and
3. are technically sound and will produce a measurable result.

Projects that focus upon the following are not eligible for funding:

1. market surveys,
2. training or technical assistance for firms, or
3. research or research activities that create fundamental or basic information but lack the potential for reasonably short-term commercialization.

All OARS funds are awarded through external, peer-reviewed, funding competitions. For multi-year projects, continued funding is contingent upon satisfactory annual performance evaluations and availability of OCAST funds.

OARS funding will support one- or two-year projects requiring a minimum of **\$10,000 per year and a maximum of \$30,000 per year of OARS funds**. The required match (see Matching Requirements) shall be equal to or be greater than the OARS support. R&D Faculty and Student Intern Partnerships must involve one or more students and/or undergraduate teaching faculty working at an applied R&D facility(s) located in Oklahoma.

This Solicitation is intended for informational purposes and reflects current planning; it does not obligate OCAST to make any specific number of awards. Awards under the OARS Program are contingent upon the availability of State funds. If there is any inconsistency between the information contained in this Solicitation and the terms of any resulting contract, the terms of the contract are controlling.

APPLICANT ELIGIBILITY

Those eligible for R&D Partnerships awards shall be Oklahoma firms as well as Oklahoma colleges and universities, public and private collaborating with persons, entities, cooperation programs or Oklahoma firms. R&D Intern Partnerships often involve one or more Oklahoma colleges or universities and one or more Oklahoma firms. These projects may also involve the collaboration of other persons or entities including Oklahoma non-profit research organizations, economic development organizations and/or trade organizations.

Neither members of the OCAST Board nor the OARS Committee are precluded from participating directly in an OARS application. However, any director, officer, agent or employee of OCAST, including any member of an advisory committee or review panel, who has any direct or indirect interest in an OARS application may not act, or vote upon, or have any official involvement in regard to such application.

There is no limit to the number of OARS contracts under which an individual investigator may perform. Consequently, an individual, who is a PI or co-PI on a project currently funded under an OARS Contract, is not precluded from applying.

The Principal Investigator (PI) for this OARS program is the fiscal agent person responsible for the execution of the internship program as well as responsible for administrative supervision of the faculty interns and student interns. If a PI, co-PI, or mentor on an OARS application or contract becomes unable to perform, the applicant organization(s) must inform OCAST within ten (10) days. If a replacement PI, co-PI, or mentor acceptable to the project Reviewers cannot be found the contract may be cancelled.

When a business is the fiscal agent a campus **Co-Principal Investigator (co-PI)** of campus liaison assigned to assist with on campus activities with the undergraduate student interns may be an important part of the project; however, a co-PI is not required. When an institution of higher education is the fiscal agent the applied research center may wish to name a co-PI; however, a co-PI is not required.

INTERN ELIGIBILITY

General Intern Eligibility

An undergraduate student or faculty member may intern for up to one-year (i.e., 1.0 FTE for 12 months, 0.5 FTE over two years; or two summers at 1.0 FTE and the remaining divided over the academic years). **The field of study--degree pursued or held--by the undergraduate student and/or faculty interns must be related to the field of use of the applied R&D performed.** The degree pursued by the undergraduate student interns (or held by the faculty intern) must be in natural sciences, computer science, materials science, engineering, a biomedical/biotechnical area, or in a support area related to building successful Oklahoma high-tech companies.

Faculty Intern Eligibility

Faculty interns shall have a degree in a field related to the field of the applied research. The faculty internship program is designed to offer faculty members at institutions with limited campus facilities for research the opportunity to conduct research at Oklahoma applied research centers. In the proposal, the faculty member will list the benefits from the internship to his or her career, to the classroom students taught, and to the home institution of higher education.

Undergraduate Student Eligibility

The program is limited to undergraduate students who anticipate receiving their undergraduate 2-, 3, or 4-year degree from an Oklahoma college. *The program requires the field of study of the undergraduate degree being pursued by the undergraduate intern to be related to the field of the R&D performed.*

Extended Internships

The program is restricted to undergraduate students. Occasionally, a student intern graduates from their associate's or bachelor's program and additional time is needed to finish the research project. In such cases, the PI must request approval from OCAST in advance for an extension of the internship.

MATCHING REQUIREMENTS

In order to qualify for funding for an OARS R&D Intern Partnerships project the applicant organization must provide documentation verifying that not less than fifty percent (50%) of the total direct cost of the proposed project will be provided by sources other than OCAST and other than state-appropriated money (74 O.S., Section 5060.19).

Eligible matching funds may be only those monies provided specifically for the proposed project. For OARS projects, cash certified as match, must be placed in an account at one of the organizations that is party to the contract. If a collaborating organization elects not to provide the matching monies to the lead applicant, who acts as the prime contractor and fiscal agent, but chooses to establish a project account within their organization to pay costs of the project, the collaborating organization must sign on as co-applicant and also become a contractor.

Under OARS, machinery or equipment, which is owned by an Oklahoma institution of higher education or a non-profit research center, may be used to fulfill part or the entire required match. Equipment will be considered for match if:

1. it does not originate from State-appropriated funds, and
2. the required documentation has been submitted with the original proposal.

When a proposal is approved for funding, and final verification of receipt of matching monies or a fully executed agreement representing a federal or private grant or contract has not been

submitted for at least the first year of the award period, the awardee may have sixty (60) days from the date of the OARS award letter to submit such documentation.

For subsequent years of an OARS award, applicants, who have not provided documentation of receipt of match for the entire award period at the start of the initial contract, must submit such documentation with the required annual progress report.

If an awardee has submitted, as part of the application, final verification of receipt of matching funds or a fully-executed agreement representing a federal or private grant or contract for the first year of the award period, the initial start date of the contract shall be no later than the first (1st) day of the month that immediately follows the thirty (30) day verification of eligibility period which begins on the date on the OCAST award document. The target starting date for an OARS contract awarded under this funding competition is given on the cover of this Solicitation. If due to special circumstances, the PI anticipates a later start date than specified above, the later date should be requested and carefully justified in the application for reviewer consideration.

SUBMISSION REQUIREMENTS

Intent Form Submission

After the Intent submission deadline, a project tracking number will be e-mailed to the PI that submits an intent form by the deadline. The project tracking number must be placed in the upper right corner of all copies of all forms submitted with the proposal. Only those who have submitted an intent form by the deadline are eligible to submit an application.

Statement of Intent may be faxed to (405) 319-8426 to meet the deadline; the original intent, with signatures, should be mailed to the address below. It is however, the responsibility of the PI to ensure that the intent is received by OCAST by the deadline.

