

BOARD OF REGENTS SUPPORT FUND

Regents Awards To Louisiana Artists and Scholars Program

Guidelines for the Submission of Proposals

FISCAL YEAR 2004-05

Request for Proposals, Number 2004-10

P. O. Box 3677

Baton Rouge, Louisiana 70821-3677

(225) 342-4253

REQUEST FOR PROPOSALS, NUMBER 2004-10

Important Notices

1. Inquiries about this RFP

In accordance with R.S. 39:1503, written and oral inquiries about this request for proposals (RFP) will be accepted until 4:30 p.m., October 1, 2004, or until 4:30 p.m. of the first working day following this date. No inquiry will be accepted--whether written or oral--after that date to ensure that all interested parties receive the same information.

2. Suggestions for Improvements in this RFP

The Board of Regents actively solicits constructive suggestions about ways in which this RFP can be improved. All such suggestions must be received no later than October 1 to be considered prior to the issuance of the next RFP.

3. Board of Regents' Commitment to Reform-Based Undergraduate Education and Teacher Preparation

At its May 22, 1997, meeting, the Board of Regents reaffirmed its commitment to the reform of undergraduate education and teacher preparation and encouraged all Support Fund program applicants to consider these priorities as they develop proposals. Further, Board staff will make all external reviewers aware of the Board's commitment to undergraduate reform and teacher preparation. Reviewers will be instructed that, when all else is equal, preference should be given to those proposals which emphasize, in a meaningful manner, reform-based undergraduate education and teacher preparation.

4. Availability of the RFP on the Internet

As part of the Board's ongoing effort to streamline RFPs, and to ensure that this document is as widely disseminated as possible while minimizing the number of paper copies that institutions must produce, this RFP is available on the Internet: <http://www.laregents.org>.

TABLE OF CONTENTS

	<u>Page</u>
I. General Information	
A. Basis of Authority	1
B. Purposes of the Board of Regents Support Fund	1
C. Program Administrator; Questions About This RFP	1
II. Regents Awards To Louisiana Artists and Scholars	
A. Objectives	1
B. Eligibility Considerations and Requirements	1
1. Eligible Faculty	1
2. Eligible Institutions	1
3. Eligible Activities	2
4. Eligible Disciplines	2
C. Monetary Limitations	2
D. Project Duration	2
E. Funds Available	2
F. Cost Sharing and Matching Commitments	2
G. Institutional Screening Committee	2
H. Assessment of Proposals by Out-of-State Experts	3
1. Mail Reviews	3
2. Subject-Area Reviews	3
3. Final Panel Evaluation	3
I. Final Selection of Proposals to be Funded	3
J. Debriefing	3
K. Timetable	3
L. Evaluation of Funded Projects and Reports Required	3
M. Previous Submissions and Requests for Continuation Funding	3
III. Procedure and Deadline for Submission of Notices of Intent	4
IV. Procedure and Deadline for Submission of Proposals	4
V. Proposal Requirements and Format	4
A. General Requirements and Stipulations	4
1. Limitation on Number of Research Proposals That May Be Submitted	4
2. Number of Copies Required	4
3. Addenda Submitted Before or After Receipt of Proposal	4
4. General Format Stipulations	4
5. Guidelines for Identifying, Labeling and Certifying the Confidential Nature of Information Contained in Proposals	4
B. Specific Requirements and Format	5
1. Cover Page	5
2. Narrative Account of Career	5
3. Work Plan	5
4. List of Productions or Publications	5
5. Prospectus and Example of Work	5
6. Budget, Budget Narrative & Guarantee of Faculty Leave	6
Appendix A: Taxonomy of Disciplines	
Appendix B: Proposal Submission Forms	

I. GENERAL INFORMATION

A. BASIS OF AUTHORITY

Article VII, Section 10.1 of the Louisiana Constitution established two funds in the State treasury: the Louisiana Education Quality Trust Fund (hereinafter referred to as the Trust Fund) and the Board of Regents Support Fund (hereinafter referred to as the Board of Regents Support Fund or the Support Fund). The Trust Fund was established with approximately \$550 million received from settlement of disputed oil and gas revenues generated in the so-called 8(g) stipulation of the Federal Outer Continental Shelf Lands Act. Twenty-five percent of the interest earned from investment of monies in the Trust Fund, as well as 25 percent of recurring 8(g) oil and gas revenues, will continue to be returned to the Trust Fund, until it reaches a cap of \$2 billion. Each fiscal year the remaining 75 percent of the interest earned and 75% of the recurring oil and gas revenues are placed in the Support Fund for appropriation by the Legislature.

B. PURPOSES OF THE BOARD OF REGENTS SUPPORT FUND

On an annual basis, Support Fund money is divided equally between the Board of Elementary and Secondary Education (BESE) and the Board of Regents (hereinafter referred to as the Board) for higher education. According to Article VII of the Constitution, the funds available for higher education from the Support Fund are to be utilized ". . . as that money is appropriated by the Legislature and allocated by the Board of Regents for any or all of the following higher educational purposes to enhance economic development:"

- i. the carefully defined research efforts at public and private universities in Louisiana;
- ii. the endowment of chairs for eminent scholars;
- iii. the enhancement of the quality of academic, research, or agricultural departments or units within a university; and,
- iv. the recruitment of superior graduate students.

