

Florida Center for Cybersecurity **2018 Capacity Building Program**

Program Description and Intent

The Florida Center for Cybersecurity (FC²) supports the efforts of the State University System of Florida (SUS) to promote innovation and productivity in cybersecurity. Through the Capacity Building Program, the Center intends to support its SUS partners in developing and enhancing educational capabilities to support workforce needs and to undertake other initiatives that align with the Center's mission. Applicants may request funding to build an academic institution's capacity for education and training in cybersecurity (new curriculum development), develop lab/technology capabilities, or develop and execute community outreach initiatives.

Eligibility Information

Applicants must be a stakeholder of the project and be employed by one or more SUS institutions. FC² encourages collaboration of multiple SUS institutions to eliminate duplicate efforts, maximize resources, and promote synergy among our academic partners. While FC² encourages stakeholders to seek matching funds from their own institutions, we will not reject proposals that do not meet this desired goal.

Award Information

Funding

Approximately \$750,000 will be available for disbursement from FC² in 2018. Maximum budget request for each proposal must not exceed \$100,000. The Center reserves the right to negotiate final award amounts.

Allowable Expenses

Award funds may be allocated for a variety of expenses, as long as those expenses support the mission of the proposal. Funds cannot be used for construction, renovation, administrative assistance, or international travel. Facilities and Administrative (F&A) costs are also not allowed under this program. A maximum summer salary of 8% of the total award for stakeholder support may be requested. *(Please note: This is a total dollar amount. If there are two or more stakeholders, the maximum amount that can be allocated to combined stakeholders cannot exceed the total amount of 8%.)*

Application Proposal Information

Proposals may be submitted for the following:

Curriculum Development

Funds may be requested to develop curriculum and/or toolsets for critical cybersecurity topics that can be offered as shared modules to augment existing curriculum across the SUS. Examples include programs that develop a security awareness module for cross-departmental and community use; programs that develop scenario-based exercises and simulation tools to support foundational or advanced cyber skills.

Curriculum developed in partnership with other SUS institutions, community colleges, training partners, local school districts, or industry partners is strongly encouraged.

Lab/Technology Development

Funds may be requested to develop a technology lab and/or provide equipment to promote cybersecurity training and practice that may be accessible by institution departments, other SUS institutions, as well as FC² partners and affiliates (i.e. to test software and/or provide hands-on instruction). Labs may also be made available to FC² stakeholders to allow for collaborative training in immersive real-world, closed exercise environments.

Community Outreach

Funds may be requested to develop community outreach programs and/or initiatives. These may include (but are not limited to) joint activities with local industry groups, organizations, community colleges, school districts, etc. to increase cybersecurity awareness, disseminate knowledge regarding cybersecurity careers (to support development of a statewide talent pipeline), educate diverse audiences on specific cybersecurity topics, etc. Additionally, funds may be used to support student-focused cybersecurity events, such as competitions and “hack-a-thons.”

Application Proposal Information

Proposal Format

The proposal should include a cover sheet, project summary, table of contents, project narrative, biographical sketches, budget and budget justification, and any letters of commitment that have been received for support of the proposed project/program. The document should be single-spaced, using Times New Roman 12-point font and one-inch margins. The proposal should be submitted via the FC² submission portal.

Application Content

The proposal should include the following elements:

- Cover Sheet
 - Title of proposed project
 - Stakeholder information (Name, Email, Phone, Address)
 - Institution Information (Name, Address)
- Project Summary (*1-page limit*)
 - Brief overview
 - Statement of the intellectual merit of the proposed project (if applicable)
 - Statement regarding the potential impact and/or outcomes of the proposed project
- Table of Contents
- Project Narrative (*10-page limit*)
 - Objectives of the proposed project and expected significance
 - Outline of the general work plan
 - An “Impacts” section (aligned with the statement in the Project Summary) that provides additional detail regarding potential impact and/or outcomes along with appropriate metrics and/or project benchmarks