The Statement of Intent must be received by OCAST by 5:00 PM, August 5, 2009.

Intent forms that are not faxed, and have been logged into a commercial delivery service with a "delivery guaranteed" before 5:00 PM on August 5, 2009 will be accepted if the applicant can provide acceptable documentation that the Intent form was provided to the delivery service with delivery to the address listed below guaranteed prior to the closing date and time.

Intent Submission Address:

**Intern Partnerships Program
Programs Division
OCAST
755 Research Parkway, Suite 110
Oklahoma City, OK 73104-3612**

Note: The information with respect to title, applicant organization, and funds requested may be different on the proposal; however, at least one of the persons listed must be the PI on the proposal.

Application Submittal

The application must be received by OCAST by 5:00 PM, August 19, 2009. Applications that have been logged into a commercial delivery service with a "delivery guaranteed" before 5:00 PM on August 19, 2009, will be accepted if the applicant can provide acceptable documentation that the proposal was provided to the delivery service with delivery to the address listed below guaranteed prior to the closing date and time. **Applications will not be accepted via facsimile, electronic mail, or in any electronic format.**

Applications must be delivered to the following address:

**Intern Partnerships Program
Programs Division
OCAST
755 Research Parkway, Suite 110
Oklahoma City, OK 73104-3612**

No applications or supplemental materials will be accepted after the submission deadline except at the request of OCAST. OCAST may return applications, which are judged as incomplete or inappropriately completed, without review.

OCAST will verify receipt of your proposal if you attach a self-addressed, stamped postcard to the original.

Each OARS Intern application shall include the following materials organized as specified below:

Number of Sets	Contents
1	Original paper application marked "original," with appendices attached (stapled or fastened with a binder clip in the upper left corner). Prepare required Application Page forms 1-7 (Items 1-19) as provided. Refer to Application Pages 8-13 (Items 20-28) for instructions to prepare text sections of application including, presentation order and headings.
1	Paper set of the Application Pages 1-7 (Items 1-19) stapled in the upper left corner.
1 CD	File containing the entire application in (pdf.) format including appendices.

IMPORTANT NOTE: Each OARS Intern application must include one signed paper original of the entire proposal(s) and one set of Application Pages 1-7 (Items 1-19). Include in each set Items 16 – 19 for each budget year(s) requested. A CD containing an electronic copy of the entire proposal as a single file using the Adobe Acrobat (.pdf) must be submitted. This file must be named AP10.1-iXX and P.I.'s First and Last name.pdf, where iXX is the Project Number received from OCAST upon submission of the Statement of Intent Forms(s) (e.g., AP10.1-i01 Michelle McFarland). For identification purposes, the CD must be marked by a permanent marker or printed label using the above example.

Do not use binders or notebooks, rubber bands or regular paper clips. OCAST recommends a black binder clip or stapled in the left corner and colored sheets to set-off major sections of the original proposal. **Do NOT type text on colored sheets.**

REVIEW PROCESS

All OARS funding applications are reviewed and ranked for funding by peer reviewers, a majority of whom reside outside the State of Oklahoma. Reviewers are nominated and approved by the OARS Committee. Reviewer expertise must include significant research and/or development experience in an industrial or academic setting.

R&D Intern Partnerships project applications will be ranked for funding based on the potential benefit to the participating student and faculty interns, educational institution(s) and firm(s) as well as to the State of Oklahoma. The budget amount for each application recommended for funding is established by the reviewers and cannot be changed after the date of the OARS award. Reviewer recommendations are presented to the OCAST Board that grants final approval for funding.

Proposal Evaluation Criteria.

Peer reviewers will evaluate R&D Intern Partnerships project applications with respect to the benefits to the interns according to the following general criteria:

1. the quality and probability of success of the R&D Intern Partnerships plan;
2. the commitment of the applicant organization(s);
3. the competency of project personnel;
4. the adequacy of the proposed R&D resources including facilities;
5. the adequacy of matching funding and other project support;
6. the degree of interest shown by industry;
7. the potential of short-, medium- and long-term impact on the Oklahoma economy including the potential for enhancing employment opportunities in Oklahoma;
8. the benefit to the undergraduate student intern(s);
9. the benefit to the faculty intern who teaches undergraduates;
10. the value added by the internship program to the undergraduate instructional program.

RELEASE OF INFORMATION

OCAST is subject to the Open Meeting Act and the Open Records Act. However, information submitted to or compiled by OCAST with respect to marketing plans, financial statements, trade secrets, research concepts, methods, products, or other proprietary information is confidential unless the person or entity that provided such information consents to disclosure.

OCAST may use the contents from OARS Statement of Intent Forms, application abstracts, and summaries from annual progress reports for the required OCAST Annual Report or other publications without obtaining permission from the applicant or applicant organization(s). Public release of information in any proposal or application submitted will be subject to existing statutory and regulatory requirements.

CONTRACT RELATED INFORMATION

Oklahoma statute requires that the mechanism for funding OARS projects be a professional services contract between OCAST and the applicant organization(s). The Contractor is the applicant organization(s) which: (1) employs or is affiliated with the PI or co-investigators, (2) provides research services and/or facilities for the funded project and (3) executes the contract. If more than one applicant organization is involved, the fiscal agent organization receives and accounts for all funds. The contract shall include commitments on the part of the Contractor(s) to perform the activities described in the application and funded by OCAST. However, the obligations of each party to a contract shall be limited to that portion of the contract they have committed to perform.

Any applicant organization or principal investigator who, in OCAST's judgment, has failed to correct a material breach of contract previously awarded under any of OCAST programs will not be eligible to be awarded a new funding contract.

If a PI under an OARS contract becomes unable to perform the proposed research, the applicant organization must inform OCAST within 10 days. The Contractor shall inform OCAST within 10 days of the occurrence of any of the following:

1. the official notification of resignation by the PI as an employee of one of the parties to the contract;

2. the official decision to terminate the PI as an employee of one of the parties to the contract;
3. the inability of the PI to perform the research described in the application;
4. any occurrence which the Contractor or Fiscal Agent determines will affect the successful completion of the research project;
5. the PI leaves Oklahoma;
6. the majority of the research is not performed in Oklahoma; and
7. the Receipt of notification of award of concurrent funding by the PI or co-investigator, which is not part of the approved matching monies requirement, to support any portion(s) of the research, which is supported by OCAST funds.