The Article further stipulates that "The monies appropriated by the Legislature and disbursed from the Support Fund shall not . . . displace, replace, or supplant other appropriated funding for higher education . . ."

Reflecting these Constitutional mandates, the Board of Regents' "Policy for Administration of Funds Received from the Board of Regents Support Fund" (hereinafter referred to as the Board's Policy for Administration), adopted in October, 1986, affirms that awards in all categories will be based on the following considerations:

1. the potential for the award to enhance the overall quality of higher education in Louisiana; and
2. the potential for the award to enhance the economic development of the State.

C. PROGRAM ADMINISTRATOR; QUESTIONS ABOUT THIS RFP

Specific questions concerning this RFP and the requirements set forth herein should be directed to Mr. John Wallin, Associate Commissioner for Sponsored Programs Administration; Ms. Carrie Roider, Special Programs Manager; or another member of the Board of Regents Support Fund Program staff at (225) 342-4253. In compliance with R. S. 39:1503, questions will be accepted and answered until October 1, 2004 (or until 4:30 p.m. of the first working day following this date). As soon as possible after that date, all questions asked about this RFP and all answers provided in response to these questions will be transcribed and forwarded to all institutions of higher education from which notices of intent were received. No inquiries, whether oral or written, will be accepted after the deadline date to ensure that all interested parties receive the same information.

II. THE REGENTS AWARDS TO LOUISIANA ARTISTS AND SCHOLARS PROGRAM

A. OBJECTIVES

The Regents Awards To Louisiana Artists and Scholars (ATLAS) Program provides support for major scholarly and artistic productions with potential to have a broad impact on a regional and/or national level. These activities will contribute to the Support Fund's comprehensive objective of strengthening the educational, artistic, and research bases of Louisiana institutions. The proposed activities should enable the applicant to seek publication and/or presentation of the supported work within a limited period of time.

The primary focus of this program is on the scholarly and/or artistic merit of the proposed work. Applicants should describe their projects in terms of their necessity, importance, originality, and likelihood to have an impact on a broad academic and/or artistic community.

B. ELIGIBILITY CONSIDERATIONS AND REQUIREMENTS

1. **ELIGIBLE FACULTY:** The Regents ATLAS Program is available to Louisiana faculty members who have already demonstrated exceptional creative ability and/or a strong capacity for productive scholarship and show exceptional promise for future accomplishment. Faculty without records of academic or artistic achievement are not eligible for support through this program. Only those individuals affiliated with an eligible Louisiana institution of higher education may apply.
2. **ELIGIBLE INSTITUTIONS:** The Board's Policy for Administration stipulates that all Louisiana public institutions of higher education and those independent institutions of higher education which are members of the Louisiana Association of Independent Colleges and Universities are eligible to compete in Support Fund programs.

3. **ELIGIBLE ACTIVITIES:** The Board will support activities related to the completion of an important artistic or scholarly work. The emphasis of this program is on the completion of substantive works, such as major fine art exhibitions, significant works of fiction, poetry, film, and drama, and scholarly monographs. Under unique circumstances and with strong justification, projects leading to the publication of substantial journal articles will be considered. The program does not provide support for early-stage research or data-gathering, or for completion of minor creative or scholarly projects.

The program provides support for the production of original works of art, but does not offer funding for performance or presentation activities not linked to the completion of an original work of art. Performances of plays, musical compositions, and choreographed works, as well as presentations of artistic works not completed by an awardee as part of the Board of Regents program, are not eligible.

4. **ELIGIBLE DISCIPLINES:** All projects in Arts, Humanities, and Social Sciences are eligible. Potential applicants should reference the Taxonomy of Disciplines contained in Appendix I of this RFP for sub-disciplines included in these three broad categories.

C. MONETARY LIMITATIONS

Applicants may seek not more than \$50,000 over a one-year period. Under special circumstances, proposals from multiple faculty members completing a single cohesive project may request support of not more than \$50,000 per participating faculty member. For all projects, the total salary request may not exceed 50% of the applicant's academic year salary and fringe benefits. Summer salary support may not be requested. Applicants may request funds for expenses, including student assistants, publication costs, travel, and equipment. Applicants should be aware, however, that requests for expense items are subject to close scrutiny by review panels and may be reduced or eliminated. All such requests should, therefore, be strongly justified in terms of the project's specific requirements.

D. PROJECT DURATION

No applicant may seek less than one semester or more than one academic year of support under the Regents Awards To Louisiana Artists and Scholars Program.

E. FUNDS AVAILABLE

The State Treasurer's Office has projected that the FY 2004-05 Support Fund budget for higher education will be \$31.5 million. Of this total, \$500,000 will be available for successful proposals submitted in this program.

