



BOARD of REGENTS
STATE OF LOUISIANA

Board of Regents Support Fund

• OFFICE OF RESEARCH AND SPONSORED PROGRAMS •

FY 2023-24

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

VP for Research, Innovation, and Economic Development

Dr. Ramesh Kolluru

Assistant VP for Research

Dr. Kumer Das

ORSP Manager

Dr. Jessica Baudoin

Pre-Award Grants Specialists

Yue Yang (Sr)

Dominique R. Klingman * Ruth Zhang * Ciara Crochet

**Sponsored Programs
Finance Administration & Compliance
(SPFAC) “Post-Award”**

Director

Judith Maina

Manager, Post-Award

Elena Thomas

Manager, Research Accounting

Markashia Brown

Post-Award Specialists

Joseph Derigo * Natalie Bienvenu
Justice Anthony

Research Accountants

Meagan Armentor (Sr)
William David * Brittany Gary

***Sponsored Program
Coordinator***

Jacob Jones

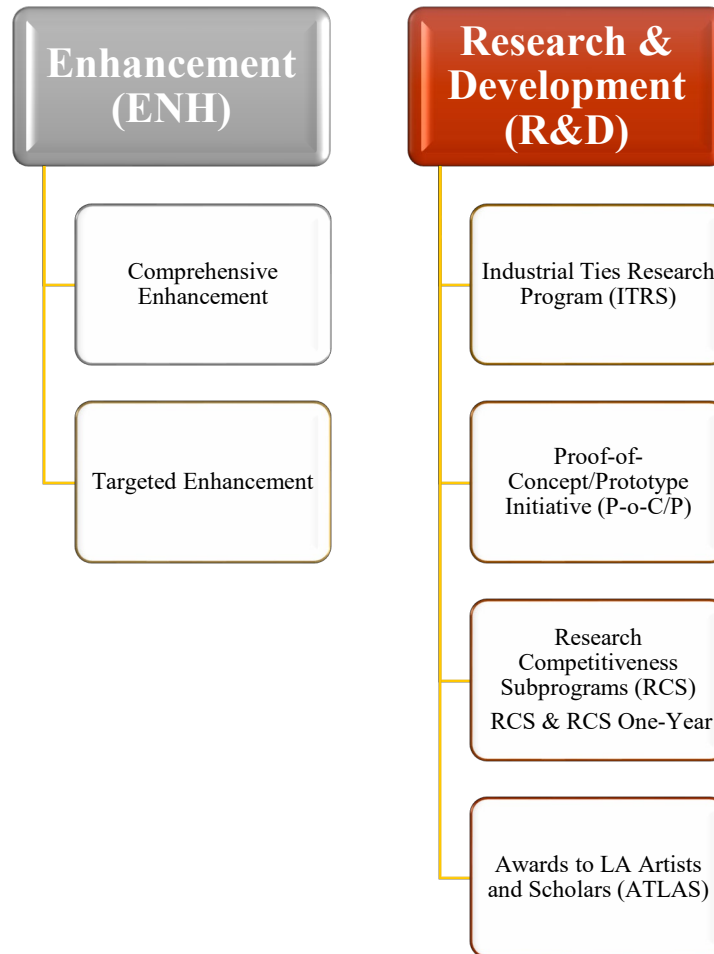
Research Fund Analyst

Melissa Richard

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



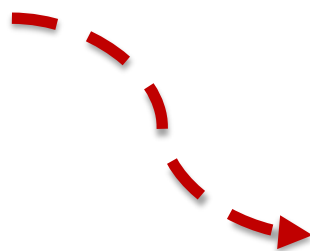
Interpreting BoRSF RFPs

- 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
- Follow the button!



Enhancement Overview

- Two subprograms:
 - Comprehensive Enhancement
 - Targeted Enhancement
- Both support projects that will:
 - enhance the *infrastructure* of academic or research departments/units
 - promote *economic development*

Enhancement Programs

Eligible Disciplines
FY 2023-24
(determined by proposal topic)

Engineering B	Social Sciences
(Industrial, Materials, Mechanical)	Humanities
Biological Sciences	Agricultural Sciences
Health & Medical Sciences	Astronomy
Physics	Non-Disciplinary Workforce

Comprehensive Enhancement

Overview

- Addresses multiple departmental priorities or holistic departmental approaches
- Supports institutional role, scope, and mission through a variety of means
 - Research
 - Education
 - Workforce
- Limited to one submission per eligible department/academic unit

Comprehensive Enhancement

Budget

- Maximum 5-year project period
 - (start date June 1, 2024)
- \$1 million total project funding request
 - Year 1 – total request may not exceed \$300,000
 - Years 2-5 – may not exceed \$200,000/yr

Comprehensive Enhancement

Supported Requests

- Equipment (*maintenance = cost share*)
- Supplies
- Installation
- Personnel training
- Other expenses as detailed in RFP

NOTE: Except in compelling and unusual circumstances, support for faculty or staff salaries should not be requested.

