Most funding agencies (and the reviewers who will be grading your proposals) request information to help them verify that you will be able to complete the project that you have proposed to undertake. Part of this information comes from your curriculum vitae, part from listing your current and pending support (next week’s homework), and part from your facilities form. The facilities form is designed to show what resources you have available to help you complete your proposal. It has five basic categories: Laboratory, Clinical, Animal, Computer and Other. For each category that applies to the project you described in your pre-proposal, you should briefly describe what resources you have available. Note that you will probably not put anything in some of the categories; for example, none of you are likely to have or need “Clinical” facilities. For “Laboratory” you can list things like using mass spectrometers or hydro labs, and briefly describe what is available and how you plan to use it. If you expect to sample animals, you need to explain how this will be done. ALL of you should provide a listing of the computer facilities available to you, either in your office or in the shared student computer labs. For “Other” you can include things like communications, hard copy capabilities, etc.

In the “Major Equipment” section, you need to list any instruments that you will NOT be hiring from another resource but plan to use in your project. That is, most of the instruments that you priced for homework #4 would not be listed in this section as you will be describing them in the main body of your proposal, but if you are using your own (or UH’s) scuba gear and sampling system, then this is where you should describe it. It’s useful to describe large format plotters in this section if you plan to make nice posters for scientific meetings. In general, “major” refers to size and not cost, but if it’s small, expensive and specialized, you should probably include it in this section.

The final section, “Other Resources,” is where you can describe the experts that you have available to help you with your project (your advisor or a technician in your group that helps you in the field or with instrumentation), plus any secretarial support that you might have, student helpers that can help with copying articles, etc.

The Word file for this form is available on Margo’s anonymous ftp site under “Assignment_5.” I have also included a blank PDF form as well as an example from one of my old proposals with this PDF. If you take more than an hour to complete this assignment you are trying too hard.
FACILITIES, EQUIPMENT & OTHER RESOURCES

FACILITIES: Identify the facilities to be used at each performance site listed and, as appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Use “Other” to describe the facilities at any other performance sites listed and at sites for field studies. Use additional pages if necessary.

Laboratory:

Clinical:

Animal:

Computer:

Other: ____________________________

MAJOR EQUIPMENT: List the most important items available for this project and, as appropriate, identify the location and pertinent capabilities of each.

OTHER RESOURCES: Provide any information describing the other resources available for the project. Identify support services such as consultant, secretarial, machine shop, and electronics shop, and the extent to which they will be available for the project. Include an explanation of any consortium/contractual/sub award arrangements with other organizations.
FACILITIES, EQUIPMENT & OTHER RESOURCES

FACILITIES: Identify the facilities to be used at each performance site listed and, as appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Use “Other” to describe the facilities at any other performance sites listed and at sites for field studies. Use additional pages if necessary.

Laboratory:

Clinical:

Animal:

Computer: Edwards and Kurokawa have access to numerous types of computers including PC's and high-performance SGI Indigo and SUN SPARCstations. These computers are all equipped with various peripherals for reading/writing data. All computers and associated peripherals will be available throughout the duration of this project. PC's will be available for shipboard operations.

Office: Edwards and Kurokawa have offices with computers linked to the internet via T1 lines, plus phones and other equipment to support work on this project. They also have access to administrators, programmers, engineers and data processors to help them accomplish the work described in this proposal.

Other: _______________________

MAJOR EQUIPMENT: List the most important items available for this project and, as appropriate, identify the location and pertinent capabilities of each.

In addition to the computers that will be used to accomplish data processing and analysis during and after the survey, the School of Ocean and Earth Science and Technology owns and operates several high-resolution ink jet printers. HMRG personnel frequently use these printers to generate sets of large-scale photographic quality images of the seabed. The printers can plot sheets that are ~34” wide and as long as the roll of paper using a variety of printing media (including matte, semi-matte and transparent papers).

OTHER RESOURCES: Provide any information describing the other resources available for the project. Identify support services such as consultant, secretarial, machine shop, and electronics shop, and the extent to which they will be available for the project. Include an explanation of any consortium/contractual/sub award arrangements with other organizations.

The Hawaii Mapping Research Group (HMRG) is a collection of scientists, engineers and administrators whose combined function is to image the seabed acoustically and optically. As such HMRG has a well-stocked arsenal of equipment and software for evaluating sonar and optical data and systems and producing processed output. We use (and, as necessary, own site licenses for) various geographic information systems (GIS), including ARC/INFO, ER Mapper and the Generic Mapping Tools, to render our topography data as three-dimensional models and to combine these models with high-resolution sidescan and imagery data.