F. COST SHARING AND MATCHING COMMITMENTS

All applicants to this program must be guaranteed by their institutions a minimum of one semester of sabbatical leave and/or academic or research leave with pay and a formal assurance from the institution must be submitted with the proposal. If the submitting institution permits this leave to be provided as institutional match, this must be documented on the proposal's budget page.

Additional cost sharing on the part of the institution or external agencies is strongly encouraged, but not required. Potential applicants and university officials should note that institutional cost-sharing commitments are not taken lightly, either by the peer review panels of out-of-state experts who evaluate proposals or by the Board which makes final funding decisions. For this reason, the Board of Regents strongly suggests institutions of higher education make only those commitments that they can realistically meet.

Applicants and their fiscal agents should be aware that cost-sharing and matching commitments of any kind (e.g., private sector, federal, institutional) which are pledged in the proposal must be honored in full if the proposal is funded at the requested level. Depending upon consultants' recommendations, matching commitments may have to be honored in full even if the award level is reduced. Support Fund money will not be forwarded until appropriate written assurances of all matches and cost sharing promised in the proposal have been received, reviewed, and approved by the Board's staff. Further, the required signature of the fiscal agent on the proposal cover page is a certification to the Board that the fiscal agent is aware of the claimed commitment(s) and has determined said commitment(s) to be consistent with all applicable guidelines, regulations, and/or statutes. Similarly, the fiscal agent's signature, which is required on the budget page(s) of funded projects, is a certification to the Board that commitments pledged in the proposal have been honored. All matching funds must meet the same tests of allowability as Support Fund money which is expended.

G. INSTITUTIONAL SCREENING COMMITTEE

The Board's Policy for Administration requires that proposals be carefully screened by a campus committee to ensure that no conflict of interest exists (as defined in the "Code of Governmental Ethics," R.S. 1950, Title 42, Chapter 15, as amended) and that only the most meritorious proposals from each campus, which meet objectives and eligibility requirements as defined in this RFP, are submitted to the Board.

Appropriate signatures on the cover page of the proposal are considered a guarantee that no conflict of interest exists and that the proposal: (1) has been reviewed and approved for submission to the Board by all appropriate institutional officials who regularly are required to review proposals submitted for external review, including the submitting organization's authorized fiscal officer; (2) has met the program's objectives and eligibility requirements as described in this RFP; (3) is in the format required by the Board; and (4) where appropriate, has

been reviewed by officials within a particular system to ensure that the proposal does not duplicate research currently or formerly funded on a member campus.

**H. ASSESSMENT OF PROPOSALS BY
OUT-OF-STATE EXPERTS**

The Board's Policy on Administration stipulates that "proposals forwarded to the Board of Regents will undergo a merit review by out-of-state experts in the priority areas." Considerable care will be taken to ensure that these reviewers are: (1) expert researchers in their fields; and (2) impartial evaluators. The review will involve three stages:

1. Mail Reviews
Out-of-state experts familiar with the area of research review each proposal. Mail reviewers, selected from lists of qualified evaluators provided by applicants, are required primarily to assess the quality and relative merits of the proposed activities and work plan. The final panel uses these evaluations when determining final rankings and recommendations.
2. Subject-Area Reviews
Several review panels, representing broad disciplinary categories in which proposals are submitted, evaluate groups of proposals submitted in their disciplines and, using mail reviewers' responses, provide a report and recommendations for funding to the final panel for consideration.
3. Final Panel Evaluation
A team of out-of-state experts prepares a report which ranks all proposals included in the mail review. In arriving at its conclusions, this panel considers the program's objectives and guidelines, comments and recommendations from the first two review stages, and any additional pertinent written comments. The final panel may suggest budgetary revisions as it deems necessary and appropriate, taking into consideration the recommendations of the mail and subject-area reviewers.

I. FINAL SELECTION OF PROPOSALS TO BE FUNDED

After receiving recommendations of out-of-state experts, the Board of Regents decides which proposals will be funded. **The Board of Regents staff, acting on behalf of the Board, sets documentary requirements for the processing and execution of contracts on proposals approved for funding by the Board.**

J. DEBRIEFING

Copies of evaluation materials submitted by out-of-state experts will be mailed to unsuccessful applicants after the second week of July, 2005.

K. TIMETABLE

Contingent upon Board and Legislative action, the following schedule for submission, assessment, and approval of grants through the Support Fund R & D program will apply for FY 2004-05. If any of the following dates falls on a Saturday, Sunday, or holiday, the deadline(s) will be extended to 4:30 P.M. of the next working weekday:

July 2004	-	Request for proposals issued
October 1, 2004	-	Last day that potential applicants may ask questions about the RFP
October 7, 2004	-	Notices of intent due
November 21, 2004-		Deadline for receipt of proposals in the Board's office
November 2004- -		Proposals transmitted to and reviewed by out-of-state experts
March 2005		
April 2005	-	Reports and recommendations of out-of-state experts forwarded to institutions of higher education
April or May 2005-		Final actions by the Board; award letters forwarded to institutions
May - June 2005	-	Contracts negotiated and executed
July 2005	-	Dissemination of debriefing information

**L. EVALUATION OF FUNDED PROJECTS AND
REPORTS REQUIRED**

The Board's Policy for Administration states that: "The Board of Regents will require that institutions receiving monies from the Support Fund report periodically on the utilization of these monies. All programs supported by the Fund will be reviewed at least annually. Data and information collected for review will vary depending upon the type of activity involved, but all information necessary to assess the effectiveness of each project will be gathered. As appropriate, the services of out-of-state consultants may be utilized in the evaluation process."