Any of the conditions in Items 1-7 above may result in the termination of the contract at the discretion of OCAST. If the PI is subsequently employed by another eligible applicant organization in the State of Oklahoma that agrees to support the research project, OCAST may consider issuing a new contract negotiated between OCAST and the new organization. If a PI cannot perform on a contract, the applicant organization may request that OCAST consider continuing the contract with a new PI.

The Contractor shall be responsible for the following:

1. Assuring and documenting compliance with State and Federal requirements pertaining to human subjects, vertebrate animals, recombinant DNA, radioactive substances, narcotics and dangerous drugs, and/or biological hazards, which require special approval or license, before issuing a subcontract for any portion of the project funded by OCAST.
2. Maintaining records and accounts that properly document and account for the source and application of all project funds. All such records and accounts shall be made available on demand by OCAST for inspection and use in carrying out its responsibilities for administration of the funds.
3. Providing specified documentation of matching expenditures to OCAST with each Request for Payment. At no time shall the amount invoiced from OCAST exceed the amount of documented matching funds expended. Failure to document the required matching amount could result in a decrease in the OCAST funding amount and/or a termination of all-subsequent OCAST funding.
4. Complying with the audit policy of OCAST and, as OCAST deems necessary, permitting authorized representatives of OCAST and the State of Oklahoma full access, and the right to fully examine, all project records and accounts. The Contractor, or designated fiscal agent, shall provide OCAST timely copies of reports on any audits that include funds received from OCAST. The Contractor, at OCAST's request, shall provide OCAST with an independent audit report of all funds expended on each contract in which the amount of OCAST funds awarded. In the event an audit results in the determination that the Contractor, or designated fiscal agent, has expended contract funds on unallowable costs, the Contractor, or designated fiscal agent, shall reimburse OCAST in full for all such costs.

INSTITUTIONAL REVIEW BOARD AND SAFETY CERTIFICATIONS

Institutional Review Board and safety certifications, if needed, will be required prior to OCAST issuing a contract. Additional information may be obtained from the OCAST R&D staff.

1. HUMAN SUBJECTS, HUMAN DERIVED MATERIALS, HUMAN DATA

- a. Student Interns supported under this program must not be research subjects for any (host site) research venue project that requires IRB approval.

- b. If the (host site) research venue project involves human subjects, human derived materials or human data, before a contract is issued documentation of IRB review and approval must be supplied to OCAST.

2. RECOMBINANT DNA, VERTEBRATE ANIMALS

If the (host site) research venue project involves recombinant DNA or vertebrate animals, before a contract is issued documentation of IRB review and approval must be supplied to OCAST.

3. NARCOTICS, DANGEROUS DRUGS, RADIOISOTOPES

If the (host site) research venue project involves narcotics, dangerous drugs and/ or radioisotopes, before a contract is issued documentation of federal regulatory approval for the use of these substances must be supplied to OCAST.

4. BIOLOGICAL HAZARDS

- a. In general, student interns will not work with potential biological hazards.
- b. If the student interns work with potential biological hazards, before a contract is issued documentation must be provided certifying the facility meets all requirements of the (US) Center for Disease Control for containment of infectious agents.

PERFORMANCE EVALUATION

Acceptance of an OARS professional service contract obligates the PI to submit an annual progress report 60 days prior to the ending date of each contract period. For one-year projects or the final year of multiple-year projects, a final report must be submitted no later than 30 days after the end of the final contract period.

Reviewers, the majority of whom reside outside Oklahoma, evaluate the Annual project performance. Continued funding is contingent upon satisfactory annual performance evaluations that verify that the PI is complying with the terms of the contracts and achieving project objectives.

Efforts to evaluate the OARS Program require periodic collection of information from investigators and contractors. The PI and contractor are required to provide OCAST with the requested information during and after the funding period. This information may include, but is not limited to, Impact Survey Information, Site Visits, and Reverse Site Visits where the PI may be required to present his or her OARS funded project related information to OCAST staff, the OCAST Board of Directors, members of the Oklahoma Legislature, and other interested parties.

The fiscal agent organization is required to track the academic and employment status of interns for five years after the award ends. Anecdotal quotes from the interns are also helpful to establish program impact upon the interns.

A required annual conference for persons named in the proposal as well as student interns is held annually. This event has presentations from interns, mentors, and PI's describing the research effort. OCAST staff provides tips for managing a successful internship program. The proposal may request sufficient travel funds for participants.

FORMS & INSTRUCTIONS FOR COMPLETING THE APPLICATION BEGIN ON THE NEXT PAGE.

Oklahoma Applied Research Support (OARS) R&D Faculty and Student Internships Program First FY10 PROPOSAL APPLICATION

1. Title.

Title of Proposal (Maximum 56 spaces)

2. Resubmission.

Resubmission: Yes <input type="checkbox"/>
No <input type="checkbox"/>

3. Amount of OCAST Funds Requested.

Year 1 \$	Year 2 \$
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4. Proposed Start Date.

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5. Number of proposed interns.

Year 1	Undergraduate Student Interns:	Faculty Interns:
Year 2	Undergraduate Student Interns:	Faculty Interns:

6. Technology Development.

Check a single box that <u>best</u> describes the research technology to be developed under this award.		
<input type="checkbox"/> Advanced Materials <input type="checkbox"/> Biotechnology <input type="checkbox"/> Chemicals <input type="checkbox"/> Computer Hardware <input type="checkbox"/> Computer Software <input type="checkbox"/> Defense	<input type="checkbox"/> Energy <input type="checkbox"/> Environmental <input type="checkbox"/> Factory Automation <input type="checkbox"/> Manufacturing Equipment <input type="checkbox"/> Medical <input type="checkbox"/> Pharmaceuticals	<input type="checkbox"/> Photonics <input type="checkbox"/> Subassemblies & Components <input type="checkbox"/> Test & Measurement <input type="checkbox"/> Telecommunications & Internet <input type="checkbox"/> Transportation <input type="checkbox"/> Other _____ <div style="text-align: right; font-size: small;">(specify)</div>

7. Principal Investigator (PI) for Fiscal Agent Organization.

Name of Principal Investigator:	
Position or Title:	Terminal Degree:
Address: Include Department, Division or Equivalent	Phone:
	Fax:
E-mail:	URL: http://
I hereby accept responsibility for the scientific conduct of the project and for providing the materials required for contract performance evaluation. I give consent for the materials in this application to be viewed, as required by members of the OCAST staff, Board, Applied Research Committee and review panels.	
Signature of PI	Date

