

**BOARD OF REGENTS SUPPORT FUND**

**ENHANCEMENT PROGRAM**

Guidelines for the Submission of

**Traditional and Undergraduate Enhancement Proposals**

(The “Education Supplement” to this RFP is Number 2004-07.)

(This RFP excludes the Enhancement Program for Two-Year Institutions.)

**FISCAL YEAR 2004-05**

Request for Proposals, Number 2004-05

P. O. Box 3677

Baton Rouge, Louisiana 70821-3677

(225) 342-4253

Revised: 2004

# REQUEST FOR PROPOSALS, NUMBER 2004-05

## IMPORTANT NOTICES

### 1. **OPTIONAL Electronic Submission of Board of Regents Support Fund Proposals for Traditional and Undergraduate Enhancement**

The Louisiana Online Grant Administration Network (LOGAN) is an Internet/Web-based system that allows clients to conduct business electronically with the Louisiana Board of Regents (BoR). The use of LOGAN will result in more efficient processing of transactions and faster BoR response to requests and proposals. It will be launched in phases. Beginning in fall, 2004, the Proposal Preparation System module will be launched and is **OPTIONAL** for Traditional (TR) and Undergraduate (UG) Enhancement Programs, Enhancement Program for Two-Year Institutions, and Research and Development (R&D) Programs for FY 2004-05. **Submission of proposals via LOGAN will ONLY BE MANDATORY in FY 2004-05 for the Education Enhancement Program.**

**PLEASE NOTE** that since 2004 is the transition year for electronic submission of proposals, the Board still requires that participants submit **1 original and 7 copies of the proposal** by the TR and UG Enhancement Programs deadline. If the paper copies are not received by the deadline, the proposal will be ineligible for submission in this fiscal year's competition, even though it may have been electronically transmitted.

### 2. **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. No inquiry will be accepted--whether written or oral--after that date. Operating in this manner ensures that all interested parties receive the same information.

### 3. **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.

### 4. **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. Applicants to the Board's Enhancement Program, in particular, should be aware of modifications to that Program's definition of "Education" as an eligible discipline and to point values for items b.3 - b.5 under "The Enhancement Plan."

### 5. **Enhancement Program for Two-Year Institutions**

Regulations governing proposal submission for FY 2004-05 under the Enhancement Program for Two-Year Institutions will be promulgated separately in RFP No. 2004-06.

### 6. **Education Supplement to this RFP**

Additional regulations governing proposal submission for FY 2004-05 in the "Education" discipline will be promulgated separately in the "Education Supplement" to this RFP (RFP No. 2004-07).

### 7. **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://laregents.org> under the main menu item, "Forms and RFPs."

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## **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 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) section of the Federal Outer Continental Shelf Lands Act. Twenty-five percent of the interest earned from investment of money 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 to 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:

1. the carefully defined research efforts of public and private universities in Louisiana;
2. the endowment of chairs for eminent scholars;
3. the enhancement of the quality of academic, research, or agricultural departments or units within a university; and,
4. 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. PUBLIC NATURE OF PROPOSALS SUBMITTED**

Once a proposal is received in the Board's office, it becomes public record. The Board's staff, of its own accord, will not disseminate proposals to individuals other than to external reviewers; however, applicants should be aware that, if a request for a proposal is made by the public (e.g., a representative of the news media), a copy of the proposal, by law, must be provided.

### **D. ENHANCEMENT 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, or another member of the 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. 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. To ensure that all parties receive the same information, no inquiries, whether oral or written, will be accepted after the deadline date.

## **II. TYPES OF ENHANCEMENT SUBPROGRAMS**

The Enhancement Program consists of three components: the Endowed Professorships Program; the Traditional Enhancement Program (including multidisciplinary); and the Undergraduate Enhancement Program. Potential applicants should be aware that: (1) the requirements for these programs vary; and (2) several sets of criteria have been established to evaluate these proposals. The Endowed Professorships Program is explained in detail in other documents. Contact the Board's offices for more information on this subprogram. For FY 2004-05, there will again be an Enhancement Program for Two-Year Institutions which will have a separate RFP.

### **THIS RFP CONTAINS INFORMATION RELEVANT TO THE TRADITIONAL AND UNDERGRADUATE ENHANCEMENT PROGRAMS ONLY.**

## **III. THE TRADITIONAL AND UNDERGRADUATE ENHANCEMENT PROGRAMS**

### **A. OBJECTIVES**

Based on Constitutional and legislative mandates and policies adopted by the Board, proposals will be considered in the Enhancement Program whose objectives are to enhance the infrastructure of academic, research, or agricultural departments or units and to promote economic development.

The impact of the proposed project on the enhancement of departments and units--and on the State's economy--may be subtle, indirect, and delayed, or pronounced, direct, and immediate. Special consideration will be given to:

1. imaginative projects which seek opportunities not otherwise available;
2. projects which will be funded in part by an external agency; and,
3. projects which have a broad impact, strengthening the infrastructure of departments and units.