Periodically, the Board of Regents will conduct a comprehensive review and evaluation of each funded project. One "Progress and Financial Status" report, due upon completion of the project, will be required of the awardee.

**M. PREVIOUS SUBMISSIONS AND REQUESTS FOR
CONTINUATION FUNDING**

Applicants unsuccessful in previous competitions are encouraged to resubmit proposals. All applicants should note, however, that submission of a research proposal in a previous funding cycle does not relieve the applicant of the requirements set forth in this RFP of submitting a notice of intent and full

proposal in the current cycle if he/she wants the same or a similar proposal to be considered for funding. This rule holds true regardless of whether the proposal was among those that were considered meritorious and were recommended for funding by a peer review panel. Additionally, the fact that a proposal was recommended for funding in a previous year is not an indication that the proposal will automatically be funded in another funding cycle.

Requests for continuation of projects funded in a previous competition will not be accepted.

III. PROCEDURE AND DEADLINE FOR SUBMISSION OF NOTICES OF INTENT

Before a full proposal will be accepted, the applicant must first submit an original and four copies of the completed notice of intent form for each research proposal to be submitted. (See Appendix B for Support Fund Form 3-ATLAS, "Notice of Intent.") This document will provide preliminary information about the project, including the title, investigator, amount requested, and a brief project summary. The applicant must also include in the NOI a list of impartial experts qualified to review the proposal, from which mail reviewers can be selected. Forward all notices of intent via U. S. Mail to:

Mr. John Wallin
Associate Commissioner for Sponsored Programs Admin.
Board of Regents
P. O. Box 3677
Baton Rouge, LA 70821-3677
(delivered or Federal Expressed to 1201 N. Third St.,
Suite 6-200, Baton Rouge, LA 70802)

This form must be in the Board of Regents' office (not simply postmarked) by 4:30 P.M., October 7, 2004.

NOTE: All rules, regulations, and limitations in the RFP for research proposals (e.g., limitations on the maximum amount of funds that may be requested per annum, the number of proposals that may be submitted per subprogram, etc.) also hold true for notices of intent.

IV. PROCEDURE AND DEADLINE FOR SUBMISSION OF PROPOSALS

Full proposals must be submitted to Mr. Wallin at the address listed previously. Complete proposals must be in the Board's office (not simply postmarked) by 4:30 P.M. on November 21, 2004. If the applicant wants assurance that his/her proposal was received, a self-addressed, stamped postcard must be included with the proposal.

If necessary, the title of the proposed project and the amount of funds requested in the notice of intent may be changed lightly when the full proposal is submitted. The substance and subject matter of the proposal may not change.

V. PROPOSAL REQUIREMENTS AND FORMAT

The following requirements and format for research proposals must be followed closely. Proposals which do not adhere to these guidelines will be returned to the applicant for noncompliance and will not be considered for funding in the year of submission.

A. GENERAL REQUIREMENTS AND STIPULATIONS

NOTE: The applicant is solely responsible for any reviewer misunderstandings that occur because of pages that are missing and/or not in correct order as a result of inadequate fastening, or because of missing/incorrect information in other parts of the proposal, including the cover page.

1. LIMITATION ON NUMBER OF PROGRAM PROPOSALS THAT MAY BE SUBMITTED: An applicant may submit a maximum of one proposal in this program.
2. NUMBER OF COPIES REQUIRED: An original (with original signatures and supporting material, such as pictures) and eight (8) copies of the proposal and supporting material are required.
3. ADDENDA SUBMITTED BEFORE OR AFTER RECEIPT OF PROPOSAL: Proposals submitted to the Board must be complete upon submission. No addenda, corrections, or revisions will be accepted after receipt of the proposal.
4. GENERAL FORMAT STIPULATIONS: All sections of the proposal must be typed on plain, 8-1/2" x 11" white paper, with pages numbered and 1-inch margins at the top, bottom and on each side, in type no smaller than 12 pitch. The signed original and all copies should be printed only on one side of each sheet. The cover page must be the first page of the application.
5. GUIDELINES FOR IDENTIFYING, LABELING AND CERTIFYING THE CONFIDENTIAL NATURE OF INFORMATION CONTAINED IN PROPOSALS: Without assuming any liability for inadvertent disclosure and except for the purposes of evaluation, the Board of Regents will limit dissemination of, or access to, information certified to be of confidential or proprietary nature which falls into a category described by R.S. 44:4(16), as long as the following conditions and assurances have been met and guidelines have been followed:
 - (1) The information to be protected must accompany the full proposal but must be separately assembled, and each page of the information to be protected must be clearly and conspicuously identified and marked as

confidential. Revisions, amendments, and addenda will not be accepted after the proposal and the packet of information to be protected have been submitted to the Board.

