



BOARD of REGENTS  
STATE OF LOUISIANA

# Board of Regents Support Fund

• OFFICE OF RESEARCH AND SPONSORED PROGRAMS •

## FY 2025-26

# Office of Research and Sponsored Programs (ORSP) “Pre-Award”

*VP for Research, Innovation, and Economic Development*

Dr. Ramesh Kolluru

*Associate VP for Research*

Dr. Kumer Das

***ORSP Manager***

Dr. Jessica Baudoin

***Pre-Award Grants Specialists***

Yue Yang \* Dominique R. Klingman \* Ruth Zhang

Ciara Crochet \* Tanya Derigo

# Office of Research Administration & Compliance (ORAC) “Post-Award”

## *Sponsored Programs Administrators*

Elena Thomas (Manager)

Joseph W Derigo, Justice Anthony

## *Sponsored Programs Accountants*

Shamada Powell (Interim Manager)

Brittany H Gary, Brook Little, Blake Guillory

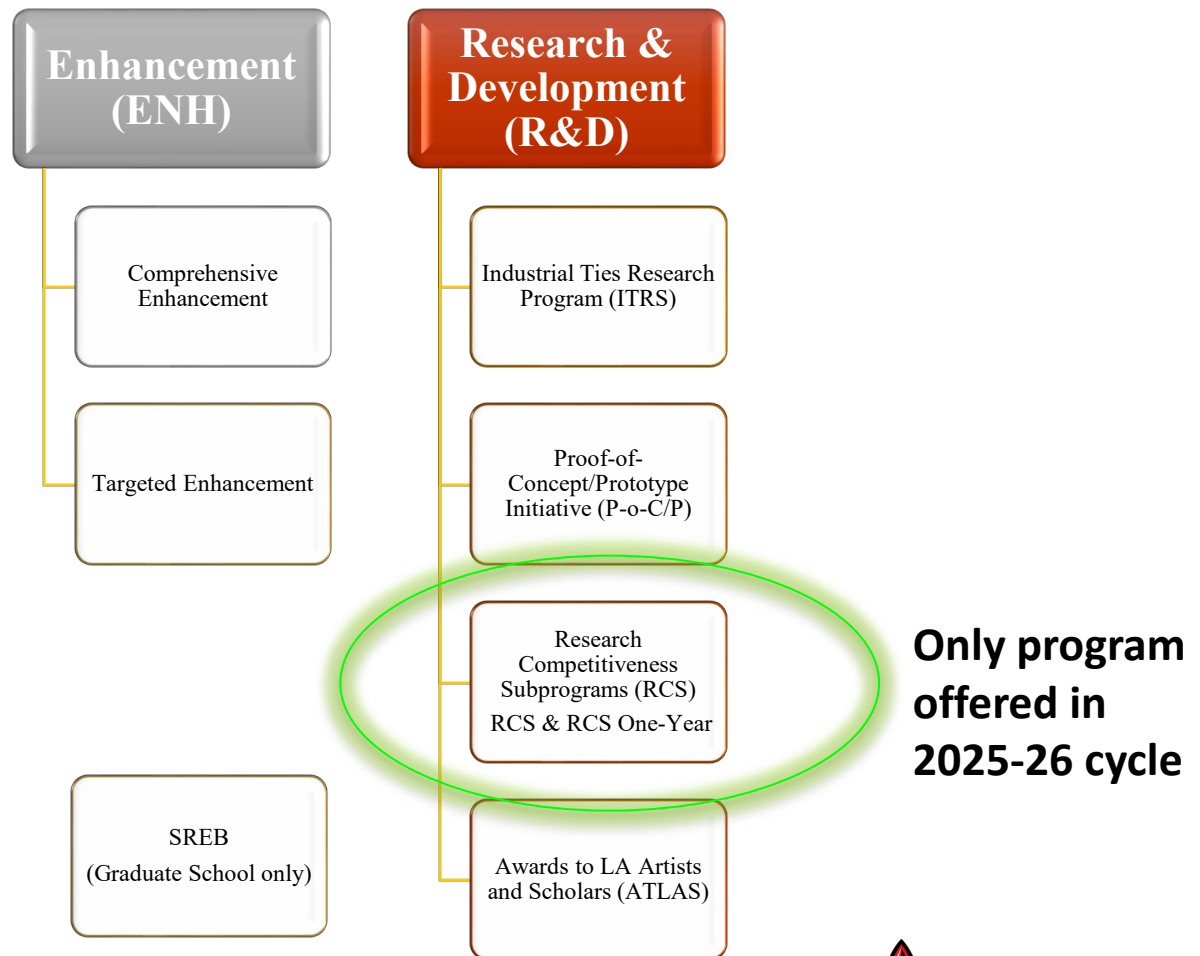
*Sponsored Programs Fund Analyst:* Melissa Richard

