Office of the Vice President for Research,
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Dear Colleagues,

I trust that your Fall 2017 semester is off to a great start. I write to request your cooperation in UL Lafayette's commitment to meeting agency deadlines while submitting proposals of the highest quality, and to maintain fairness and consistency among faculty colleagues in this process.

For some time we have had a policy requesting that Principal Investigators (PIs) submit proposals to the Office of Research and Sponsored Programs (ORSP) three days before the agency deadline, in order to allow for adequate review, correction of errors or omissions, ensure compliance with agency requirements, and submission to the agency. *This three-day rule has not been widely observed*!

During my tenure as VP for Research, I know of several large proposals that nearly missed the agency deadlines and took extraordinary last-minute efforts on part of the PIs and the ORSP staff to make it to submission. We have two examples within just the last 6 months where multi-million dollar proposals that arrived a few hours before the agency submission deadline had serious formatting errors in the proposals, causing them to be returned by the agency without review. These events were directly attributable to the lateness of their submission to ORSP.

While that's the bad news, the good news is that year after year we see a significant increase in the number of proposals submitted by our faculty. For example, while 304 proposals submitted in FY 16, that number increased to 480 proposals submitted in FY 17. The increased volume of proposal submissions and their submission close to agency deadlines cause an increasingly unfair burden upon the small number of ORSP administrators who are tasked with submitting late and incomplete proposals. More importantly, this places the PIs who do in fact submit their proposals on time at a disadvantage because their proposals are put aside while late proposals are processed as emergencies. These events have convinced us that the three-day rule must now be made mandatory.

Therefore, effective immediately, ORSP staff will NOT ACCEPT FOR REVIEW ANY PROPOSAL THAT IS NON-COMPLIANT WITH INTERNAL DEADLINES FOR SUBMISSION. Proposals should be in agency-required format and include a near-to-final draft of the narrative document and budget with justification. While this is applicable for proposals submitted to all agencies, I am including for your convenience a notice regarding internal and agency deadlines for the FY 17-18 Louisiana Board of Regents Support Fund (BoRSF) Programs that was sent out to the campus community by ORSP on September 1, 2017.

I appreciate your understanding. While this policy might seem severe, please know that this will allow the Office of Research and Sponsored Programs to support our faculty by providing comprehensive, substantive, and productive assistance to all faculty submitting proposals for external funding.

Sincerely,

Ramesh Kolluru, Ph.D.

LOUISIANA BOARD OF REGENTS SUPPORT FUND (BORSF) PROGRAMS FY 2017-18

In preparation for the FY 2017-18 BORSF competition, the Office of Research and Sponsored Programs (ORSP) would like to announce the internal deadlines as well as provide information on resources and outreach opportunities. The BOR has made significant changes to these programs, and we encourage you to review the Request for Proposals (RFPs) closely as you prepare your proposals.

GENERAL ROUTING REQUIREMENTS AND INTERNAL DEADLINES

Proposals must be submitted to ORSP no later than the internal deadlines listed below to allow for adequate time for review, revisions, and approvals prior to the BOR deadlines. **Proposals submitted to ORSP after the internal deadline dates will not be reviewed or submitted.** Full proposals routed to ORSP must include a completed and signed internal proposal approval form which can be found at this link. If cost share is included in the project budget, a cost share form is also required. Incomplete proposals or those missing signatures will not be checked in. Due to staff limitations and workload during this time, proposal documents and budgets must be routed in order to be reviewed. If you have any questions on how to complete any of these documents, don't hesitate to contact us for assistance.

Access to the BOR's submission system, LOGAN, is available at this link. New users will need to create a PI account in advance. Previous users may need to reset their password via the LOGAN website if unable to login. We encourage you to complete the forms on LOGAN in advance of routing your proposal to ORSP to expedite the review and routing process.

Internal BORSF Deadlines

BORSF Program	Letter of Intent to ORSP	Letter of Intent to BOR	Full Proposal Routed to ORSP	Full Proposal Due to BOR
ITRS & PoC/P	Sept 4 (via LOGAN)	Sept 11	Oct 17	Oct 31
RCS	Sept 4 (via LOGAN)	Sept 11	Oct 24	Nov 7
Enhancement	Sept 15 (Internal NOI form)	N/A	Oct 31	Nov 14
ATLAS	Oct 3 (via LOGAN)	Oct 10	Nov 7	Nov 21

NOTE: Requests for institutional, graduate assistant tuition support will be reviewed by the Graduate School once full proposals have been submitted to ORSP.