- (2) A letter must be attached to the packet of information to be protected which:
- i. Briefly explains and certifies the need for confidentiality;
 - ii. Contains complete identification and mailing addresses of all entities (faculty or staff members, private or public concerns) which have a right to, or ownership of, the confidential information;
 - iii. In the case of public institutions of higher education, provides assurance that this request is in accordance with the rules and regulations adopted by the institution's management board with respect to R.S. 44:4(16); and
 - iv. Is signed by all entities identified in VI.A.5.b.ii.

- (3) The packet of information and the letter described in VI.A.5.a. and VI.A.5.b. must be reviewed by the chief administrator of the applicant's university or his/her designee, and he/she must certify in writing that the information is of a confidential or proprietary nature which falls into a category described by R.S. 44:4(16). This signed certification must accompany the packet of information to be protected and must be submitted simultaneously with the proposal.

A person or entity wishing access to documents and/or records as defined previously in this section may request such access by making a specific request to the researcher(s) and any other entity having a proprietary interest. Unanimity among all entities having a proprietary interest is required prior to release of information previously deemed confidential. In cases of denial of a request for access to protected information, the only recourse is an appeal through a court of law. The Board of Regents does not assume any liability for the release of protected information when the release is ordered in accordance with State or Federal laws.

B. SPECIFIC REQUIREMENTS AND FORMAT

1. COVER PAGE: The required cover page format is enclosed in Appendix B (Form 1-ATLAS). Each item

on the cover page must be completed. The cover page MUST appear on the top (first page) of the application.

2. NARRATIVE ACCOUNT OF CAREER: Describe relevant professional accomplishments, including prizes, honors, and significant grants or fellowships held. Provide grantor agencies and inclusive dates for each award or fellowship. This section should not exceed two (2) pages in length.
3. CONTEXT FOR PROJECT AND WORK PLAN: Briefly describe the scholarly or artistic context for the planned work as well as the project's potential significance. Identify the intended audience for the completed work and indicate plans for the results: performances, journal articles, books, etc. Provide a detailed, but concise, account of work to be completed as well as a schedule of work for the award period requested. This section should not exceed three (3) pages in length.
4. LIST OF PRODUCTIONS OR PUBLICATIONS: A list of completed works should be provided, as appropriate to the applicant's discipline. There is no page limit, but the list should be concise and relevant to the project. All items should be listed chronologically, beginning with the most recent item. The following information should be included for each item, depending on the types of materials referenced:
 - * Publications (scholars, scientists, creative writers): full and exact bibliographic references
 - * Exhibitions (installation artists): title (if applicable), dates, venue(s), and a list of works
 - * Performances (performance artists): title, date and venue first performed, list of performers at debut, and video/audio recording(s)
 - * Compositions (composers): title, date(s) published and/or first performed, lists of performers at debut, and recording(s)
 - * Films or videotapes (filmmakers): titles, dates of completion and dates of major public showings
5. PROSPECTUS AND EXAMPLE OF WORK: Applicants must submit a substantial example of the work in progress for which funding is sought, as well as a prospectus and/or chapter list describing the completed work as planned. Examples of work should be appropriate to the applicant's project, as follows:
 - * Scholars and scientists: Full chapter or other significant writing sample and a prospectus and/or chapter outline for the completed work
 - * Visual artists: Portfolio comprised of slides or photographs of works completed/in progress that are relevant to the project. For projects involving web, interactive, digital, or hypertext art, CD-R or other electronic formats may be submitted. All submissions must be in a format readily accessible to professionals in the field of specialty.

* Composers: Portfolio presenting partial score(s) written work and, if available, recordings relevant to the project

* Performance Artists and Filmmakers: Video tapes or DVDs containing a representative sample of the work in progress and/or script excerpts

Examples of work and other materials submitted to the Board of Regents will not be returned to the submitting institution or investigator.

No appendices may be submitted with the proposal.

6. BUDGET, BUDGET NARRATIVE, AND GUARANTEE OF FACULTY LEAVE: (Also see Section III.F. of the RFP which detail the matching commitment requirement.)

a. **Format**

A completed budget must be submitted on forms supplied by the Board. A narrative justification must be attached to the budget page which fully explains in terms of project needs and goals every item for which the expenditure of Support Fund money is proposed. A full explanation of each item of institutional cost sharing and/or matching support must also be included. The formats for the budget and budget justification pages comprise Form 2-ATLAS in Appendix B.

In addition, the submitting institution must attach a formal letter providing a guarantee that the principal investigator(s) will receive of one semester of sabbatical leave or academic/research leave with pay should the project be recommended for funding.