Principal Investigator	Project Number AP10.1-i
------------------------	-------------------------

8. Co-Principal Investigator (Co-PI) Information (a Co-PI is not required).

Name of Co-Principal Investigator:	
Position or Title:	Terminal Degree:
Address: Include Department, Division or Equivalent, and Zip+4	Phone:
	Fax:
E-mail:	URL: http://
I hereby accept responsibility for the scientific conduct of the project and for providing the materials required for contract performance evaluation. I give consent for the materials in this application to be viewed, as required by members of the OCAST staff, Board, Applied Research Committee and review panels.	
Signature of Co-PI	Date

9. Official Acting as Fiscal Agent.

If multiple contractors, show official of organization designated as Fiscal Agent. This is the official to whom OCAST will send all contract payments.	
Name	
Title	
Name of Applicant Organization Acting as Fiscal Agent	
Mailing Address: Include Department, Division or Equivalent, Zip+4	Phone
	Fax
	County
E-mail	URL: http://
Organization NAICS code	Organization Federal Employee Identification Number (FEI)

Principal Investigator	Project Number AP10.1-i
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10. Designated Contract Official.

Show person designated as the Contracting Official for project. This is the official to whom OCAST will send all award of contract correspondence including (1) the award letter, (2) requests for information and documentation, (3) the initiated contract, (4) the executed contract and (5) progress report and performance evaluation information and requests. If multiple applicants, the designated Contracting Official is responsible for sharing contractual information with all other applicant organizations. This official certifies all student interns are undergraduate students and the interns are legally eligible to work in the U.S.

Name:	
Title:	
Name of Applicant Organization Acting as Designated Contract Official:	
Address:	Phone:
	Fax:
E-mail:	URL: http://

11. Other Applicant Organizations. All applicant organizations agree to be party to the contract.

11a. Name of Official Signing for Other Applicant Organization:	
Title:	
Address:	Phone:
	Fax:
E-mail:	URL: http://

11b. Name of Official Signing for Other Applicant Organization:	
Title:	
Address:	Phone:
	Fax:
E-mail:	URL: http://

Principal Investigator	Project Number AP10.1-i
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12. Certification of Assurances.

I certify that the statements and budget figures herein are true and complete. If an Oklahoma Applied Research Support (OARS) Contract is awarded, I accept the obligation to comply with the laws of the State of Oklahoma and the policies of the Oklahoma Center for the Advancement of Science and Technology (OCAST) as they pertain to the performance of this project.

Signature of Official Signing for Applicant Organization Acting as Fiscal Agent (same name as in Item 9.)	Date
Signature of Official Signing for Applicant Organization as Designated Contract Official (same name as in Item 10.)	Date
Signature of Official Signing for Other Applicant Organization (same name as in Item 11.a.)	Date
Signature of Official Signing for Other Applicant Organization (same name as in Item 11.b.)	Date

13. Intern Host Sites.

Include name and address (not P.O. Box) of Organization, Zip+4, as well as the name, telephone Number, and e-mail address of the research mentor(s).

Principal Investigator	Project Number AP10.1-i
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14. Complete this page as a Table of Contents, add page numbers that correspond to the application.

Table of Contents Item	Page
Application Pages 1-4 (Item 1-13)	1
Table of Contents (Required Attachment Item 14)	5
Abstract (Required Attachment Item 15)	6-6a
Year 1 Budget Pages (Application Pages 6-1, 6-2, 6-3, 6-4)	
Year 2 Budget Pages (Application Pages 7-1, 7-2, 7-3, 7-4)	
Budget Justification (Application Pages 8) (Item 20)	
PI(s) Biographical Information (Required Attachment Item 21)	
Mentor(s) Biographical Information (Required Attachment Item 22)	
Faculty Intern(s) Biographical Information (Required Attachment Item 23)	
Commitment of Support (Required Attachment Item 24)	
Project Plan (Required Attachment Item 25)	
Appendix I (Required for a Resubmission Item 26)	
Appendix II (Required for Item 27)	
Other Appendices (Required for a Resubmission Item 28)	
Othe Items:	

Principal Investigator	Project Number AP10.1-i
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15. Abstract.

Project Title: (No more than 56 letters and spaces).
Name and address of Applicant Organization(s):
Name, Title and Department of Principal Investigator and Co-Principal Investigators:
Benefiting Firm(s): If an Applicant Organization is not a firm, name the benefiting firm(s) and location(s).
Match Summary: Name the match source(s), the percent contribution, and the location for each source.

Principal Investigator	Project Number AP10.1-i
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15. Abstract (continued).

Include a short description of the research project(s), a summary of the intern partnership program and the benefits to faculty and student interns, to institutions of higher education, to Oklahoma firms or farms, and to the State of Oklahoma. Limit to this space; do not use continuation pages.

Five Key Words which describe the research project(s):

Select from the following chart the single research area that best describes the research. Copy the exact name and (number) to this box:

--

Research Area Chart. Do not include with proposal.

