

Capacity Building Program Program Description:

The Florida Center for Cybersecurity (Cyber Florida) 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 through initiatives aligning with Cyber Florida's mission. As such, the program will focus on projects that aim to improve the cybersecurity pipeline, increase participation by underrepresented groups, and encourage community-based approaches to these challenges.

Cyber Florida will only support projects that use open licensing, ensuring that projects are poised for use throughout the state.

Eligibility Information:

Applicants must be eligible to be principal investigators (PI) for external grants at their home institution. Cyber Florida encourages collaboration between organizations to eliminate duplicate efforts, maximize resources, and promote synergy throughout the state.

Award Information:

Estimated Program Funding:

A total of \$750,000 will be available from Cyber Florida for awards under this program for this year. Budget for each award can be a maximum of \$75,000 for an expected period of performance of 07/01/2019–06/30/2020.

Applications that include matching funds from institutional, industrial, community, and other sources will be given more weight during the review process. Matching funds may include but are not limited to cash, academic release time for faculty members, and student stipends. Supporting documentation is required as outlined in this RFP.

Scope of the Award:

Award funds may be allocated for a variety of expenses, including pilot programs, development, demonstration of educational/public service programs, domestic travel, data collection and analysis, and graduate student salaries. Salary for each PI and all Co-PIs can be requested up to a total of \$30,000 per year, not to exceed \$10,000 per person.

Funding is available for project activities including, but not limited to

- Development and execution of community-based programs that target K–12 audiences (summer camps, after-school programs, etc.)
- Development and execution of community-based programs that increase participation among under-represented groups (after-school programs, weekend programs, etc.)

- Development and execution of higher-education programs that increase participation and success among under-represented groups (pre-college programs, hackathons, CTF competitions, etc.)
- Scaling and expansion of existing programs to have a broader geographical reach
- Any other reasonable and innovative proposals will be considered

Proposals that seek to develop or expand programs should include a plan and model for sustainability.

Application Proposal Information: Proposal Format:

The proposal should consist of the project summary, table of contents, project narrative, biographical sketches, budget narrative, current and pending support (optional), facilities/equipment/other resources (optional), and any applicable letters of commitment. The document should be in PDF (.pdf) format, single-spaced, use 12-point font, and have one-inch margins. The proposal should be submitted as one PDF document through the designated online portal located on the program website.

Application Content:

These documents must be uploaded individually to the submission portal:

- **Cover Sheet** (required template supplied on the program website)
 - This section must be signed by a legally binding official at your institution.
- **Budget Template** (required template supplied on the program website)
 - Correctly complete one Budget Template for the entire proposal. (Failure to do so may result in the disqualification of the project.)
- **Proposal**
 - Details outlined below.

The proposal should consist of the following:

- **Project Summary** (limit to one page)
 - Brief overview
 - Statement of the intellectual merit of the proposed project
 - Statement on the potential broader impacts of the proposed project
- **Table of Contents**
- **Project Narrative** (limit to ten pages)
 - Objectives of the proposed work and expected significance
 - An outline of the general work plan
 - A “Broader Impacts” section (aligned with the statement in the Project Summary) that illustrates ways the proposed research and other activities will advance the cybersecurity sector