NOTE: All matching funds for which the principal investigator has received a commitment from an external source and which are cited in the text of the application, must be listed on the budget page and explained in the budget justification section.

b. **Project Activation Date and Anticipated Date of Completion**

The project activation date is June 1, 2005, and the termination date may be no later than June 30, 2006.

c. **Disallowed Budgetary Items**

Board of Regents Support Fund money may not be used to support regular, ongoing operating costs of existing or proposed programs, entities, or projects.

Support Fund money may not be used to pay indirect costs. Institutions may include indirect costs as part of matching commitments.

The scope of the Regents Awards To Louisiana Artists and Scholars Program also does not permit: (1) purchase of office furniture or routine office equipment (e.g., Fax machines); (2) construction of facilities; (3) maintenance of equipment, whether existing or purchased through the Support Fund; (4) routine renovation, expansion in size, or upgrading; (5) paying faculty from the submitting university to train other faculty at the same university, or faculty at other universities who are a part of an inter-institutional project; or (6) the payment of honoraria to faculty, whether they are involved in or external to the proposal, to learn how to use Support Fund-purchased equipment. These expenditures (i.e., paying honoraria to faculty) are not allowable because the faculty professional development time in question should either be provided as part of the institutional match or donated by the faculty concerned.

Support may not be requested for shortfalls or deficits in budgets, scholarships or tuition, augmentation of salaries of individuals pursuing regularly assigned duties, or unspecified contingencies. Finally, funds may not be requested for proposed centers or institutes which require Board approval prior to their establishment which have not been previously approved by the Board of Regents.

Potential applicants should note that funds may be requested for foreign and domestic travel. If the project is funded, however, permission for foreign travel must be obtained from the Division of Administration, as stipulated in the State General Travel Regulations. State regulations, including rates for all travel costs, are also in force for domestic travel, though permission to travel is not required. Discounts received for equipment purchases are not eligible as part of the institutional match.

Only under exceptional circumstances may Support Fund dollars be used to support institutional memberships to business, technical, and/or professional organizations. Individual faculty memberships to any of the above are disallowed.

All costs for telephone, faxing, e-mail, telegraph, and postage are disallowed. Costs of printing annual/progress reports to the Board of Regents are disallowed.

d. **Funds for Principal Investigators and Support Personnel**

Principal Investigator(s) may request partial salary support at an annual amount not to exceed one half (½) academic year salary. Requests for academic year salary support are to be based on the investigator's regular compensation for the continuous period which, under the policy of the institution concerned, constitutes the basis of the investigator's salary. Principal Investigator(s) may not request summer salary support.

If funds for graduate or undergraduate student support are requested, the students' roles in accomplishing objectives of the program must be clearly identified, and the budget must clearly show the percentage of time they will be involved and the rate of pay. The principal investigator must request the Board's prior approval to compensate support personnel, including graduate assistants, at higher levels than those requested in the proposal and/or specified by the funding stipulations for a grant.

Applicants must certify that: (1) Support Fund monies will not supplant State funds; and (2) full-time employees will not, under any circumstances, receive funds in excess of 100% of their regular salaries. Institutions may supplement this amount in the form of an institutional match.

e. **Support for Graduate Students**

Graduate assistant funding requested from the Board or pledged as an institutional and/or private match must be maintained in full if a proposal is recommended for funding. If suitable graduate students are unavailable, the principal investigator must request the Board's prior approval to rebudget these funds.

Support Fund money may not be requested to pay fringe benefits for graduate assistants or undergraduate student workers. However, fringe benefits for graduate and/or undergraduate students may be provided as part of an institution's match.

f. **Equipment, Travel and Other Expenses**

Applicants may request funds for expenses, including student assistants, publication costs, travel, and equipment. All items requested must be necessary for the completion of the project as proposed and strongly justified. The budget justification should include detailed descriptions of items and other support requested. For equipment, makes and model numbers should be provided when available. All travel requests must adhere to State regulations and travel-related expenses must be charged at State rates as set forth in the State of Louisiana Travel Guide.

(ATLASRFP.04, Rev. 2004)

APPENDIX A

TAXONOMY OF DISCIPLINES

APPENDIX A

TAXONOMY OF DISCIPLINES USED IN THE BOARD OF REGENTS SUPPORT FUND PROGRAMS

NATURAL SCIENCES - BIOLOGICAL

Agriculture

- 0101 Agricultural Economics
- 0102 Agricultural Production
- 0103 Agricultural Sciences
- 0104 Agronomy
- 0105 Animal Sciences
- 0106 Fishery Sciences
- 0107 Food Sciences
- 0108 Forestry and Related Sciences
- 0109 Horticulture
- 0110 Resource Management
- 0111 Parks and Recreation Management
- 0112 Plant Sciences
(Except Agronomy, see 0104)
- 0113 Renewable Natural Resources
- 0114 Soil Sciences
- 0115 Wildlife Management
- 0199 Agriculture - Other