<p>BIOTECHNOLOGY (B0000)</p> <p>___ Animal & Plant Biotechnology (B0100)</p> <p>___ Biomolecular & Biomimetic Materials (B0200)</p> <p>___ Bioprocessing/Biomedical Engineering (B0300)</p> <p>___ Bioinformatics (B0400)</p> <p>___ Diagnostic and Therapeutic Biotechnology (B0600)</p> <p>___ Marine Biology (B0700)</p> <p>___ Other Biotechnology (B9900)</p> <p>ELECTRONICS/COMPUTER HARDWARE/COMMUNICATIONS (E0000)</p> <p>___ Semiconductors (E0100)</p> <p>___ Electronic Systems (E0200)</p> <p>___ Microelectromechanical Technology (E0300)</p> <p>___ Computer Hardware (E0500)</p> <p>___ Microelectronic Fabrication Technology (E0600)</p> <p>___ Communication for Data, Voice, Video (E0700)</p> <p>___ Electronic Instrumentation/Sensors & Control Systems (E0800)</p> <p>___ Optics & Photonics (E0900)</p> <p>___ Other Electronics (E9900)</p> <p>INFORMATION TECHNOLOGY (I0000)</p> <p>___ Computer Systems and Software Applications (I0200)</p> <p>___ Computer-Aided Design & Testing Systems (I0300)</p> <p>___ Imaging & Image Processing (I0400)</p> <p>___ Cognitive Systems (I0500)</p> <p>___ Pattern Recognition (I0600)</p> <p>___ Internet Infrastructure (I0700)</p> <p>___ Security & Biometrics (I0800)</p> <p>___ Other Information/Computer Entertainment (I9900)</p>	<p>MANUFACTURING (DISCRETE) (M0000)</p> <p>___ Automobile Manufacturing (M0100)</p> <p>___ Aircraft Manufacturing (M0200)</p> <p>___ Other Transportation Manufacturing (M0300)</p> <p>___ Intelligent Controls (M0400)</p> <p>___ Machine Tools (M0500)</p> <p>___ Materials Handling (M0700)</p> <p>___ Intelligent Manufacturing (M0800)</p> <p>___ Avionics (M0900)</p> <p>___ Other Discrete Manufacturing (M9900)</p> <p>___ Energy Conversion (Motors, Generators, etc (N0300)</p> <p>___ Energy Generation/Distribution (N0500)</p> <p>ADVANCED MATERIALS/CHEMICALS (A0000)</p> <p>___ Abrasives, Adhesives, Ceramics, Coatings, and Composites (A0500)</p> <p>___ Computer-Based Design of Chemical/Materials (A0600)</p> <p>___ Polymers Synthesis & Polymer Fabrication Technologies (A0800)</p> <p>___ Metals & Alloys (A1000)</p> <p>___ Building /Construction Materials (A1200)</p> <p>___ Other Materials (A9900)</p> <p>___ Separation Technology (H0100)</p> <p>___ Catalysis/Biocatalysis (H0200)</p> <p>___ Food Processing and Preservation (H1500)</p> <p>___ Other Continues Manufacturing (Pulp/Paper, Textiles) (H9900)</p> <p>___ Energy Resources/Petroleum (N0200)</p> <p>___ Energy Storage/Fuel Cell, Battery (N0400)</p> <p>___ Environmental Technologies (N0600)</p> <p>OTHER (Z0000)</p> <p>___ Research/Science/Technology Area Not Listed Above</p> <p>Specify _____</p>
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Principal Investigator	Project Number AP10.1-i
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16a. Project Budget. Direct Costs Only. In addition prepare a Budget Justification for each year of proposed support (see Item 20). Year 1

Personnel Applicant Organization(s) Only		Effort	Amount Requested (in Dollars Only)		
Name	Title or Position	HR/WK	OCAST	Matching	TOTALS
Subtotal					
Travel					
Subtotal					
Supplies (Itemize by category)					
Subtotal					
Equipment (List items over \$500)					
Subtotal					
Contractual Services (Itemize)					
Subtotal					
Other Direct Costs (Itemize)					
Subtotal					
TOTAL DIRECT COSTS					

OCAST APPROVAL:	DATE:
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Principal Investigator	Project Number AP10.1-i
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17a. Source and Amount of Matching Funds.

Year 1

NOTE: THE PI MUST SUBMIT THIS FORM FOR EACH PROJECT YEAR FOR WHICH CASH AND/OR A GRANT(S) OR CONTRACT(S) WILL BE PROVIDED AS MATCH. MONIES CERTIFIED AS MATCH, MUST BE PLACED IN AN ACCOUNT HELD BY AN ORGANIZATION THAT IS A PARTY TO THE CONTRACT.

Source of Cash Match	Date Received	Contracting Organization that holds Matching Account	Account Number	Amount
1.				
2.				
3.				
4.				
5.				
Subtotal				\$
Source of Grant(s) or Contract(s) Match	Inclusive Dates of Award	Contracting Organization that holds Matching Account	Account Number	Amount
Subtotal				\$
Total Match				\$

OCAST APPROVAL:	DATE:
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Principal Investigator	Project Number AP10.1-i
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18a. Matching Funds Certification.

Year 1

Organization 1:	
Organization 2:	
Organization 3:	
Amount of Cash total to be provided for match	\$
Dollar Amount of Grant(s) or Contract(s) total to be provided for match	\$
Dollar Value of Machinery or Equipment total to be provided for match	\$
IMPORTANT: ONLY INSTITUTIONS OF HIGHER EDUCATION OR NONPROFIT RESEARCH FOUNDATIONS ARE ELIGIBLE TO USE EQUIPMENT OR MACHINERY FOR MATCHING FUNDS REQUIREMENTS. IN SUCH INSTANCES, THE EQUIPMENT OR MACHINERY MUST ORIGINATE FROM SOURCES OTHER THAN STATE-APPROPRIATED FUNDS AND THE REQUIRED DOCUMENTATION RELATED TO THE ALLOWABLE VALUATION MUST BE SUBMITTED WITH THE ORIGINAL PROPOSAL.	
MATCH AMOUNT TOTAL	\$
<p>I certify that the monies, grants and contracts, and/or machinery or equipment, described on this form and detailed on the following OARS Matching Funds Documentation for the project year designated above will be available for use on this project as of the contract start date.</p> <p>I certify that if machinery or equipment is being used as matching funds, that each item of machinery or equipment provided for match (1) has been received by the institution of higher education or non-profit research organization, (2) if donated to the institution of higher education or non-profit research organization, has been used only in testing to ensure quality control or for demonstration purposes by a wholesaler or retailer and the fair market value on the date of the gift, and if purchased by the institution, the amount paid is certified by an invoice held by the institution.</p>	
Name of Principal Investigator:	
Signature of Principal Investigator:	Date:
Name of Designated Contracting Official:	
Signature of Designated Contracting Official:	Date:

OCAST APPROVAL:	DATE:
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Principal Investigator	Project Number AP10.1-i
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Submit a Machinery or Equipment Matching Funds Form only if Equipment owned by an applicant non-profit or academic institution is used as a portion of the match.

19a. Machinery or Equipment Matching Funds.

Year 1

NOTE: ONLY HIGHER EDUCATION INSTITUTIONS AND NONPROFIT RESEARCH FOUNDATIONS ARE ELIGIBLE TO USE MACHINERY OR EQUIPMENT AS MATCHING FUNDS

Description of the equipment.

Justification of the use of the equipment for the project.

If the equipment has been donated, indicate the fair market value on the date of the gift.	\$
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If the equipment was purchased by the institution, indicate the amount as verified by the invoice held by the institution.	\$
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Justification of the value of the equipment for the project. The evaluation should be based upon (a) the fair market value, if a gift, or the amount paid for the machinery or equipment by the applicant organization as verified by invoice (74 O.S., Section 5060.19); (b) the useful life of the equipment relative to the term of the project; (c) the relevance and intensity of the proposed use of the equipment in the project and (d) the predicted value of the equipment at the end of the project.