*Administrative Coordinator:* Jessica Broussard

# Board of Regents Support Fund (BoRSF)

- Across all programs, the BoRSF seeks projects that, if funded, are likely to have *clearly defined, significant benefits for Louisiana higher education and economic development*.

# BoRSF Program Structure



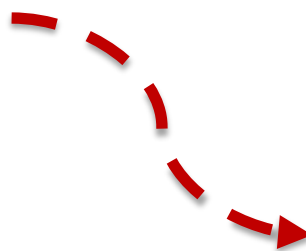
# Interpreting BoRSF RFPs

- Always carefully read the RFP cover to cover first!
- Ask yourself...
  - Are you and your project's discipline eligible to submit?
  - Does your project align with the program's goals?
  - Can your work be performed within the program's budgetary and time limits?
  - Do you have time to write a strong proposal?

**If you are able to answer yes to all these questions...**

# ORSP's BoRSF Webpage

- ORSP has developed a one-stop-shop for your BoRSF submission needs.
- Visit the ORSP Pre-Award webpage at [vpresearch.louisiana.edu/pre-award](http://vpresearch.louisiana.edu/pre-award)
- Follow the button!



# Research Competitiveness Subprograms (RCS)

## *Overview*

- **RCS** program targets researchers on the threshold of becoming nationally competitive to build and strengthen their fundamental research base
- Key updates to the RCS for this year include:
  - One-year award period: June 1, 2026 – June 30, 2027
  - Expanded eligibility: Open to faculty at any rank who face identifiable barriers to securing federal or other external research funding (RFP, pg. 2)
  - Research equipment: Fully allowable as a budget item; institutional match requirement removed
  - Increased budget limits: Reflects shorter award period and inclusion of higher-cost equipment



# Research Competitiveness Subprograms (RCS)

## *Eligibility*

- May serve as PI/co-PI on a *maximum of 1* RCS project at any one time
  - (This includes RCS or RCS One-Year awardees in FY 24-25)
- All PIs and Co-PIs must be full-time tenured or tenure-track faculty

# Research Competitiveness Subprograms (RCS)

Eligible Disciplines  
FY 2024-25, 2025-26  
(determined by proposal topic)

Biological Sciences	Chemistry
Computer & Informational Sciences	Health and Medical Sciences
Earth & Environmental Sciences	<i>Engineering B</i>
	(Industrial Materials, Mechanical, etc.)

# Research Competitiveness Subprograms (RCS)

## *Budget*

- This cycle, RCS will support:
  - Student and support personnel
  - Travel
  - Supplies
  - Equipment
  - Publication Costs
  - Other expenses if substantially justified
  - PI salary & fringe benefits (max allowed is 25% academic year + 2 summer months)

# Research Competitiveness Subprograms (RCS)

*Notices of Intent (NOI) – REQUIRED!*

- R&D programs require NOIs that are submitted through the Board of Regents' online submission portal [LOGAN](#)
- Read and follow the instructions on the LOGAN website and within the associated program's RFP carefully
- ORSP staff is unable to provide technical assistance with the LOGAN submission system

**LOGAN: Louisiana Online Grant Automation Network**

PI Login

Institutional Login

LOGAN Support: <https://web.laregents.org/support/>

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**Contact information:**

Board of Regents Office of Sponsored  
Programs  
1201 North Third Street,  
Suite 6-200 Baton Rouge, LA 70802