## B. ELIGIBILITY CONSIDERATIONS

1. **ELIGIBLE FACULTY:** Only those individuals affiliated with an eligible Louisiana institution of higher education may act as principal or co-principal investigators. Individuals who are not employed by an eligible Louisiana institution of higher education (e.g., out-of-state scholars, scientists, and/or engineers or employees of industry) may serve as consultants on applications; however, they may not be listed as principal or co-investigators and must not be cited on the cover page of the proposal.

2. **ELIGIBLE INSTITUTIONS:**

- a. **TRADITIONAL ENHANCEMENT**

**PROGRAM:** The Board's Policy for Administration stipulates that departments and units at public institutions of higher education, and those at regionally-accredited independent institutions of higher education which are members of the Louisiana Association of Independent Colleges and Universities, are eligible to compete under the Traditional Enhancement Program.

- b. **UNDERGRADUATE ENHANCEMENT PROGRAM:**

The Undergraduate Enhancement Program was created by the Board to affirm the principle that improvement of infrastructure is essential at all academic levels and to encourage colleges and universities without sizable graduate programs to participate in the Support Fund Enhancement Program. Additional prerequisites for participation in this program are as follows: (1) the campus must offer two or fewer doctoral programs; and (2) the department applying must not offer a doctoral degree. Participation in this program will not preclude these campuses from competing for other Enhancement money, and quality considerations will continue to form the basis for all funding decisions.

- c. **MULTI-INSTITUTIONAL AND/OR MULTI-DISCIPLINARY PROPOSALS WHICH PROPOSE TO SHARE SCARCE STATE RESOURCES AND PROMISE A BENEFICIAL IMPACT ON NUMEROUS INSTITUTIONS OF HIGHER EDUCATION IN LOUISIANA:**

Since the inception of the Support Fund Program, the Board has seen an increase in the number of Enhancement requests which, because they are multi-disciplinary in scope--and frequently multi-institutional, do not fit well into the Board's discipline-specific review process. Seeking to encourage those applications which propose to share scarce resources, while remaining faithful to the

original goals and precepts of the Support Fund Enhancement Program, in 1993 the Board developed a mechanism to review applications which fit the description "Interinstitutional and/or interdisciplinary proposals that propose to share resources and promise a beneficial impact on numerous institutions of higher education in Louisiana." The Board has subsequently refined its review process based on the recommendations of its Planning Committee relative to the review of these type of applications.

For those applications which "propose to share resources and promise a beneficial impact on numerous institutions of higher education in Louisiana" the following rules/statements will apply:

- 1) Applications of this type which are multi-institutional, but not multi-disciplinary, must be submitted under the appropriate eligible discipline.
- 2) Applications of this type which are multi-disciplinary, and which may or may not be multi-institutional, must be submitted under the classification "special multi-disciplinary" and must be identified as such on the proposal cover page. (See items #1, #2, and #10 on the proposal cover page; Form 1-ENH.) **NOTE: MULTIDISCIPLINARY PROPOSALS ARE ELIGIBLE FOR SUBMISSION ONLY UNDER THE TRADITIONAL ENHANCEMENT PROGRAM.**
- 3) Applications which fall under the category described in #1 above will be reviewed by the appropriate disciplinary panel.
- 4) Applications which fall under the latter category (#2) will be reviewed by a separate multi-disciplinary panel composed of individuals with a broad range of expertise. \$950,000 has been allocated for awards in this category in FY 2004-05.
- 5) The category "special multidisciplinary" should in no way be construed as a relaxing of the Board's belief in the concept of rotating eligibility of disciplines. **Proposals submitted within the "special multidisciplinary" category must include at least ONE of the disciplines eligible in this funding cycle. (See Table I.) This discipline must be checked on the proposal's cover page.**
- 6) The cover page of multi-institutional proposals must be signed by appropriate institutional officials from each participating institution.

**NOTE:** Applicants who are considering submitting into this special category may wish to discuss their proposal with a member of the Board of Regents Support Fund Program staff prior to submittal.

- 7) "Education" proposals may ***NOT*** be submitted in the special multidisciplinary category during FY 2004-05.
  
3. **ELIGIBLE ACTIVITIES:** Any activity is eligible as long as the applicant can argue convincingly that it will enhance the infrastructure of the particular academic, research, or agricultural department or unit involved.
  
4. **ELIGIBILITY OF DUPLICATE PROPOSALS:** The same (or a very similar) proposal may not be submitted for funding consideration in both the Undergraduate and the Traditional Enhancement Programs.
  