Biological Sciences

- 0201 Anatomy
- 0202 Biochemistry/Biophysics
- 0203 Biology
- 0204 Biometry
- 0205 Botany
- 0206 Cell and Molecular Biology
- 0207 Ecology
- 0208 Embryology
- 0209 Entomology and Parasitology
- 0210 Genetics
- 0211 Marine Biology
- 0212 Microbiology
- 0213 Neurosciences
- 0214 Nutrition
- 0215 Pathology
- 0216 Pharmacology
- 0217 Physiology
- 0218 Radiobiology
- 0219 Toxicology
- 0220 Zoology
- 0299 Biological Sciences - Other

NATURAL SCIENCES - BIOLOGICAL (CONTINUED)

Health and Medical Sciences

- 0601 Allied Health
- 0602 Audiology and Speech Pathology
- 0603 Chiropractic
- 0604 Dental Sciences
- 0605 Environmental Health
- 0606 Epidemiology
- 0607 Health Science Administration
- 0608 Immunology
- 0609 Medical Sciences
- 0610 Nursing
- 0611 Optometry
- 0612 Osteopathic Medicine
- 0613 Pharmaceutical Sciences
- 0614 Podiatry
- 0615 Pre-Medicine
- 0616 Public Health
- 0617 Veterinary Science
- 0699 Health and Medical Sciences - Other

NATURAL SCIENCES - PHYSICAL

Chemistry

- 0301 Chemistry, General
- 0302 Analytical Chemistry
- 0303 Inorganic Chemistry
- 0304 Organic Chemistry
- 0305 Pharmaceutical Chemistry
- 0306 Physical Chemistry
- 0399 Chemistry - Other

Physics and Astronomy

- 0801 Astronomy
- 0802 Astrophysics
- 0803 Atomic/Molecular Physics
- 0804 Nuclear Physics
- 0805 Optics
- 0806 Planetary Science
- 0807 Solid State Physics
- 0899 Physics and Astronomy - Other

NATURAL SCIENCES - COMPUTATIONAL

Computer and Information Sciences

- 0401 Computer Programming
- 0402 Computer Sciences
- 0403 Data Processing
- 0404 Information Sciences
- 0405 Microcomputer Applications
- 0406 Systems Analysis
- 0499 Computer Sciences - Other

Mathematical Sciences

- 0701 Actuarial Sciences
- 0702 Applied Mathematics
- 0703 Mathematics
- 0704 Probability and Statistics
- 0799 Mathematical Sciences - Other

NATURAL SCIENCES - EARTH/ENVIRONMENTAL

Earth, Atmospheric, and Marine Sciences

- 0501 Atmospheric Sciences
- 0502 Environmental Sciences
- 0503 Geochemistry
- 0504 Geology
- 0505 Geophysics and Seismology
- 0506 Paleontology
- 0507 Meteorology
- 0508 Oceanography
- 0599 Earth, Atmospheric, and
Marine Sciences - Other
- 4403 Environmental Design
- 4405 Landscape Architecture

ENGINEERING - A

Engineering - Chemical

- 1001 Chemical Engineering
- 1002 Pulp and Paper Production
- 1003 Wood Science
- 1099 Chemical Engineering - Other

Engineering - Civil

- 1101 Architectural Engineering
- 1102 Civil Engineering
- 1103 Environmental/Sanitary Engr.
- 1199 Civil Engineering - Other

ENGINEERING - A (CONTINUED)

Engineering - Electrical and Electronics

- 1201 Computer Engineering
- 1202 Communications Engineering
- 1203 Electrical Engineering
- 1204 Electronics Engineering
- 1299 Electrical and Electronics
Engineering - Other

ENGINEERING - B

Engineering - Industrial

- 1301 Industrial Engineering
- 1302 Operations Research
- 1399 Industrial Engineering - Other

Engineering - Materials

- 1401 Ceramic Engineering
- 1402 Materials Engineering
- 1403 Materials Science
- 1404 Metallurgical Engineering
- 1499 Materials Engineering - Other

Engineering - Mechanical

- 1501 Engineering Mechanics
- 1502 Mechanical Engineering
- 1599 Mechanical Engineering - Other

Engineering - Other

- 1601 Aerospace Engineering
- 1602 Agricultural Engineering
- 1603 Biomedical Engineering
- 1604 Engineering Physics
- 1605 Engineering Science
- 1606 Geological Engineering
- 1607 Mining Engineering
- 1608 Naval Architecture and
Marine Engineering
- 1609 Nuclear Engineering
- 1610 Ocean Engineering
- 1611 Petroleum Engineering
- 1612 Systems Engineering
- 1613 Textile Engineering
- 1699 Engineering - Other

SOCIAL SCIENCES

Anthropology and Archaeology

- 1701 Anthropology
- 1702 Archaeology

Economics

- 1801 Economics
- 1802 Econometrics

Law (5102)

Political Science

- 1901 International Relations
- 1902 Political Science and Government
- 1903 Public Policy Studies
- 1999 Political Science - Other