**Mailing address:**

P.O. box 3677 Baton Rouge, LA 70821-  
3677  
**Phone:** (225)-342-4253  
**Fax:**(225)-342-3371

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# Crafting Your Narrative

## Where to start?!?!

- Review the RFP narrative requirements carefully
- Follow the provided narrative outline – headers and all – EXACTLY

## Need a jump start?

- Detailed narrative templates are available on ORSP's BoRSF webpage
- RFP supersedes any contradictions

## ORSP Proposal Preparation & Guidance

In conjunction with the FY 2025–2026 BoRSF competition, ORSP provides the following documents to jump-start your proposal preparation efforts:

### Narrative, Budget & BoRSF Form Templates

Please feel free to use the narrative templates (Word) below as a guide for responding to BoRSF RFPs. However, as these templates only address the narrative portion of the overall submission, they should not be used as a substitution for reading and responding to the RFP in full. Also provided below are budget calculation templates (EXCEL) and budget justification templates (Word). Please use these templates for your FY 2025-2026 submissions, as the appropriate fringe and tuition rates, etc. have been included in these templates.

*Do not use the federal funding templates found elsewhere on the ORSP website for BoRSF submissions.*

#### BoRSF Form Templates

BoRSF Current & Pending Template (Word)

BoRSF Biosketch Template (Word)

R&D programs: BoRSF History of Support Template (Word) \*must include LEQSF contract number for BoR awarded proposals

#### Research and Development Programs

Research Competitiveness Subprogram

RCS Fact Sheet (pdf)

BoRSF Research Competitiveness Subprogram (RCS) Narrative Template (Word)

BoRSF Research Competitiveness Subprogram (RCS) Budget (Excel)

BoRSF Research Competitiveness Subprogram (RCS) Budget Justification Template (Word)

# Crafting Your Narrative

- Narrative content should be well thought out – clear and concise
- Avoid throw away statements (the “just trust me” kind)
- Don’t be repetitively redundant
- Address all questions posed
- Sell it! What’s BoRSF’s ROI?
- Divvy narrative ‘real estate’ according to rubric weight
- Think from a reviewer perspective

# Resubmission Tips

- Pull reviewer comments from PI LOGAN account at end of July/beginning of August
- Share with Pre-Award Grants Specialist to help you incorporate feedback into this year's proposal
- Reviewers are not the same from year-to-year
- Address the most common points between the reviewers

# Forward-thinking: Scope of Work

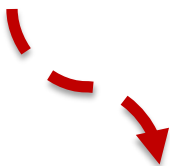
- A detailed work plan will need to be submitted during the contract phase. Incorporate these elements into your narrative now for easy extraction later:
  - Goals and objectives of your project
  - Performance measures → plan for evaluation of your project
  - Utility of Final Product → indicates value accrued to the state from the results of your product

# Formatting Tips

- Make easy to read and more appealing
- White space has a positive psychological effect and increases readability
- Use graphics wisely
- Use bold, italics, all caps, small caps, underlining – make the important stuff pop!
- Avoid elaborate numbering schemes
- Avoid overly busy fonts or ‘work arounds’

# Building Your Budget

Follow the button!



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[BoRSF Biosketch Template](#) (Word)

R&D programs: [BoRSF History of Support Template](#) (Word) \*must include LEQSF contract number for BoR awarded proposals

#### Research and Development Programs

*Research Competitiveness Subprogram*

[RCS Fact Sheet](#) (pdf)

[BoRSF Research Competitiveness Subprogram \(RCS\) Narrative Template](#) (Word)

[BoRSF Research Competitiveness Subprogram \(RCS\) Budget](#) (Excel)

[BoRSF Research Competitiveness Subprogram \(RCS\) Budget Justification Template](#) (Word)

# Preparing Your Supplementary Docs

## Start early!

- Biosketch
- Current & Pending
- Letters from Department
- Support Letters from 3<sup>rd</sup> parties

