Partnering for Louisiana’s Success:

Preparing for the BORSF Proof-of-Concept/Prototype Initiative Competition
Session Overview

- P-o-C/P Program Basics
- The Game Plan
- Writing a Winning Narrative
- Budget Bits
- Tips for Success
- Resources
- Questions
**Program Purpose**

**P-o-C/P**: Fund science and engineering proposals that enable proof-of-concept activities and/or prototype development with commercialization and technology transfer potential.
**May serve as a PI or Co-PI on a **maximum** of two ITRS, two P-o-C/P, or a combination of two projects at any one time.**
Target Areas

- Advanced Materials and Manufacturing
- Life Sciences and Bioengineering
- Digital Media and Enterprise Software
- Coastal and Water Management
- Clean Technology and Energy
Key to Success

All P-o-C/P applicants are required to have letters of support from Department Chair, College Dean or Center Director that reflects commitment of time and effort. Letters of interest from potential users/developers/investors of prototype are strongly encouraged.
The Game Plan

- **Step 1:** Read the RFP
- **Step 2:** Submit Notices of Intent to ORSP
- **Step 3:** Write a competitive narrative, prepare a reasonable budget, & complete forms.
The Game Plan

- **Step 4:** Route Proposal Package & Routing Form to department head and dean
- **Step 5:** Dean submits to ORSP
- **Step 6:** Reviews & signatures
  - ORSP checks proposal
  - ORSP obtains signatures
- **Step 7:** ORSP submits to BOR
The Game Plan

- **Sept 4**: BOR required Notice of Intent due to ORSP
- **Sept 11**: NOTICE OF INTENT DUE TO BOR VIA LOGAN
- **Oct 2**: Submit proposal to Dean
- **Oct 9**: Proposal due to ORSP
- **Nov 2**: PROPOSAL DUE TO BOR
Goals & Objectives

1 page section separate from Narrative

- Final Goal for the Project
- Annual Goals

*Should describe expected changes in research program or involved personnel upon achievement of each goal.*
Rationale of the Project

- Proof of concept activities:
  - To be undertaken
  - Prototype to be built
  - Work already performed
  - Status and disclosures, patents, etc.

- Significance relative to commercialization, spin-off companies and economic development in and out of State
- Market for the product(s) to be developed
- Major tasks to be carried out with timeline for accomplishing tasks
- Next steps and specific plans for further development
Writing A Winning Narrative

Research Plan

- Significance, methods, limitations, & relationship of the study to the present state of knowledge
- Schedule w/ benchmarks
- Performance measures
- Plan for transfer of results
- Tech transfer certification
Writing A Winning Narrative

Involvement and Qualifications of Team

- Responsibilities of each person involved
- Amount of time/effort each person
- Role of, and salary request for, any senior personnel
- Collaborators
- Roles of others included in budget (GAs, post docs, etc.)
Institutional Capabilities & Commitment

- Available facilities & equipment
- Describe cost sharing

Writing A Winning Narrative
budget bits

- 1 year project not to exceed $40,000
- Detailed budget per year
- Cumulative budget
- Detailed budget justification

- Approximately $350,000 is allotted for new P-o-C/P projects
Budget Bits: Personnel Costs

- For PI: 1 academic month or 1 summer month per year; must be strongly justified
- Graduate Students
  - Master’s level: $750/month
  - PhD level: $1200/month
- Others
  
  For all: must show % effort & rate of pay
Support fund monies shall not “displace, replace or supplant other appropriated funding for higher education”

Disallowed budgetary items:

- Maintenance of equipment
- Construction/renovation
- Paying faculty to train faculty
- Motorized vehicles
- Standard office furniture
- Entertainment costs
- Scholarships or tuition
Equipment Cost Share

- Required for R&D programs (25%)

Common sources of UL Lafayette cost share:

- Existing AY release time
- Fringe (45.85%)
- GA tuition
- Indirect costs
Tips for Success

- Follow RFP closely
- Use same headings
- Address all questions
- Put yourself in Reviewer’s Shoes
- Respond to high priority areas (consider points)
- Have proposal well thought out, well integrated
- Avoid throw away statements ("Just trust me")
Tips for Success

- Show you are involved/informed
- Specify journals, conferences
- Involve nationally recognized experts
- Well versed in the literature
- Show potential for national competitiveness
- Write the proposal well with no editing errors
Resources

- **ORSP’s BORSF Central**
  - Calendar
  - Budget Templates
  - Narrative Outline/Checklist
  - Link to BOR’s Website
    - RFPs & Consultant Reports

- **Your Pre Award Administrator**
  - *Thorough editorial review & budget check*
  - *Copies of successful proposals*

- **Workshops**
  - *Program Manager Teleconference (September 21)*
Questions?