Targeted Enhancement

Overview

- Supports projects that will enhance the infrastructure of academic or research departments/units and promotes economic development
- Provides **focused** enhancement that **addresses a critical departmental priority**
- Reflects the institutional role, scope, and mission through a concentrated but tangibly effective effort

Targeted Enhancement

Budget

- Project period of 1 year
 - (start date June 1, 2024)
- Maximum total project funding request \$200,000

Targeted Enhancement

Supported Requests

- Equipment (*maintenance = cost share*)
- Supplies
- Installation
- Personnel training
- Other expenses as detailed in RFP

NOTE: Except in compelling and unusual circumstances, support for faculty or staff salaries should not be requested.

Enhancement Programs

Notices of Intent (NOI) – REQUIRED!

- All proposals will be selected for submission or ranked by departmental priority by Department Heads, Center Directors, etc.
- Both subprograms require an internal NOI - submitted **via [Moodle](#)**
- Form available on the ORSP BoRSF webpage
- Follow the button!



Research & Development (R&D)

Subprograms

- Industrial Ties Research Program (ITRS)
- Proof-of-Concept/Prototype Initiative (P-o-C/P)
- Research Competitiveness Subprogram (RCS)
- Research Competitiveness Subprogram (RCS)
One Year
- Awards to LA Artists and Scholars (ATLAS)

Industrial Ties Research Program (ITRS)

Overview

- ITRS funds research proposals that:
 - include private sector involvement (letter or email)
 - have potential for contributing to the state's economic development
- All PIs and Co-PIs must be full-time tenured, tenure-track, or research professors

Industrial Ties Research Program (ITRS)

Budget

- Project period 1 to 3 years
 - (start date June 1, 2024)
- \$350,000 total project request
 - Year 1 – may not exceed \$150,000
 - Years 2 & 3 – may not exceed \$100,000/yr

Industrial Ties Research Program (ITRS)

Supported Requests

- PI salary & fringe benefits
 - (25% academic year + 2 summer months)
- Student and support personnel
- Travel
- Supplies
- Equipment (must include a 25% cash match)
- Publication costs
- Other expenses if substantially justified

Proof-of-Concept/Prototype Initiative (P-o-C/P)

Overview

- Enables proof-of-concept activities and/or prototype development with research commercialization and technology transfer potential
- All PIs and Co-PIs must be full-time tenured, tenure-track, or research professors
- Researchers are encouraged to work with the [Office of Innovation Management](#)

Proof-of-Concept/Prototype Initiative (P-o-C/P)

Budget

- Project period 1 year
 - (start date June 1, 2024)
- Minimum funding request is \$10,000
- Maximum funding request is \$40,000

Proof-of-Concept/Prototype Initiative (P-o-C/P)

Supported Requests

- PI salary & fringe benefits
 - (up to 1 academic or summer month)
- Student and support personnel
- Travel
- Supplies
- Equipment (must include a 25% cash match)
- Publication costs
- Other expenses if substantially justified

ITRS & P-o-C/P

Eligible disciplines

All disciplines/focus areas are eligible; however, preference will be given to those submitted under the following target areas

Advanced Materials & Manufacturing
Life Sciences & Bioengineering
Digital Media & Enterprise Software
Coastal & Water Management
Clean Technology & Energy

PI/Co-PI can serve on a maximum of 2 ITRS proposals, 2 P-o-C/P proposals, or a combination of 2 projects at any one time

ITRS & P-o-C/P

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/>

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

Research Competitiveness Subprograms (RCS)

Overview

- **RCS** program targets junior researchers on the threshold of becoming nationally competitive to build and strengthen their fundamental research base
- **RCS One-Year** is designed to stimulate and support faculty, on a limited basis in their exploration of novel science and engineering research leading to near-term federal support

Research Competitiveness Subprograms (RCS)

Eligibility

- May serve as PI/co-PI on a *maximum of 1* RCS or RCS One-Year project at any one time
 - (This includes RCS or RCS One-Year awardees in FY 22-23)
- All PIs and Co-PIs must be full-time tenured or tenure-track faculty
- Cannot also have Federal Funds

Research Competitiveness Subprograms (RCS)

Eligible Disciplines

Biological Sciences	<i>Engineering A</i>
Computer & Informational Sciences	(Chemical, Civil, Electrical, etc.)
Earth & Environmental Sciences	Mathematics
Agricultural Sciences	Physics / Astronomy
	Social Sciences

NOTE: The topic of the proposal determines eligibility, not the academic background of the applicant.