Psychology

- 2001 Clinical Psychology
- 2002 Cognitive Psychology
- 2003 Community Psychology
- 2004 Comparative Psychology
- 2005 Counseling Psychology
- 2006 Developmental Psychology
- 2007 Experimental Psychology
- 2008 Industrial and Organizational Psychology
- 2009 Personality Psychology
- 2010 Physiological Psychology
- 2011 Psycholinguistics
- 2012 Psychometrics
- 2013 Psychopharmacology
- 2014 Quantitative Psychology
- 2015 Social Psychology
- 2099 Psychology - Other

Sociology and Social Work

- 2101 Demography
- 2102 Sociology
- 5001 Social Work

Social Sciences - Other

- 2201 Area Studies
- 2202 Criminal Justice/Criminology
- 2203 Geography
- 2204 Public Affairs and 4801 Public Administration
- 2205 Urban Studies and 4406 Urban Design
- 2299 Social Sciences - Other
- 4401 Architecture
- 4402 City and Regional Planning
- 4404 Interior Design
- 5101 Interdisciplinary Programs

SOCIAL SCIENCES (CONTINUED)

Communications

- 4501 Advertising
- 4502 Communications Research
- 4503 Journalism and Mass Communication
- 4504 Public Relations
- 4505 Radio, TV and Film
- 4506 Speech Communication
- 4599 Communications - Other

Home Economics

- 4601 Consumer Economics
- 4602 Family Relations
- 4699 Home Economics - Other

Library and Archival Sciences

- 4701 Library Science
- 4702 Archival Science

ARTS

Arts - History, Theory, and Criticism

- 2301 Art History and Criticism
- 2302 Music History, Musicology, and Theory
- 2399 Arts - History, Theory, and Criticism - Other

Arts - Performance and Studio

- 2401 Art
- 2402 Dance
- 2403 Drama/Theatre Arts
- 2404 Music
- 2405 Design
- 2406 Fine Arts
- 2499 Arts - Performance and Studio - Other

Arts - Other

- 2999A Arts - Other
- 5101A Interdisciplinary Programs

HUMANITIES

English Language and Literature

- 2501 English Language and Literature
- 2502 American Language and Literature
- 2503 Creative Writing
- 2599 English Language and Literature - Other

HUMANITIES (CONTINUED)

Foreign Language and Literature

- 2601 Asiatic Languages
- 2602 Foreign Literature
- 2603 French
- 2604 Germanic Languages
- 2605 Italian
- 2606 Russian
- 2607 Semitic Languages
- 2608 Spanish
- 2699 Foreign Languages - Other

History

- 2701 American History
- 2702 European History
- 2703 History of Science
- 2799 History - Other

Philosophy

- 2801 All Philosophy Fields

Humanities - Other

- 2901 Classics
- 2902 Comparative Language and Literature
- 2903 Linguistics
- 2904 Religious Studies; 4901 Religion; and 4902 Theology
- 2999H Humanities - Other
- 5101H Interdisciplinary Programs

EDUCATION

Education - Administration

- 3001 Educational Administration
- 3002 Educational Supervision

Education - Curriculum and Instruction

- 3101 Curriculum and Instruction

Education - Early Childhood

- 3201 Early Childhood Education

Education - Elementary

- 3301 Elementary Education
- 3302 Elementary-level Teaching Fields

EDUCATION (CONTINUED)

Education - Evaluation and Research

- 3401 Educational Statistics and Research
- 3402 Educational Testing Evaluation and Measurement
- 3403 Educational Psychology
- 3404 Elementary and Secondary Research
- 3405 Higher Education Research

Education - Higher

- 3501 Educational Policy
- 3502 Higher Education

Education - Secondary

- 3601 Secondary Education
- 3602 Secondary Level Teaching Fields

Education - Special

- 3701 Education of the Gifted
- 3702 Education of the Handicapped
- 3703 Education of Special Learning Disabilities
- 3704 Remedial Education
- 3799 Other Special Education Fields

Education - Student Counseling and Personnel Services

- 3801 Personnel Services
- 3802 Student Counseling

Education - Other

- 3901 Adult and Continuing Education
- 3902 Bilingual/Crosscultural Education
- 3903 Educational Media
- 3904 Junior High/Middle School Education
- 3905 Pre-Elementary Education
- 3906 Social Foundations
- 3907 Teaching English as a Second Language/Foreign Language
- 3999 Other Education Fields

BUSINESS

Accounting

- 4001 Accounting
- 4002 Taxation

Banking and Finance

- 4101 Commercial Banking
- 4102 Finance
- 4103 Investments and Securities

Business, Administration and Management

- 4201 Business Administration and
Management
- 4202 Human Resource Development
- 4203 Institutional Management
- 4204 Labor/Industrial Relations
- 4205 Management Science
- 4206 Organizational Behavior
- 4207 Personnel Management
- 4299 Business Management - Other

Business - Other

- 4301 Business Economics
- 4302 International Business Management
- 4303 Management Information Systems
- 4304 Marketing and Distribution
- 4305 Marketing Management and Research
- 4399 Business Fields - Other

APPENDIX B

Forms have been posted on this menu as a separate document
for your convenience in downloading.