



**FY 2020-2021 Board of Regents Support Fund  
Internal Checklist  
Notices of Intent**

ORSP should provide a compliance review of BoRSF NOI submissions. The NOI review should check each PI's document/s for the following and provide PI feedback, as needed. One page program Fact Sheets should be used to cross-check individual program requirements, allowable fund requests, etc.

*Title of the Proposal*

- Review title for spelling errors & other potential issues  
NOTE: Title changes *may* require the creation of a new NOI

*Principal Investigator*

- Does PI use his/her louisiana.edu email address?

*University Address*

- Must be included, cannot be blank
- Is the University name correct?
- Is the department name the correct, formal department name?
- Verify address is the correct departmental address. (This should not be the main University address nor ORSP's address.)
- Verify address contains a street number and street name, not just a building name (i.e. Martin Hall). No P.O. Boxes should be used.
- Verify correct zip code is used. 70503 is the proper zip for physical addresses.

*Funds Requested*

- Verify requested amount does not exceed allowable program amount
- Verify funds decrease by year, if appropriate

*Duration*

- Verify proposed project duration does not exceed program limits

*Discipline*

- Verify proposed submission discipline matches narrative info

*Confidentiality*

- If confidentiality is noted, verify supporting information is provided

*Taxonomy*

- Verify taxonomy is correct
- Verify PI has included both the taxonomy number and category (in words)
- Note any special character errors

*Project Summary*

- Reviewer may, at their own discretion, provide basic grammar review of summary

*Required, Suggested Reviewers*

- List of reviewers is required
- The name, title, and email address of each reviewer is required
- A minimum of six reviewers are required
- Reviewers must be in the continental U.S. (Not to include Alaska, Hawaii, or Puerto Rico)
- List of reviewers not desired is allowed. A reason must be given.