- Biographical Sketches
 - Biographical information for all project stakeholders responsible for program implementation and execution, including:
 - Undergraduate, graduate, post-doctoral education (if applicable)
 - Work history and current role within the SUS institution
 - Professional experience and capabilities relevant to the proposed project
- Budget & Budget Justification
 - Budget: Correctly complete one budget template for the entire proposal. (Failure to do so may result in the disqualification of the project.)
 - Budget Justification: Follow guidelines listed below.
 - Personnel: List all employees who will be on payroll for the project. Project Managers must be mentioned by name. Show how you calculate the salary or rate for each employee.
 - Provide supporting documentation for salaries. Supporting documentation can be a copy or screen shot of the HR payroll information or a copy of a paystub. Please note: sensitive information may be redacted for PII concern.
 - The total combined salary request for Project Managers should not exceed 8% of total award.
 - Fringe Benefits: Provide detail on benefits coverage and rates for all personnel listed.
 - Travel: Explain all estimated travel expenses including a breakdown of expenses for each proposed trip.
 - Equipment: List all equipment requested.
 - Equipment is defined as an item of property that has an expected service life of more than one year or costs more than \$1,000 per item. Equipment can be either electronic or non-electronic.
 - Provide supporting documentation for equipment costs. Supporting documentation can be quotes or other pricing documentation.
 - Materials and Supplies: List all materials and supplies requested.
 - Provide supporting documentation for materials and supplies costs. Supporting documentation can be quotes or other pricing documentation.
 - If the requested item has an expected service life of more than one year or costs more than \$1,000 per item, the request should be classified as equipment.
 - Contractual: List all contractual project-related costs for services provided by a third-party contractor or vendor. This includes contracted staff who will not be on your institution's payroll such as guest speakers and industry experts.
 - Other costs: Tuition and fees requested for graduate assistant/student support, etc.
 - Indirect Costs: Indirect costs, as well as Facilities and Administrative (F&A) costs are not eligible for funding through this program.
 - Construction: Construction costs are not eligible for funding through this award.
- Letters of Commitment
 - If other financial or in-kind support for the project has been confirmed, applicants should submit letters of commitment from the supporters that meet the following criteria:
 - Letter must be written and signed by an authorized individual.

- Letter must specify the value of the financial and/or in-kind support (*Note: This value must match the value that is specified in the budget.*)

Review Process and Selection Criteria

Applications will be assessed by a review panel consisting of representatives from academia, industry, and government. The FC² director will make the final selection based on the rankings of the proposals and attention will be given to proposals that include matching funds allocated by host institutions. The following criteria will be used:

- Feasibility of the project and alignment with FC² strategic priorities
- Qualifications of project personnel to successfully implement and execute the project
- Budget appropriately allocated and well-justified to meet project objectives
- Impact and/or projected outcomes

Timeline

RFP Issued	Dec 12, 2017
Submission Deadline	March 2, 2018
Award Announcement	April 9, 2018

Reporting

Project and financial reports are due two (2) months after the end date of the project. The final report should include the following information:

1. Title of project
2. Name(s) of individual(s) responsible for program execution
3. Brief project summary
4. Outcomes and/or impact (Performance against established metrics)
5. Final financial report

Additional Comments

Any proposed financial or programmatic changes that differ from the approved proposal must be authorized by FC² before such changes can be implemented.

Projects must be completed within one year of award date. Project extensions must be authorized by FC² and can be requested by contacting FC² at fc2awards@usf.edu

Patentable ideas, trade secrets, privileged or confidential commercial or financial information, (disclosure of which may harm the applicant), should not be included in proposals

Please note that if your project is selected for funding, each recipient must provide a Subrecipient & Information Compliance Certification Form (omitting Section A)

<http://www.usf.edu/researchinnovation/sr/documents/sub-info-compliance-cert-form.pdf>

Questions regarding this RFP should be directed to fc2awards@usf.edu.