5. **ELIGIBLE DISCIPLINES:** In June of 1988, the Board of Regents adopted a ten-year Strategic Plan for Higher Education's Portion of the Louisiana Education Quality Support Fund, which was subsequently updated in 1993 and 1999. Table I, which is a part of the 1999 Strategic Plan, sets forth the years in which certain disciplines are eligible to participate. Potential applicants should note that: (1) the **topic** of the proposal should be used to determine eligibility, not the academic training of the potential applicants; and (2) eligible disciplines for FY 2004-05 are listed under **GROUP III**.

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**TABLE I: ELIGIBLE DISCIPLINES FOR TRADITIONAL AND UNDERGRADUATE ENHANCEMENT\***

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**GROUP I - ELIGIBLE IN FYS 1999-2000, 2002-03, 2005-06**

Biological Sciences  
Computer and Information Sciences  
Engineering B (Industrial, Materials, Mechanical, etc.)  
Humanities  
Social Sciences

**GROUP II - ELIGIBLE IN FYS 2000-01, 2003-04**

Agricultural Sciences  
Arts  
Earth/Environmental Sciences  
Engineering A (Chemical, Civil, Electrical, etc.)  
Health and Medical Sciences

**GROUP III - ELIGIBLE IN FYS 2001-02, 2004-05**

Business  
Chemistry  
Mathematics  
Physics/Astronomy

**GROUP IV - ELIGIBLE EVERY YEAR UNTIL FY 2005-06**

Education\*\*

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\*See the attached listing of those sub-disciplines which are included in these larger groupings in Appendix A.

\*\*Submission in this category must conform to the guidelines of the Blue Ribbon Commission on Teacher Quality. These guidelines will be explained in the "Education Supplement" to this RFP, forthcoming later in August.

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**C. MONETARY LIMITATIONS**

Except under extraordinary circumstances, applications for awards should be for no less than \$5,000 and no more than \$1 million each. Applicants should be aware, however, that the average total award in the FY 2003-04 competition was approximately \$65,211 in Traditional Enhancement, with first-year awards ranging from \$7,000 to \$170,000, and \$44,444 in Undergraduate Enhancement, with first-year awards ranging from \$8,000 to \$125,000.

In an attempt to limit the commitment of future Support Fund monies, equipment may only be purchased in the initial year of a project and, for projects which envision multi-year funding, the following stipulations apply: (1) no project may be of more than two years in duration; (2) no project may request more than

\$50,000 in the second year; and (3) a limit of \$1 million has been placed on the total of all second-year commitments in the Enhancement Program.

**D. DURATION**

Multi-year proposals will be funded only in exceptional circumstances and only when substantial justification has been provided. When other criteria for evaluation are equal, preference will be given to one-year projects when awards are made.

**E. FUNDS AVAILABLE**

The State Treasurer's Office has projected that the FY 2004-05 Board of Regents Support Fund budget for higher education will be \$31.5 million.

1. TRADITIONAL ENHANCEMENT PROGRAM:

for additional information.)

Approximately \$8.7 million is anticipated to be available in FY 2004-05 for the first year's work of new Traditional Enhancement projects, with an additional \$1 million being reserved for the "education" discipline. The final amount of money that will be available is contingent on whether the Board of Regents is successful in leveraging additional Federal money from programs with complementary goals, as well as on interest rates and returns on equities. As indicated in Section III.B.2.c.4. above, \$950,000 of this amount is reserved for "special multidisciplinary" proposals.

2. UNDERGRADUATE ENHANCEMENT PROGRAM:

For FY 2004-05, the Board has dedicated a maximum of \$1.8 million for the first-year's work of new Enhancement grants to be awarded to institutions and departments eligible under this subprogram. The final amount is contingent on interest rates and returns on equities.

**F. COST SHARING AND MATCHING COMMITMENTS**

The Board strongly encourages the sharing of costs for proposed projects through the acquisition of funds from external agencies and institutional support. The amount and nature of the institutional cost-sharing commitment are considered direct evidence of: (1) the institution's desire to see the project implemented; and (2) its commitment to the proposed project's ultimate success. As a result, the awarding of a grant is influenced, in some measure, by the amount and nature of the institutional commitment. Institutions should be aware that discounts received on equipment purchases are not considered as a match on the part of the institution.

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 encourages institutions of higher education to make only those commitments that they can realistically meet.