Proposed matching value of the equipment:	\$
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Principal Investigator	Project Number AP10.1-i
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16b. Project Budget. Direct Costs Only. In addition prepare a Budget Justification for each year of proposed support (see Item 20). Year 2

Personnel Applicant Organization(s) Only		Effort	Amount Requested (in Dollars Only)		
Name	Title or Position	HR/WK	OCAST	Matching	TOTALS
Subtotal					
Travel					
Subtotal					
Supplies (Itemize by category)					
Subtotal					
Equipment (List items over \$500)					
Subtotal					
Contractual Services (Itemize)					
Subtotal					
Other Direct Costs (Itemize)					
Subtotal					
TOTAL DIRECT COSTS					

OCAST APPROVAL:	DATE:
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Principal Investigator	Project Number AP10.1-i
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17b. Source and Amount of Matching Funds.

Year 2

NOTE: THE PI MUST SUBMIT THIS FORM FOR EACH PROJECT YEAR FOR WHICH CASH AND/OR A GRANT(S) OR CONTRACT(S) WILL BE PROVIDED AS MATCH. MONIES CERTIFIED AS MATCH, MUST BE PLACED IN AN ACCOUNT HELD BY AN ORGANIZATION THAT IS A PARTY TO THE CONTRACT.

Source of Cash Match	Date Received	Contracting Organization that holds Matching Account	Account Number	Amount
1.				
2.				
3.				
4.				
5.				
Subtotal				\$
Source of Grant(s) or Contract(s) Match	Inclusive Dates of Award	Contracting Organization that holds Matching Account	Account Number	Amount
Subtotal				\$
Total Match				\$

OCAST APPROVAL:	DATE:
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Principal Investigator	Project Number AP10.1-i
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18b. Matching Funds Certification.

Year 2

Organization 1:	
Organization 2:	
Organization 3:	
Amount of Cash total to be provided for match	\$
Dollar Amount of Grant(s) or Contract(s) total to be provided for match	\$
Dollar Value of Machinery or Equipment total to be provided for match	\$
IMPORTANT: ONLY INSTITUTIONS OF HIGHER EDUCATION OR NONPROFIT RESEARCH FOUNDATIONS ARE ELIGIBLE TO USE EQUIPMENT OR MACHINERY FOR MATCHING FUNDS REQUIREMENTS. IN SUCH INSTANCES, THE EQUIPMENT OR MACHINERY MUST ORIGINATE FROM SOURCES OTHER THAN STATE-APPROPRIATED FUNDS AND THE REQUIRED DOCUMENTATION RELATED TO THE ALLOWABLE VALUATION MUST BE SUBMITTED WITH THE ORIGINAL PROPOSAL.	
MATCH AMOUNT TOTAL	\$
<p>I certify that the monies, grants and contracts, and/or machinery or equipment, described on this form and detailed on the following OARS Matching Funds Documentation for the project year designated above will be available for use on this project as of the contract start date.</p> <p>I certify that if machinery or equipment is being used as matching funds, that each item of machinery or equipment provided for match (1) has been received by the institution of higher education or non-profit research organization, (2) if donated to the institution of higher education or non-profit research organization, has been used only in testing to ensure quality control or for demonstration purposes by a wholesaler or retailer and the fair market value on the date of the gift, and if purchased by the institution, the amount paid is certified by an invoice held by the institution.</p>	
Name of Principal Investigator:	
Signature of Principal Investigator:	Date:
Name of Designated Contracting Official:	
Signature of Designated Contracting Official:	Date:

OCAST APPROVAL:	DATE:
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Principal Investigator	Project Number AP10.1-i
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Submit a Machinery or Equipment Matching Funds Form only if Equipment owned by an applicant non-profit or academic institution is used as a portion of the match.

19b. Machinery or Equipment Matching Funds.

Year 2

NOTE: ONLY HIGHER EDUCATION INSTITUTIONS AND NONPROFIT RESEARCH FOUNDATIONS ARE ELIGIBLE TO USE MACHINERY OR EQUIPMENT AS MATCHING FUNDS

Description of the equipment.

Justification of the use of the equipment for the project.

If the equipment has been donated, indicate the fair market value on the date of the gift.	\$
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If the equipment was purchased by the institution, indicate the amount as verified by the invoice held by the institution.	\$
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Justification of the value of the equipment for the project. The evaluation should be based upon (a) the fair market value, if a gift, or the amount paid for the machinery or equipment by the applicant organization as verified by invoice (74 O.S., Section 5060.19); (b) the useful life of the equipment relative to the term of the project; (c) the relevance and intensity of the proposed use of the equipment in the project and (d) the predicted value of the equipment at the end of the project.

Proposed matching value of the equipment:	\$
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APPLICATION GUIDELINES: Items 20-28 must be in black typeface, on 8 ½ x 11 inch white paper. A font size no less than 10 point must be used with single or 1.5 line spacing. Fonts for the text of the proposal must be Arial, Helvetica, Palatino, Computer Modern, or Georgia. Photographs, oversized documents or materials, which do not reproduce well, should be submitted under “other appendix” (item 28) with no more than five (5) pages total. Applications should not include three-dimensional materials. Applications eligible for review must contain all required items listed in the Table of Contents. Use the presentation order and headings as shown below. Maximum section text length page limitations include text, graphs, charts, and figures. If a section is not applicable it must be acknowledged and indicated as not applicable. *Proposals that are not in the required format may be returned without review.*

20. Budget Justification.

Required Attachment. For each budget year, prepare an explanation and justification for the budget (**4 page maximum**). Incomplete explanations may result in a requested item not being approved or the entire project not recommended for funding. This is a very important part of the proposal.

Project Budget -- Complete the required budget information for each year of the project. Account for all project funds – both monies requested from OCAST and the proposed matching funds. All amounts should be in dollars. The approved budget amount is established by the reviewers and cannot be increased after the date of the award.

Personnel. List the names and positions of all personnel involved in the project, both professional and nonprofessional, whether or not salaries are requested. For each participant estimate the hours per week in relation to total professional activity commitment to the applicant organization. In computing estimated salary charges to an OARS contract, an individual’s base salary must represent the total authorized annual compensation that an applicant organization would be prepared to pay for a specified work period. The base salary must exclude income that an individual may be permitted to earn outside of full-time duties to the applicant organization and may not be augmented or supplemented by funds from a professional service contract. Fringe benefits may be requested to the extent that they are treated consistently by the applicant organization as a direct cost to all sponsors. The salary requests typically support the interns with a combination of OCAST and Match funds for intern salary and fringe benefits.

