**BOARD OF REGENTS SUPPORT FUND**

**Departmental Enhancement Proposals (Targeted & Comprehensive)**

Please feel free to use this narrative template as a guide for responding to the Board of Regents RFP for the Enhancement Program. However, as it only addresses the narrative portion of the submission, **this template should not be used as a substitution for reading and responding to the RFP in full**. Complete BoR RFPs can be found [here](https://web.laregents.org/downloads_page/rfps-policies-forms/).

**GENERAL**

15-page narrative limit for Targeted Enhancement or

25-page narrative limit for Comprehensive Enhancement

* Bios, budgets, budget justifications, and references do not count toward total pages

All margins are 1 inch

Single-spaced

Type size of 12 point or greater

Pages must be numbered

* Be succinct and avoid repetition
* Multi-institutional proposals must provide agreements and documentation relative to funding, resources, and arrangements for sharing project benefits and/or plans for making equipment available to other Louisiana campuses.
* An academic unit is defined as a formal unit on the campus that would be recognized by the President. Informal university collaborators cannot apply as a unit.

**NARRATIVE AND BIBLIOGRAPHY**

The narrative should conform to the following outline, including all major sections and subsections. If an item does not apply to a project, the appropriate heading must be included followed by “Does not apply.”

**The Current Situation**

* Briefly describe the unit applying and how it fits into the University’s role, scope, and mission.
* Provide data requested for chosen project type as required

1. Research Proposals
2. Education Proposals
3. Workforce Proposals

**Mission Statement**

* Provide submitting unit’s mission statement. Must be the same for all proposals submitted by the unit!
* Describe how the unit’s goals and strategic priorities fit into the context of the [University’s mission statement](https://www.louisiana.edu/about-us/who-we-are/mission-vision-values).

**Rationale**

* Summarize the need for the project and how it addresses the unit’s mission statement.
* Describe unit’s deficiencies (capabilities, capacity, competitiveness, and expertise) and how the project will address these.

**Project Goals and Objectives**

* Define project goals and provide measurable objectives for each. (Reminder: Goal – is what you want to pursue & achieve. Objectives - are the steps you will take; how you will pursue your goals. Your goals should motivate your objectives.)
* Objectives should be realistic, tangible, directly related to the goal, and specific.

**Work Plan**

* Describe specific activities that will achieve the goals and objectives above.
* Indicate the person/s who will conduct each activity.
* Provide a schedule of activities with benchmarks to be accomplished throughout the project.
* Describe how each activity will be evaluated.

**Impact**

* Describe the impact of the project on the academic unit.
* Cite specific data relative to proposal goals.
* Reference data in the “Current Situation” section to provide details on impact.
* Provide the highest level of justification for the sections directly related to the chosen project type.
* For sections below that fall outside of the planned activities and enhancement, note the subtitle and state “not applicable”.

1. **Impact on Existing Resources:** 
   * Describe the manner and extent to which the project will compliment and improve upon existing resources within the unit and/or campus.
2. **Impact on Curriculum and Instruction:** 
   * Explain the impact which the project will have on the variety and quality of curricular offerings and instructional methods within the affected unit.
3. **Impact on Research Capacity:**
   * Illustrate how the project will elevate the unit’s ability to perform significant research.
   * Illustrate how the project will improve competitiveness for research funding.
   * Provide specific data for the project’s impact on research by current and potential faculty, students, other campus units, and regional/national programs.
4. **Impact on Workforce Development:**
   * Describe how the project will increase workforce competitiveness of graduates.
   * Provide specific data indicating regional and statewide workforce needs addressed by the project.
   * Workforce proposals are expected to provide data from state agencies that demonstrates how the project is addressing Louisiana’s workforce priorities and needs.
5. **Impact on Faculty Development:**
   * Explain how the project will improve and expand faculty expertise in research, education, and/or workforce development.
6. **Impact on Service of Students:**
   * Explain how the project will impact and improve the student experience.
   * Describe how the proposal will increase the unit’s capacity for student learning and training.
   * Demonstrate how the project increases opportunities for students post-graduation by aligning student learning / training with workforce opportunities.
   * Provide evidence of the project’s impact on the ability of the participating unit/s to attract, retain, and graduate students of high quality.
7. **Economic Impact:**
   * Describe the short- and long-term benefits of the project to Louisiana’s economic development.
   * Explain how the proposal will impact the unit’s or the University’s relationship with industrial sponsors.
   * For projects with significant potential for academic/cultural contributions or from which a direct economic benefit is not expected, explain the manner in which the proposed project will contribute to and benefit the academic and/or cultural resources of Louisiana.

**Physical Enhancements**

* Establish the precise relationship between the work plan and the item/s of equipment or other physical enhancements requested.
* Each item should be referenced above as necessary as it relates to goals, work plan, and impact, but described in detail as noted below.

1. **Equipment Request:**
   * List each item requested.
   * Provide cost information and briefly indicate the manner in which each major equipment item will be utilized within the work plan.
   * Logical groupings of items should be made.
   * Explain the reasoning behind (1) choosing each particular piece of equipment and (2) alternatives that were considered and rejected relative to the price, quality, and appropriateness for the unit going forward.
2. **Other Physical Enhancements:**
   * Describe in detail non-equipment items to be purchased and the significance of the items to the project.
3. **Equipment and Facilities on Hand for Project:**
   * Itemize and briefly explain major equipment/facilities on hand that will be used in conjunction with requested purchases to enhance the academic unit.
   * Answer the question: “Has there been a thorough survey of the current equipment / facilities inventory and does the proposal plan make full use of it?”
4. **Equipment Housing, Maintenance, and Security:**
   * Describe a reasonable plan to house and maintain the equipment and other physical property that ensures its maximum useable lifetime.
   * NOTE: Support Fund money cannot be used to purchase service contracts, warranties, or maintenance agreements beyond the life of the grant. These must be funded through institutional funds or other match.
   * For multidisciplinary, interdepartmental, or inter-institutional use, describe the plan for effective utilization relative to each unit involved.
   * Describe a plan for keeping all items secure and accounted for at all times.

**Evaluation**

* Devise a plan for the entire project that will assess/evaluate the project and degree to which it has achieved its goal/s with regard to the unit, campus, and the State. Use tangible and specific indicators.

**Sustainability**

* Detail the academic unit’s plan for ensuring that the impact and individual budget requests are sustainable beyond the life of the grant.
* Address equipment repair, maintenance, and salary support for new hires or released faculty, etc.
* If activities are not intended to be sustained, explain why and fully justify the use of funds for temporary activities.
* *Noted as a key element to be addressed, per BoR webinar!*

**Faculty and Staff Expertise**

* Identify the individuals who will conduct and administer the project.
* Define each person’s role and provide their qualifications for undertaking assigned tasks.
* Give special attention to the PI.

**SCORING INFORMATION**

\*\* Refer to full RFP for scoring criteria provided on the Departmental Enhancement Rating Form. Points will be awarded based upon the quality and specificity of each area. \*\*