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# ORAC Considerations

- Any changes in project, budget, or personnel requires BOR approval (e.g., GA stipends). Proposals must be followed exactly.
- All purchases must be RECEIVED before June 30, 2027
- Any purchases not in the original budget must get prior approval from BOR
- Cannot use another federal funding source to cost share
- Request for budget revisions or no-cost extensions should be completed in April
- Annual/final project and financial reports are due June 30

# Deadlines

## ORSP Internal Deadlines & Corresponding Required Documentation\* for BoRSF FY 2025-2026

	[1] NOI due to ORSP	[2] PI docs due to ORSP for 1 <sup>st</sup> review by 9 a.m.	[3] PI docs due to ORSP for 2 <sup>nd</sup> review by 9 a.m.	[4] PI docs due to ORSP for admin routing by 9 a.m. <u>NOTE:</u> <u>Budgets must be FINAL!!!</u>	[5] ORSP submission date  4:30 pm
BORSF Program					
RCS	Sept. 2 <sup>nd</sup>	Sept. 24 <sup>th</sup>	Oct. 1 <sup>st</sup>	Oct. 8 <sup>th</sup>	Oct. 13 <sup>th</sup>

### \*Color-coded Legend:

[1] Note: RCS NOIs are to be submitted via [LOGAN](#), BoR's submission system.

[2] Due from PI: (1) Internal Routing Documents completed (including completed and signed Cost Share Approval Form, if applicable); (2) draft narrative, in required format; (3) draft budget; and, (4) draft budget justification.

[3] Due from PI: (1) near-final narrative, in required format; (2) near-final budget; and, (3) near-final budget justification.

[4] Due from PI: (1) FINAL narrative, in required format; (2) FINAL budget; and, (3) FINAL budget justification.

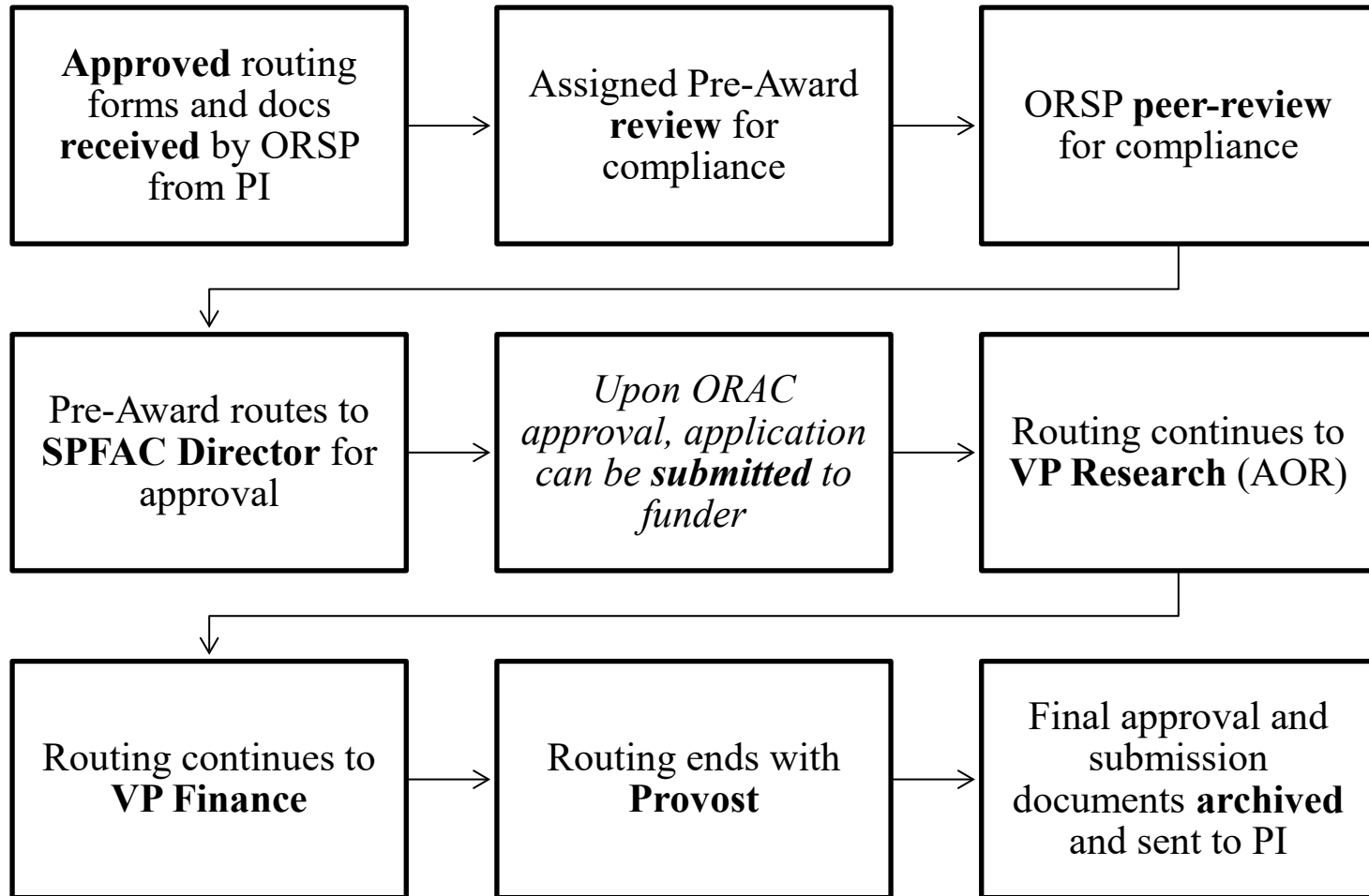
[5] Due from PI: all web forms completed and documents uploaded into LOGAN