- **If previously funded:** Provide a summary of the results, any corresponding publications, external funding received, and new products developed as a result of the funding.
 - All references must be properly cited.
 - **Biographical Sketches**
 - A list of all undergraduate, graduate, and post-doctoral education (Institution, Location, Major-Degree, Year)
 - A list of all academic/professional appointments in reverse chronological order
 - A list of up to five examples that demonstrate the broader impact of the individual's professional and scholarly activities that focus on integration, transfer of knowledge, and creation
 - Other Personnel: A list of post-doctoral associates, other professionals, and students (include the appropriate qualifications that merit their consideration in the evaluation of this project)
 - **Budget Narrative**
 - **Personnel:** List all employees who will be on payroll for the project. Each PI and all Co-PI's must be listed by name. Detail their respective roles on the project and the calculation of salary or rate for each employee.
 - Provide supporting documentation for salaries. Supporting documentation can be a copy or screenshot of HR payroll information or a copy of a paystub. Sensitive information may be redacted.
 - The total combined salary request for each PI and all Co-PIs should not exceed \$30,000, not to exceed \$10,000 per person.
 - 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 trip (airfare, rental car, hotel, mileage, registration, etc.)
 - **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 \$5,000 per item.
 - 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 such as quotes or other pricing documentation.
 - If the requested item has an expected service life of more than one year or costs more than \$5,000 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.
 - Provide supporting documentation for contractual costs. Supporting documentation can be quotes or other pricing documentation.
 - **Tuition and Fees:** Requested for graduate assistant/student support, etc.
 - Provide supporting documentation for the tuition rates and detail the number of credit hours requested.
 - **Indirect Costs:** Indirect costs, as well as Facilities and Administrative (F&A) costs are not allowed on this award.
 - **Current and Pending Support**
 - Information on all current and pending support for ongoing projects and proposals (this project included)
 - Include the source, the project, and a brief overview of the project.
 - **Facilities, Equipment, and Other Resources**
 - Include a description of the internal and external resources that PI/Co-PI's will provide for the project.
 - This information should be included in this section as opposed to the Budget Justification/Project Narrative.
 - **Letters of Commitment**
 - Must be written and signed by an authoritative figure
- ## Review Process and Selection Criteria:
- Applications will be assessed by review panels comprised of subject matter experts from industry, academia and government. Each proposal will receive at least two reviews addressing the criteria listed below. The Cyber Florida director will make the final selection based on the rankings of the proposals, feedback from the reviewers, the diversity of ideas, and the number of collaborative SUS and/or industry partners included. The following criteria will be used:
- **Scholarly Merit and Feasibility**
 - Clear case to address (or has a plan to address) an important gap in existing knowledge or to significantly advance knowledge in the discipline
 - Project objectives are clearly specified, with appropriate outcomes. Metrics are clearly defined and are achievable and realistic for the duration of the project
 - Clearly specified work plan
 - Aligns with Cyber Florida strategic priorities
 - **Qualifications of Project Personnel**
 - Co-PIs qualified to execute project plan, manage the team, and produce the deliverables
 - Team roles clearly defined
 - Includes multiple disciplines where appropriate
 - **Budget and Facilities**
 - Appropriate amount, properly allocated, well justified, high return on investment



- Balance of involvement of participating SUS institutions
- Institutional or industrial matching funds
- **Broader Impact**
 - Connections to collaborations with other SUS initiatives, industry in the state, and governmental assets in the state
 - Technology transfer activities in terms of intellectual property generated, licenses and startup companies
- **Potential for Generating External Funding**
 - High potential for follow-up funding with a clearly defined plan to pursue a specific funding opportunity

Timeline:

Request for Proposals Issued – **October 11, 2018**

Proposal Submission Deadline – **November 20, 2018**

Decisions Issued – **March 8, 2019**

Reporting:

Technical and financial reports are due one month after the end date of the project. The final report should include information from any follow-on proposal(s) submitted to other agencies for continued support of the project: title of project, name of investigator(s), expected dates of performance, amount, and funding agency. The report should address accomplishments, products, and participants.

Attendance from the PI, a Co-PI, or another approved individual is recommended during the annual Florida Cyber Conference in fall 2019. Failure to meet these reporting requirements will result in disqualification from future awards from the Cyber Florida.

Additional Comments:

Any requests for extensions of the period of performance, change in scope, PI, Co-PI, or modification of budget should be made through the designated online portal prior to any changes taking effect.

Patentable ideas, trade secrets, privileged or confidential commercial or financial information, the disclosure of which may harm the proposer, should NOT be included in proposals.

Contact Information:

General Info: awards@cyberflorida.org