Travel. Describe the purpose of any travel, giving the number of trips and the professional activities involved, the destination(s) and the number of individuals for whom funds are requested. The amount requested for travel must be fully explained in the Budget Justification. The amount of travel approved by the reviewers cannot be increased after the date of the OARS award. Include travel for the annual conference.

Supplies. List supplies needed to manage the Internship program. In general, the intern Host organization provides the research supplies as a normal part of the research activity at no charge. Therefore, explain fully the unique aspects of this program when research supplies are included as a part of the budget.

Equipment. List equipment needed to manage the Internship program. In general, the intern Host organization provides the research equipment as a normal part of the research activity. Explain fully the unique aspects of this program when research equipment is included as a part of the budget. List separately each item of equipment with a unit acquisition cost of \$500 or more. Fully explain the purchase of computers since, in most cases, reviewers have denied requests for computers not dedicated to OARS research.

Principal Investigator	Project Number AP10.1-i
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Contractual Services. Itemize and provide detailed description. Such charges would be unusual for this program.

Other Expenses. Itemize other expenses, such as office supplies, telephone/fax charges, and, e.g., costs of supplies for intern presentations at poster sessions or meetings.

Indirect costs are not allowable as a budget item. If an organization requires direct cost reimbursement for project specific utility or compliance costs, these should appear as line items in the budget along with both the method of calculation and an explanation for their inclusion.

21. Principal Investigator and Co-Principal Investigator Biographical Information.

Required Attachment. When a firm is the fiscal agent, the co-principal investigator would be the person who coordinates intern activities on a college campus. A co-PI is not required. **Two page maximum sections A. – E. for each professional. Three page limit for section F.**

- A. Name
- B. Title
- C. Education (provide education, baccalaureate through postdoctoral; include institution and location, degree and year conferred and field of study, with the most recent first).
- D. Describe experience at managing programs similar to this intern program.**
- E. Provide research and professional experience. Beginning with the present position, list in chronological order, previous employment, experience and honors. List in chronological order beginning with the most recent, the titles and complete references to recent representative publications, especially those most pertinent to this application.
- F. Describe previous OCAST support; include project number, and results. For previous OCAST internship awards show the academic and professional achievements for each former intern.

22. Mentor Biographical Information

Required Attachment. The mentor is the person at the intern host site who works most closely with the interns on the research project. **Two page maximum sections A. – E. for each mentor. Three page limit for section F.**

- A. Name
- B. Title
- C. Education (provide education, baccalaureate through postdoctoral; include institution and location, degree and year conferred and field of study, with the most recent first).
- D. Describe experience mentoring new hires, interns, and junior colleagues.**
- E. Provide research and professional experience. Beginning with the present position, list in chronological order, previous employment, experience and honors. List in chronological order beginning with the most recent, the titles and complete references to recent representative publications, especially those most pertinent to this application.
- F. Describe previous OCAST support; include project number, and results. For previous OCAST internship awards show the academic and professional achievements for each former intern.

23. Faculty Intern Biographical Information

Required Attachment. For a project with a Faculty Intern, the Faculty intern may be the PI or co-PI. **Two page maximum for each faculty intern. Three page maximum for section F.**

- A. Name
- B. Title
- C. **Statement of anticipated benefits from being a faculty intern.**
- D. Education (provide education, baccalaureate through postdoctoral; include institution and location, degree year conferred and field of study, with the most recent first).
- E. Provide research and professional experience. Beginning with the present position, list in chronological order, previous employment, experience and honors. List in chronological order beginning with the most recent, the titles and complete references to recent representative publications, especially those most pertinent to this application.
- F. Describe previous OCAST support; include project number, and results.

24. Letters of Commitment and Benefit

Required Attachment. The Reviewers critically review these 1 or 2 page letters. These letters must be specific to the application and not a generalization.

1. A Letter of Commitment and Benefit signed by an official of the fiscal agent organization that is the lead applicant organization is required.
 2. A Letter of Commitment and Benefit signed by an official of a collaborating Oklahoma firm, intern host organization, non-profit research organization, college or university that is an additional applicant organization is required. Note: organizations providing matching monies sign as an additional applicant (and contractor, if awarded) to allow the organization to set up a project account for matching monies rather than provide match through the lead organization.
 3. A Letter of Commitment and Benefit from a collaborating Oklahoma firm, non-profit research organization, college or university that is not an applicant or additional applicant may be included. Such organizations will include items A. B. and C. below as appropriate or may include other information to aide the reviewers. Reviewers find it helpful to understand the relationship between all parties and their commitment to the program. For example, in an application from a company, you may include a letter from a faculty member assisting you to recruit students and/or the Dean/Department Chair/Head of the School acknowledging the importance of the program to the students. Letters from the CEO or President of benefiting organizations beyond the educational organizations and research sites, such as Oklahoma farm and ranch associations may be included in this section.
- A. Include an assessment of the potential for attracting future federal or private funds to continue the internship program beyond this OARS project. How will a sustainable internship program be created? (Required for all applicant organization letters.)
 - B. Include (1) specific organizational commitments to the project for such items as equipment, computer services, facilities, release time for key personnel, secretarial support, and technical support. (2) a statement of organizational commitment to the proposed project beyond the required matching monies and (3) a summary of plans to continue the

internship program beyond the project. (Required for all applicant organization letters)

C. For the R&D sites also briefly discuss how the applied R&D performed by the company, or on behalf of the company by another organization (e.g., a non-profit research organization or a college), will (1) lead to innovation, new knowledge or technology and is not training or technical assistance for the business, (2) has a reasonable probability to enhance employment opportunities within Oklahoma, and (3) is technically sound and will lead to a measurable result. Include a specific estimate of the potential economic gain the research will give the company. Examples of economic gain include increased payroll, jobs created or retained, increase in gross sales, cost avoidance, productivity, and federal contracts won. This statement is very important. (Required for all R&D site letters.)

25. Project Plan (Typically this section takes 8 - 10 pages).

Required Attachment. The applicant must complete all of the following in this order: Begin each section with a section heading.