Research Competitiveness Subprograms (RCS)

Budget

- **Both RCS & RCS One-Year will support:**
 - Student and support personnel
 - Travel
 - Supplies
 - Equipment (must include a 25% cash match)
 - Publication Costs
 - Other expenses if substantially justified
- **ONLY RCS will support:**
 - PI salary & fringe benefits (max allowed is 25% academic year + 2 summer months)

Research Competitiveness Subprograms (RCS)

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Awards to LA Scholars Program (ATLAS)

Overview

- Provides support for the completion of original works of art and scholarship
- Project period 1 year (start date June 1, 2024)
- Maximum funding request is \$50,000
- Limited to 1 submission per PI
- Eligible disciplines:

Creative Arts

Humanities

Social Sciences

NOTE: The topic of the proposal determines eligibility, not the academic background of the applicant.

Awards to LA Scholars Program (ATLAS)

Budget

- PI salary & fringe benefits (*1:1 match*)
 - (50% academic year + 50% summer)
- Student and support personnel
- Travel related to the project
- Supplies
- Equipment
- Publication costs
- Other expenses if substantially justified

Awards to LA Scholars Program (ATLAS)

Notices of Intent (NOI) – REQUIRED!

- R&D programs require NOIs that are submitted through the Board of Regents' online submission portal [LOGAN](#)
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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 2019–2020 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 2019-2020 submissions, as the appropriate fringe and tuition rates, etc. have been included in these templates. Please 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)

Enhancement Programs

Targeted & Comprehensive Enhancement (ENH) Programs

Targeted Enhancement FACT SHEET (pdf)

Comprehensive Enhancement FACT SHEET (pdf)

Departmental Enhancement Proposal (ENH) Narrative Outline (Word)

Departmental Enhancement (ENH) Budget Spreadsheet Template (EXCEL)

Departmental Enhancement (ENH) Budget Justification Template (Word)

Research and Development Programs

Industrial Ties Research (ITRS) Subprogram

ITRS FACT SHEET (pdf)

ITRS Narrative Outline (Word)

R&D Budget Spreadsheet Template (EXCEL)

R&D Budget Justification Template (Word)

Proof-of-Concept/Prototype (P-o-C/P) Subprogram

P-o-C/P FACT SHEET (pdf)

P-o-C/P Initiative Narrative Outline (Word)

R&D Budget Spreadsheet Template (EXCEL)

R&D 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

Forward-thinking: Scope of Work

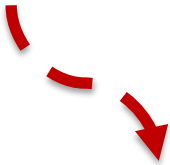
- A detailed work plan will need to be submitted during the contract phase. Incorporate these elements into your narrative now for easy extraction later:
 - Goals and objectives of your project
 - Performance measures → plan for evaluation of your project
 - Utility of Final Product → indicates value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

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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R&D Budget Spreadsheet Template (EXCEL)

R&D Budget Justification Template (Word)



SPFAC 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
- Any equipment 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 2023-2024

BORSF Program	[1] NOI due to ORSP	NOI due to BoR	[2] PI docs due to ORSP for 1 st review by 9 a.m.	[3] PI docs due to ORSP for 2 nd review by 9 a.m.	[4] PI docs due to ORSP for admin routing by 9 a.m. <small>NOTE: Budgets must be FINAL!</small>	BOR submission date 4:30 pm
Enhancement	Sept. 5 th	N/A	Sept. 27 th	Oct. 4 th	Oct. 18 th	Oct. 24 th
ITRS & PoC/P	Sept. 5 th	Sept. 11 th	Oct. 4 th	Oct. 11 th	Oct. 25 th	Oct. 31 st
RCS & RCS 1 Yr	Sept. 5 th	Sept. 11 th	Oct. 11 th	Oct. 18 th	Nov. 1 st	Nov. 7 th
ATLAS	Oct. 3 rd	Oct. 10 th	Oct. 25 th	Nov. 1 st	Nov. 15 th	Nov. 21 st

* Legend:

[1] Note:

~Enhancement NOIs are internal forms to be submitted via [Moodle](#).

~All other 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.

