

LOUISIANA BOARD OF REGENTS SUPPORT FUND (BoRSF) PROGRAMS FY 2019-2020

BoRSF proposal season is upon us, and the Office of Research and Sponsored Programs (ORSP) is here to help!

Faculty are reminded that the BoRSF internal submission process is quite different from ORSP's standard processes; therefore, submitters are highly encouraged to keep this information handy and to use it often as a reference.

In order for ORSP to serve faculty best during this high-volume submission period, we ask that you carefully review the information contained in this email, as well as the information provided on [ORSP's BoRSF webpage](#).

INTERNAL DEADLINES

You might ask why BoRSF requires a different set of deadlines and procedures from ORSP's standard processes, and we are happy to explain!

- UL Lafayette submitted 32 proposals to BoR on its heaviest submission day in FY 18-19. This number does not include additional proposals submitted to other sponsors, like NSF.
- On average, 60-80 proposals are submitted during the entire six-week BoR season in any given year.
- Unlike federal submissions, BoR submissions only compete with other Louisiana universities for funding. Submitting the strongest proposal possible benefits both our PIs and our University as a whole. This review process allows UL Lafayette to put our best foot forward with each and every submission made to BoR.

Plus... we really *can* help! ORSP staff has reviewed a significant number of BoR proposals, award notices, and reviewer's comments. With this extended review time, our office can maximize assistance in helping PIs to fully understand program requirements; to aid in proper budgeting, which can avoid proposal rejection; and more.

In order to provide as many services as possible to all submitters during this extremely busy submission period, the following internal deadlines have been created. This internal schedule allows for the best use of **both** the PI and the ORSP reviewer's time throughout this extended review period. Therefore, proposals **must be** submitted to ORSP no later than the internal deadlines listed below to allow for adequate time for review, revisions, and approvals prior to the BoR deadlines.

Due to the aforementioned time constraints and workloads, proposals submitted to ORSP after the internal deadlines may not be reviewed or submitted.

ORSP Internal Deadlines & Corresponding Required Documentation

BORSF Program	NOI due to ORSP	NOI due to BoR	PI docs due to ORSP for 1 st review by 9 a.m.	PI docs due to ORSP for 2 nd review by 9 a.m.	PI docs due to ORSP for admin approval* by 9 a.m. NOTE: Budgets must be FINAL!!!	BOR submission date
Enhancement	Sept. 4 th	N/A	Oct. 2 nd	Oct. 8 th	Oct. 15 th	Oct. 24 th
ITRS & PoC/P	Sept. 4 th	Sept. 11 th	Oct. 9 th	Oct. 15 th	Oct. 22 nd	Oct. 31 st
RCS & RCS 1 yr	Sept. 4 th	Sept. 11 th	Oct. 16 th	Oct. 22 nd	Oct. 29 th	Nov. 7 th
ATLAS	Oct. 2 nd	Oct. 10 th	Oct. 29 th	Nov. 5 th	Nov. 12 th	Nov. 21 st

Legend: Corresponding Required Documentation

Note: ~Enhancement NOIs are internal forms. ~All other NOIs are to be submitted via LOGAN , BoR's submission system.
Due from PI: (1) draft narrative, <i>in required format</i> , (2) draft budget (3) draft budget justification (4) all required internal routing docs (see details below)
Due from PI: (1) near-final narrative, <i>in required format</i> , (2) near-final budget (3) near-final budget justification.
Due from PI: (1) near-final narrative, <i>in required format</i> , (2) FINAL budget (3) FINAL budget justification.

GENERAL ROUTING REQUIREMENTS

Routing for proposal approval is a two-phase process:

- Phase 1 - Team & Departmental / College Level Approval – completed by the PI.
- Phase 2 – Administrative Approval – completed by ORSP.

Should faculty need additional information on this process, an Institutional Routing Quick Guide can be found [here](#). Additionally, detailed instructions on how to complete the Internal Proposal Approval Form (IPAF) can be found [here](#).

*Proposals routed to ORSP for administrative approval must also include:

- A completed and fully signed [Internal Proposal Approval Form](#).
- If cost share is included in the project budget, a [Cost Share / Matching Funds Approval Form](#) is also required.*

NOTE: Incomplete proposals or those missing signatures will not be considered fully 'checked in' to ORSP. If you have any questions on how to complete any of these documents, do not hesitate to contact us for assistance.

