**BOARD OF REGENTS SUPPORT FUND**

**RESEARCH AND DEVELOPMENT PROGRAM**

**Proof of Concept / Prototype (PoC/P) Initiative**

Please feel free to use this narrative template as a guide for responding to the Board of Regents RFP for the PoC/P initiative. 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**

10-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 proof of concept activities to be undertaken or prototype to be built, the work that has already been performed, and the status of disclosures, patents, etc.
* Describe the project’s significance relative to commercialization, creation of spin-off companies, and economic development both in and out of the State.
* Discuss the market for the product(s) to be developed
* Provide a statement of work, listing the major tasks to be carried out, a timeline with milestones for accomplishing the tasks, and expected outcomes.
* Describe next steps after the project is completed and specific plans for further development after the concept has been proven and/or the prototype has been built and tested.

**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.
* 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 commercial development and a description of how the research 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.
	+ 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).

**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. \*\*