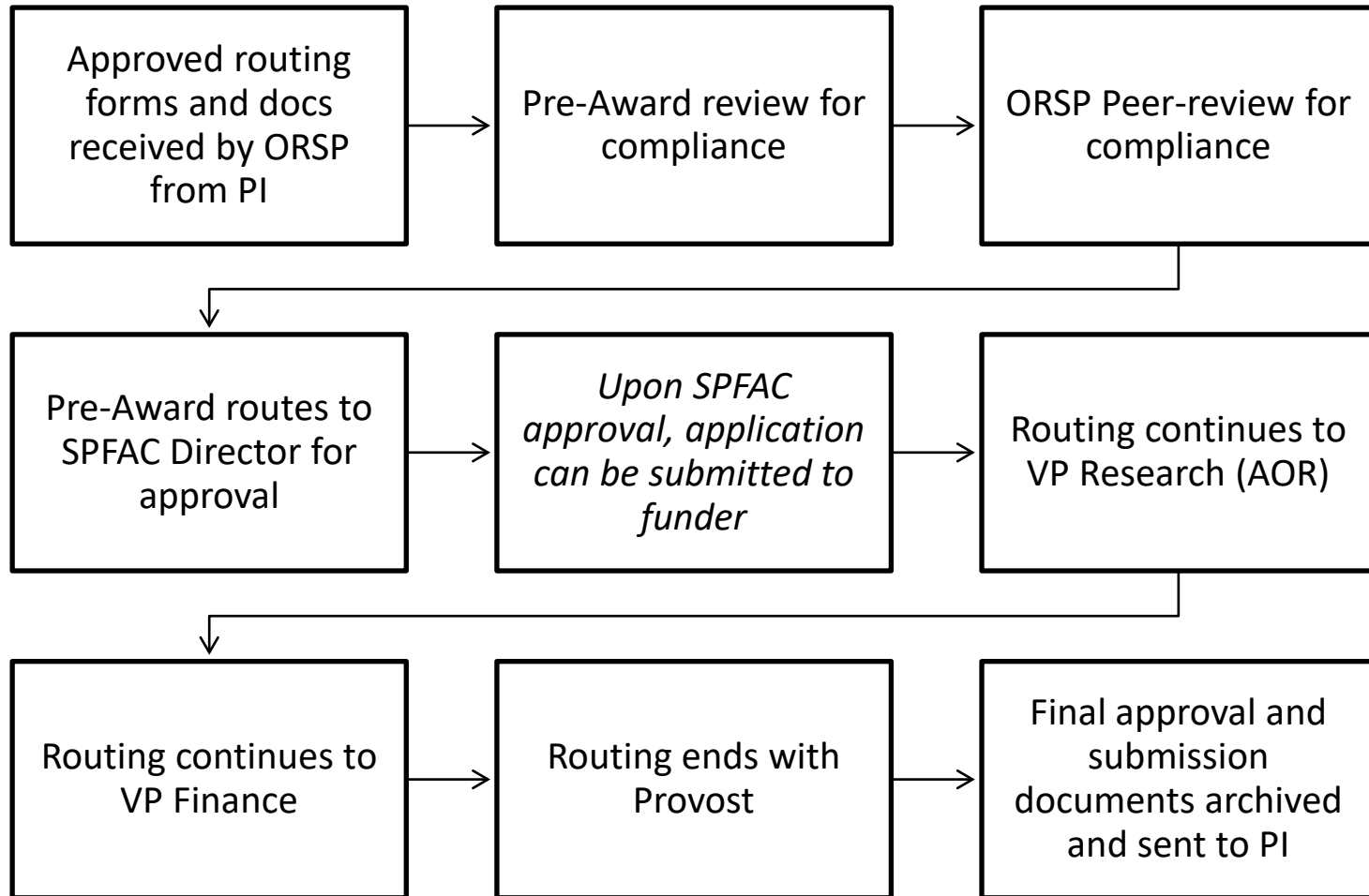
[4] Due from PI: (1) near-final narrative, in required format; (2) FINAL budget; and, (3) FINAL budget justification.



Routing Process for BoRSF

- **Getting ‘checked-in’**
 - Due to ORSP via email by the 1st 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



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. Monday, October 16 until 4:30 pm

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

2. Tuesday, August 29, 10:00 a.m.: 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. [[recorded](#)]

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

- Sign-up link on ORSP BoRSF website (September 5, 13, 21)
- 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
- 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, 2024 – project period begins
 - June 30, 2025 – project periods end; reports due
- **July** – new competition released
- **August** – debriefing memos released

Questions?

Ask Early!

Ask Often!

Office of Research and Sponsored Programs

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482-5811

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vpresearch.louisiana.edu/pre-award

SPFAC (Post-Award)

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adminfinance.louisiana.edu/spfac