Call for Proposals

MEETING SUPPORT AT EXECUTIVE BRIEFING CENTER IN THE VIRGINIA TECH RESEARCH CENTER - ARLINGTON

OFFICE OF THE VICE PRESIDENT FOR THE NATIONAL CAPITAL REGION

2018-2019
SOLICITATION OVERVIEW

The Office of the Vice President for the National Capital Region is soliciting proposals for a limited number of meetings and events to be held at the Virginia Tech Research Center – Arlington (VTRC-A) that contribute to the long-range goals of the university, foster innovation, and enhance collaboration with external partners. This program will enable selected Virginia Tech researchers and educators to leverage University resources in the NCR by providing funding to hold meetings and events at VTRC-A in support of the vision laid out in Beyond Boundaries. Meetings that enhance the visibility of Virginia Tech in the National Capital Region, focus on transdisciplinary Destination Areas/Strategic Growth Areas, and enhance innovation and collaboration, are of particular interest.

The University’s Beyond Boundaries vision requires scholarship, research and innovation that aligns with our land-grant mission and tackles complex 21st century challenges. It also emphasizes the importance of Virginia Tech’s presence in the National Capital Region (NCR) as an innovation hub and global gateway to achieve this vision with its close proximity to global partners, corporate entities, government sponsors, non-profit and community groups in a dynamic metropolitan region.

Located just outside Washington, DC in Arlington, Virginia, the VTRC-A is a few blocks from the Ballston Metro station, and easily accessible to both Washington-Dulles and Ronald Reagan National Airports making it an ideal venue to convene national and international meetings. It also is strategically located near numerous federal agencies (e.g. NSF, DARPA, AFOSR and ONR), corporate partners, foreign embassies, and international nongovernmental organizations.

The Executive Briefing Center located on the second floor of the VTRC-A is a distinctive facility with state-of-the-art technology and elegant meeting rooms that can accommodate a variety of meeting formats with capability for HD videoconferencing, immersive visualization, and multimedia briefings.

Details on the proposal process can be found below, and additional questions can be directed to Sanjay Raman, Associate Vice President, NCR, at sraman@vt.edu.
PROPOSAL GUIDELINES

When can I apply? Proposals may be submitted at any time, but meetings must be scheduled to ensure that all funds will be expended within the fiscal year ending June 30th, 2019. Proposal evaluations will be conducted on a rolling basis. The number of meetings that can be supported will depend on the budget and scope of accepted proposals.

What funding is available? Requests up to $10,000 will be considered. Depending on the number and quality of proposals received, selected proposals may not be able to be funded at the maximum level.

How can the funds be used? Funds may be used to offset meeting costs at VTRC-A, such as facilities costs, food and beverage, keynote speaker’s fees and travel, etc. (Note: the program generally does not fund travel costs for VT personnel from Blacksburg to attend meetings). The available funds are state funds so some restrictions will apply to their use. Please contact the Executive Briefing Center Manager, Larissa LaCOUR, at llacour@vt.edu in order to obtain room availability and estimated briefing center costs for your proposed event.

How do I apply? Please submit proposals by email to sraman@vt.edu with CC to lbulka@vt.edu. Proposals should be no more than two standard pages in length (with one inch margins and minimum Times Roman 10 point or Arial 9 point type, or equivalent), with the following sections:

1. Title of event
2. Responsible VT party and point of contact, with indication of approval by the proposer’s unit
3. Overview of the meeting or event program (suitable for promotional use)
4. Relevance of the meeting or event to the Beyond Boundaries vision and strategic priorities of Virginia Tech
5. Impact on the visibility of Virginia Tech and the National Capital Region, and any innovative use of the VTRC-A facilities and technology.
6. Proposed dates and space requirements
7. Budget estimate with a description of how the funds will be used (e.g. room costs, food and beverages, keynote speaker’s fees and travel, etc.), amount being requested from NCRO, and any cost sharing