A. Describe the general nature of the applied R&D to be performed without including proprietary information. Include a list of research objectives. *Typically this will be 1 page for each research project.*

B. Describe the applied R&D facility(s) where the student and/or faculty interns will work. Show that adequate equipment and supplies are available for the project. *Typically this will be 1 page for each venue.*

C. Generally describe the work the student interns will perform, and how the interns contribute to meeting the research objectives. When there is a faculty intern describe the work the faculty intern will perform and how it meets the research objectives. *Typically this will be 1-2 pages for each project/venue.*

D. IRB and hazardous substances notification.

After an award is made applicants will be required to provide certification that all regulations pertaining to research use of **HUMAN SUBJECTS, HUMAN DERIVED MATERIALS, HUMAN DATA; RECOMBINANT DNA; VERTEBRATE ANIMALS; NARCOTICS, DANGEROUS DRUGS, RADIOISOTOPES; and BIOLOGICAL HAZARDS** have been satisfied. Special note: Student Interns supported under this program must not be research subjects for any research project that requires IRB approval.

Indicate in this section if the research project involves any of the above research components and how the appropriate certifications/approvals will be obtained. Mark this item NOT APPLICABLE if these components are not a part of the research project. *Typically this will be 1 page for each project/venue.*

E. Intern Activities

i. Describe the role and duties of the applied research mentor(s) as they interact with the interns.

ii. Describe the activities of the intern for the first month of the internship.

iii. If a mentor's principal employer is a non-profit research organization, college or university, describe each mentor's experience in performing applied R&D that has led to commercialized products, processes or services. *Typically this will be 1-2 pages.*

- F. Describe the role and duties of the principal investigator and co-PI. Note: a co-PI is not required. *Typically this will be 1 page.*
- G. If all or part of the intern experience is at a non-profit research organization, college or university, describe the specific relationship between each participating company and the non-profit or university laboratory. Fully explain why the internship is not at the participating company site. *Typically this will be 1-2 pages.*
- H. Carefully explain the plan for selecting and assigning the interns. R&D Intern Partnerships Projects must involve one or more students and/or faculty working at an R&D facility(s) located in Oklahoma. Describe the potential intern pool. When a college or university is not a formal partner, include the process for contacting potential interns and the relationship between the applicant organization and Oklahoma colleges and universities. *Typically this will be 1-2 pages.*
- I. For faculty and student interns describe the process that will be used to monitor the intern work performance and to evaluate performance. Include evaluation instruments in Appendix I. *Typically this will be a 1-page explanation plus the sample instrument(s).*
- J. Describe the process to be used for the intern to prepare reports. In general terms, without including proprietary information, the intern should describe the work done, the skills acquired and the benefits accrued. The intern should use the style guide of the company or of the institution of higher education to prepare each report that describes the internship experience. A minimum of monthly progress reports should be a part of the internship experience. The PI, as part of the annual progress report will include sample reports. *Typically this will be 1-2 pages.*
- K. Describe the process the fiscal agent organization will use to track the academic and professional progress of each intern for five years after the internship is served. This information will be reported to OCAST as a part of the annual Impact Report request for information that is required of all contractors. Information required, as a minimum, will be institutions of higher education attended, degrees earned, where employed, and a current address for the intern. *Typically this will be 1 page.*

26. Appendix I

For new projects, include samples of evaluation instruments. For continuing projects, or a new project by a previous awardee, include samples of intern reports and evaluation instruments used in the previous program.

27. Resubmission Appendix

Materials required for *resubmissions* are placed here. Include the following assembled in this order:

- A. a letter responding in detail to the reviewers' comments from the previous review and noting all changes in the new internship program proposal;
- B. a copy of the previously submitted application; and
- C. all reviews of the previously submitted application.

Note: Resubmissions have fared well in OARS competitions; however, it is very important that a resubmission include all required materials as described above. A resubmission is a new proposal and not prepared by simply commenting on the previous reviewers' comments.

28. Other Appendix

Other materials placed in additional appendices must be limited to those relevant and essential to the proposal and may not exceed five (5) pages maximum.

Principal Investigator	Project Number AP10.1-i
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Statement of Intent Form

First Funding Cycle for Fiscal Year 2010 R&D Faculty and Student Intern Partnerships

The deadline to submit a Statement of Intent is 5:00 p.m., August 5, 2009

Only those who have submitted a Statement of Intent on or before the intent deadline are eligible to submit an application. A Statement of Intent is required for each proposal submitted. Submit the Statement of Intent to the following address:

Intern Partnerships Program
 Programs Division
 Oklahoma Center for the Advancement of Science and Technology (OCAST)
 755 Research Parkway, Suite 110
 Oklahoma City, Oklahoma 73104-3612

The Statement of Intent Forms may be faxed to (405) 319-8426 to meet the deadline, with the signed original mailed. However, OCAST is not responsible if, for any reason, the fax transmission is not received.

Note: The information with respect to title, applicant organization, and funds requested may be different on the proposal; however, at least one of the persons listed must be the PI or co-PI on the proposal. (*Principle Investigator will receive an official project number prior to proposal submission*)

Title of Proposal (Maximum 56 spaces):			
Applicant Organization(s)			
Estimated Request for OARS Funds:	Year 1	Year 2	Total:

Name of Principal Investigator:	
Position or Title:	Terminal Degree:
Address: Include Department, Division or Equivalent, and Zip+4	Phone:
	Fax:
E-mail:	URL: http://
Signature of PI	Date

Principal Investigator	Project Number AP10.1-i
------------------------	-------------------------

Name of Co-Principal Investigator:	
Position or Title:	Terminal Degree:
Address: Include Department, Division or Equivalent	Phone:
	Fax:
E-mail:	URL: http://
Signature of Co-PI	Date

Name of Co-Principal Investigator:	
Position or Title:	Terminal Degree:
Address: Include Department, Division or Equivalent	Phone:
	Fax:
E-mail:	URL: http://
Signature of Co-PI	Date

Check a single box that <u>best</u> describes the research technology to be developed under this award.		
<input type="checkbox"/> Advanced Materials <input type="checkbox"/> Biotechnology <input type="checkbox"/> Chemicals <input type="checkbox"/> Computer Hardware <input type="checkbox"/> Computer Software <input type="checkbox"/> Defense	<input type="checkbox"/> Energy <input type="checkbox"/> Environmental <input type="checkbox"/> Factory Automation <input type="checkbox"/> Manufacturing Equipment <input type="checkbox"/> Medical <input type="checkbox"/> Pharmaceuticals	<input type="checkbox"/> Photonics <input type="checkbox"/> Subassemblies & Components <input type="checkbox"/> Test & Measurement <input type="checkbox"/> Telecommunications/Internet <input type="checkbox"/> Transportation <input type="checkbox"/> Other _____ <div style="text-align: right;">(specify)</div>