**BOARD OF REGENTS SUPPORT FUND**

**RESEARCH AND DEVELOPMENT PROGRAM**

**Industrial Ties Research Subprogram (ITRS)**

Please feel free to use this narrative template as a guide for responding to the Board of Regents RFP for the ITRS subprogram. 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

2-page bibliography limit (does not count toward narrative page limit)

All margins are 1-inch

Single-spaced

Type size of 12 point or greater

Pages must be numbered

* Be succinct and avoid repetition

**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.”

**Rationale of the Project**

* Describe the relationship of the proposed research to significant near-term economic development and/or diversification in Louisiana, including:
	+ description of the target economic sector for which the research is proposed;
	+ potential for the proposed research to remedy problems identified in this economic sector;
	+ manner in which the results will foster economic development or diversification (e.g., the transfer of research results, private sector/industrial linkages, etc.);
	+ potential impact of the research if successful (e.g., the research has a broad national/international market, would create new jobs, would allow for the stabilization of an existing industry, etc.).
* Describe private sector/industrial participation in the project, including
	+ past, scheduled, and potential scheduled or potential contacts with industry or the private sector
	+ contribution of funds, equipment, and service by the private sector on a part, schedule, or potential basis must be described in detail
* Identify an existing industry that will utilize proposal results or of a new industry that will be created as a result of the proposed research.
	+ In the case of non-science and non-engineering disciplines (e.g., tourism), the rationale should include a description of how the proposed research will enhance/promote economic development in the State. It is understood that the impact of the proposal may be direct or subtle, depending on its focus; however, to the extent feasible, applicants should respond to the items described in this section.
* Include projected mechanisms to transfer results of research to economic development or diversification.
	+ Where appropriate, a technology transfer certification describing the specific actions that have been taken to protect intellectual property and license the new technology must be included. Indicate any spin-off companies that have been formed.
	+ Technology Transfer Certifications can be coordinated through the Office of Innovation Management. Contact information for that office can be found [here](https://vpresearch.louisiana.edu/innovation).
	+ NOTE: the information provided in response to this section of the RFP (V.B.4.a) must also be provided with the abstract of all proposals, either as an integral part of the abstract itself or as an attachment.

**Research Plan**

* Briefly summarize the expected significance, methods, limitations, and relationship of the study to the present state of knowledge in the field and to comparable work in progress elsewhere.
* Provide a schedule of proposed activities within the grant period of three years or less, with benchmarks indicated throughout the proposed grant period.
* Provide performance measures. Indicate how the Board of Regents or other entity will determine whether your project has been a success and the degree to which it has achieved its goals.
* Include plans for publication and a description of how the research achieved will be maintained after funding ends.
* Include projected mechanisms to transfer results of research to economic development or diversification.
	+ Additionally, where appropriate, a technology transfer certification describing the specific actions that have been taken to protect intellectual property and license the technology must be included. The certification must also indicate any spin-off companies that have been formed as a result of the project. This certification should be provided by the technology transfer officer or other appropriate administrative officers of the institution of higher education.

**Involvement and Qualifications of Investigators, Other Faculty, and Students**

* Indicate qualifications of investigators to undertake the proposed research.
* A brief statement should be included that describes:
	+ responsibilities of each person involved,
	+ amount of time/effort each person will devote to the project,
	+ release time, if given and, if so, the amount, type, and duration of release time.
* A description of any supportive and/or interdisciplinary expertise needed to enhance the potential success of the research, including joint research activities with other researchers or research groups at the same or other institutions, must be included.
* If funds for assistantships, postdoctoral appointments, visiting faculty, etc., are requested, their roles in accomplishing objectives of the program must be clearly identified.

**Institutional Capabilities and Commitment**

* Institutional capabilities and commitment with respect to the proposed research must be described, including available facilities and major items of equipment especially adapted or suited to the proposed research.

**Bibliography**

* Shall not exceed two (2) pages. Not counted as part of narrative page limit.

**SCORING INFORMATION**

\*\* Refer to full RFP for scoring criteria provided in Appendix A. Points will be awarded based upon the quality and specificity of each area. \*\*