# Routing Process for BoRSF

- **Getting ‘checked-in’ [Wed. September 24]**
  - Due to ORSP via email by the 1<sup>st</sup> review internal deadline
    - Fully signed & completed Routing Form (IPAF)
      - Cost share form, *if applicable, with signatures & account numbers*
    - Draft narrative
    - Draft budget & budget justification
- **Routing responsibilities**
  - PI – internal departmental approval (signatures on IPAF)
    - PLAN AHEAD! Many Deans require 48 hours for review & signature
  - ORSP – institutional routing (admin signatures)

# Approval Process & Workflow

Wed.  
Oct.  
8th



# Final Approval to Submit

- PI will upload proposal components into LOGAN and **grant ORSP access to submit**

Create PDF and Submit Nol for Institutional Approval >>

- Pre-Award will contact PI for final approval to submit
- ORSP will push the submit button!

# BoRSF Direct Support

## 1. Tuesday, October 1 until 4:30 pm

- Last day to submit questions to BoR staff; ask early, ask often

## 2. TBD: General Information Webinar

- Brief overview of Support Fund competitive programs and best practices, followed by Q&A with Carrie Robison, Deputy Commissioner for Sponsored Programs.

## 3. One-on-One Sessions with Bryan Jones, Senior Grant Programs Administrator

- TBD
- Individual 15-minute Q&A sessions with Mr. Jones related to applications to any BoRSF grant program.

## 4. Request proposals copies from previous competitions

- Maximum 5 proposal copies can be requested: [helpdesk@laregents.edu](mailto:helpdesk@laregents.edu)
- [Moodle Sample Proposal Library](#)

# Post-Submission Timeline

- **January** – out-of-state peer reviews
- **April** – notifications/consultant reports released
- **May/June** – Board action for approval;  
*contracting begins*
  - June 1, 2026 – project period begins
  - June 30, 2027 – project periods end; reports due
- **July** – new competition released
- **August** – debriefing memos released

# Questions?

## Ask Early! Ask Often!

*ORSP (Pre-Award)*

LITE, Suite 209

482-5811

[orsp@louisiana.edu](mailto:orsp@louisiana.edu)

[vpresearch.louisiana.edu/pre-award](http://vpresearch.louisiana.edu/pre-award)

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[adminfinance.louisiana.edu/spfac](http://adminfinance.louisiana.edu/spfac)