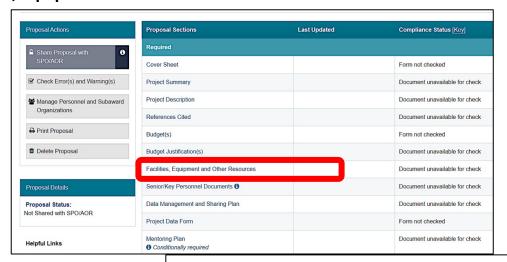# Preparing Forms for Your ATE Proposal: Facilities, Equipment, and Other Resources

This instruction sheet is derived directly from the Preparing Forms for Your NSF ATE Proposal webinar, presented on April 2, 2025. The full webinar is available for viewing at: https://tinyurl.com/MCFormsWebinar
A comprehensive version of the Quick Reference Guide can be accessed at:
https://tinyurl.com/MCFormsGuide

Facilities, Equipment and Other Resources

NSF uses the Facilities, Equipment and Other Resources form to assess the adequacy of resources (infra-structure, laboratories, equipment, etc.) that support your proposed project at your home institution and elsewhere. Clicking on this item will produce a list of categories. Provide information about the relevant categories and state "not applicable" if they do not pertain to your project.

Your information should be a narrative like the one in this example. Focus on items and personnel that directly support your project. Do not include financial information, photos, or descriptions of capabilities that do not relate to your project.

FACILITIES, EQUIPMENT AND OTHER RESOURCES

Laboratory: The makerspace, located in the Newton building, will be used for the Power of Us program's Tech Tuesdays, Taste of Industry, and Summer Camps. The makerspace will provide a collaborative space for the students to use equipment that might not be available in other labs across campus. Other conference rooms and labs will also be used for these events. The targeted program labs in the Newton and Ingram buildings will also be used because they contain equipment that cannot be moved. The multipurpose rooms in the Wynn Center and Ingram buildings will be used for the opening session, lunch, and closing session for the Taste of Industry event.

Clinical: Not applicable

Animal: Not applicable

Computers: In addition to the computers in the labs referenced above, the College employees involved in the Power of Us project will utilize computers provided by the College in their offices.

Office: Office space for College employee project participants will be provided by the College. Each office has a computer, a phone, office furniture, and office related items. The offices are in the Newton and Ingram buildings.

Other: Other personnel supporting the project will include members of the College's leadership staff, the College's high school liaisons, selected nine- and twelve-month faculty, the College's marketing department, and the program's student workers (Power of Us Ambassadors). The staff from the College's institutional research office (Research, Evaluation, Assessment, and Planning (REAP)) will work with the PI, Co-PI, and Evaluator to provide the data needed to report outcomes.

Major Equipment: The following special equipment will be used in the specific program labs:

- Automotive Systems Technology Labs – Equipment in Durham Tech's garage includes but is not limited to car lifts; hand, power, and specialty tools; and diagnostic equipment.
- Biomedical Equipment Technology Labs – Students receive instruction and have hands-on learning experiences in a lab stocked and outfitted with biomedical equipment most used by healthcare providers and private industry, such as sterilization machines and diagnostic equipment. Instructors use the equipment as teaching aides and students use the equipment to gain experience with troubleshooting and repair skills. Students learn to use hand, power, and specialty tools in the lab.
- Networking Labs – Labs are equipped with computers, switches, routers, and closed networks that instructors can use to teach students how to analyze, test, troubleshoot, and evaluate network systems and plan, implement, upgrade, or monitor security measures for the protection of computer networks and information.
- Electrical Systems Technology Labs – Students have hands-on learning experiences with everything from basic electricity kits that include bulbs, batteries, simple switches to demonstration systems that include the same kinds of complex switches and wiring found in residential, commercial, industrial facilities and programmable logic controllers (PLCs).

NOTE: The inclusion of pictures is one instance where PAPPG information differs from that in the ATE Solicitation. The PAPPG allows pictures, but the Solicitation does not. Use the Solicitation for guidelines regarding the format of these documents!

Some examples of items to include:
- Laboratory support: If lab support is important for your project, describe your current capability even if the proposal calls for improvements or additional equipment.
- Computer Capability: Describe available computer capabilities that are essential for your project.
- Office Support: Grant budgets may not include office space, office furnishings or standard equipment like copiers and desktop computers that support normal office operations. Indicate that such resources will be available and list them here.
- Major Equipment: If your project will depend on existing major equipment, describe it, whether it belongs to your college or a collaborating institution or industry.
- Other: Describe resources other than facilities and equipment, such as administrative/personnel support provided by the college, an internal advisory committee, a college recruiter who will support outreach activities without grant compensation, or institutional research personnel who will help with internal evaluation and data collection without grant compensation. This is also the place to describe any other donated time. But remember to limit such time, and do not assign it any monetary value to avoid having it be seen as cost-sharing, which is not permissible.