*At the Dean of Graduate School's request, PI requests for institutional, graduate assistant tuition support will be reviewed by the Graduate School once full proposals have been submitted to ORSP. PIs must turn in a completed cost share form for tuition support, but **ORSP will arrange for Graduate School signatures on this form**. All other forms must be fully completed and signed when submitted to ORSP.*

Additionally, we encourage you to complete the required forms on the BOR submission system, [LOGAN](#), in advance of routing your proposal to ORSP to expedite the review and routing process.

ORSP REVIEW PROCESS TIMELINES

Expectations of the review process are detailed below for your reference. Timely receipt of revised files by both ORSP and the PIs are necessary to ensure internal approvals and submission by the BoRSF deadline.

Comprehensive Enhancement Review Timeline:

September 4th – Internal Notice of Intent due to ORSP by 5 p.m.
September 13th – Deans announce selected proposals by 9 a.m.
October 2nd – PI docs to ORSP for 1st review by 9 a.m.
October 8th – PI docs ORSP for 2nd review by 9 a.m.
October 15th – Last day to ask questions about the RFP to BoR, see RFP
October 15th – PI docs to ORSP for routing by 9 a.m. Budgets must be FINAL!
October 24th – Proposals submitted by ORSP to BoR via LOGAN

Targeted Enhancement Review Timeline:

September 4th – Internal Notice of Intent due to ORSP by 5 p.m.
September 17th – Deans announce ranked proposals by 9 a.m.
October 2nd – PI docs to ORSP for 1st review by 9 a.m.
October 8th – PI docs ORSP for 2nd review by 9 a.m.
October 15th – Last day to ask questions about the RFP to BoR, see RFP
October 15th – PI docs to ORSP for routing by 9 a.m. Budgets must be FINAL!
October 24th – Proposals submitted by ORSP to BoR via LOGAN

ITRS and P-o-C/P Review Timeline:

September 4th – NOI uploaded by PI to LOGAN & released to ORSP
September 11th – NOI submitted to BoR by ORSP
October 9th – PI docs to ORSP for 1st review by 9 a.m.
October 15th – Last day to ask questions about the RFP to BoR, see RFP
October 15th – PI docs to ORSP for 2nd review by 9 a.m.
October 22nd – PI docs to ORSP for routing by 9 a.m. Budgets must be FINAL!
October 31st – Proposals submitted to BoR by ORSP

RCS and RCS 1 Year Review Timeline:

September 4th – NOI uploaded by PI to LOGAN & released to ORSP
September 11th – NOI submitted to BoR by ORSP
October 15th – Last day to ask questions about the RFP to BoR, see RFP
October 16th – PI docs to ORSP for 1st review by 9 a.m.
October 22nd – PI docs to ORSP for 2nd review by 9 a.m.
October 29th – PI docs to ORSP for routing by 9 a.m. Budgets must be FINAL!
November 7th – Proposals submitted to BoR by ORSP

ATLAS Review Timeline:

October 2nd – NOI uploaded to LOGAN and released to ORSP
October 10th – NOI submitted to BoR by ORSP
October 15th – Last day to ask questions about the RFP to BoR, see RFP
October 29th – PI docs to ORSP for 1st review by 9 a.m.
November 5th – PI docs to ORSP for 2nd review by 9 a.m.
November 12th – PI docs to ORSP for routing by 9 a.m. Budgets must be FINAL!
November 21th – Proposals submitted by ORSP to BoR via LOGAN

RESOURCES

ORSP has gathered and created an extensive collection of BoRSF resources to assist faculty with their proposal development efforts, such as program fact sheets, important links, narrative templates, and budget spreadsheets. These resources are available on [ORSP's BoRSF webpage](#).

As noted in Dr. Ramesh Kolluru's email dated May 23rd, recent departures have temporarily left ORSP short-staffed; therefore, we respectfully request that submitters make every effort to utilize the provided self-service resources referenced here. Doing so will allow ORSP to best serve the needs of campus, while still providing the quality of support you expect and have come to appreciate from the research office.

Please forward this information to all new faculty who might not yet be added to our mailing list. As always, please let us know if you have any questions.

We look forward to working with each and every one of you!

Sincerely,
The ORSP Team