**NOTE:** Matching commitments of any kind (e.g., private sector, federal, institutional) which are pledged in the proposal must be honored in the event that the proposal is funded. **Even if the proposal is funded at a reduced level, the full commitment may have to be honored.** 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. No Support Fund money will be forwarded until appropriate written documentation relative to these kinds of commitments has been received, reviewed, and approved by the Board's staff. (See Section V.B.6 "Budget and Budget Narrative"

### **G. INSTITUTIONAL SCREENING COMMITTEE**

The Board's Policy for Administration requires that proposals be carefully screened by a campus committee to ensure that: (1) no conflict of interest exists (as defined in the "Code of Governmental Ethics," R. S. 1950, as amended, Title 42, Chapter 15); and (2) only the most meritorious proposals from each campus, which meet objectives and eligibility requirements as defined in this RFP and which fulfill "General Considerations in the Disbursement of Enhancement Funds," 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 objectives, eligibility requirements, and all other appropriate criteria as set forth in this RFP (e.g., the department or unit is eligible to submit a proposal in that year); (3) is in the format required by the Board; and (4) where appropriate, has been reviewed by campus officials within a particular system where similar types of projects might be ongoing (e.g., the Director of the Agricultural Experimental Station and the Dean of the College of Agriculture).

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

The Board's Policy for Administration stipulates that "all awards (to enhance departments and units) will be subject to external review by an appropriate panel(s) of experts." Accordingly, the Board will select and engage the services of out-of-state experts in the eligible areas. Each team of experts will individually assess and collectively rank proposals in each discipline, as well as in the "special multidisciplinary" category.

Proposals will be rated on the extent to which they meet specified criteria. (See rating forms for Enhancement proposals in Appendix C.) Only those proposals which receive average ratings in the range of 70-100 will be eligible to compete for Enhancement funds. Only in exceptional and unforeseen circumstances will the Board fund proposals which receive an average rating of 69 or less.

### **I. FINAL SELECTION OF PROPOSALS TO BE FUNDED**

After receiving recommendations from out-of-state experts, the Board decides which proposals will be funded.

### **J. DEBRIEFING**

Copies of composite rating forms completed by consultants for each proposal reviewed will be mailed as a part of the complete consultants' report to institutions of higher education in March or April of each year. This is the only debriefing information that will be available for Traditional and Undergraduate Enhancement proposals.

**K. TIMETABLE\***

Contingent upon Board and Legislative action, the following schedule for submission, assessment, and approval of grants will apply for FY 2004-05. **If deadline dates fall either on Saturday, Sunday, or a holiday, the deadline will be extended until 4:30 p.m. of the next working weekday:**

|                                |  |
|--------------------------------|--|
| August, 2004                   | -Request for proposals issued  |
| October 1, 2004                | -Last day that potential applicants may ask questions about the RFP  |
| October 24, 2004               | -Deadline for receipt of Enhancement proposals in the Regents' offices (including all multidisciplinary proposals) |
| November, 2004-<br>March, 2005 | -Proposals reviewed by out-of-state experts  |
| 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 and June, 2005             | -Contracts negotiated and executed   |

**L. POST-AWARD 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 those 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 experts may be utilized in the evaluation process.

Periodically, the Board will conduct a comprehensive assessment of the effectiveness of each funded project, as part of a general review of academic programs in the relevant disciplines. At a minimum, annual "Progress and Financial Status" reports will be required of the principal investigator.

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\*The timetable for the "Education" discipline will be promulgated in the "Education Supplement" to the Enhancement RFP.

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

The following regulations and procedures will govern resubmissions or continuation requests:

1. **REQUIREMENTS FOR PREVIOUS APPLICANTS:** Submission of a proposal in a previous funding cycle does not relieve the applicant of the requirements set forth in this RFP of submitting another full proposal if he/she wants that same, or a similar, proposal to be considered in the current funding cycle. Proposals which are resubmitted to the Program must compete on a one-to-one basis with all other applications submitted in that year.
2. **REQUESTS FOR CONTINUATION FUNDING:** **The Board discourages the submission of continuation requests in the Enhancement Program.**

Except for those principal investigators whose projects are currently being funded under multi-year enhancement contracts, all principal investigators who received funding in the past for a particular project and who want to continue that same project or a very similar project must submit another full proposal in the fiscal year in which they desire continuation funding. This rule holds true for all continuation requests.

The information required on the cover page for the full proposal concerning continuation requests must be completed by the principal investigator. Failure to do so will result in return of the proposal for noncompliance. If the continuation request is for a project which has been completed, **a copy of the final report must be attached to the full proposal.** If the continuation request is for a project which is ongoing, the **proposal must contain a separate section which describes progress to date.**

All continuation requests must compete on a one-to-one basis with all other projects submitted for funding consideration in the year in which the continuation request is submitted. Out-of-state experts who are members of the peer review panel will be told to base their funding recommendations on their evaluations of both the new proposal and the information concerning past progress, whether it be from: (1) the final report provided by the principal investigator; (2) a progress and financial status report provided by the Support Fund Enhancement Program staff; or (3) the section in the proposal describing progress to date.

**IV. PROCEDURE AND DEADLINE FOR SUBMISSION OF PROPOSALS**

Enhancement proposals must be submitted 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)**

These proposals must be in the Board's office (not simply postmarked) by 4:30 p.m., October 24, 2004. If this date falls either on Saturday, Sunday, or a holiday, the deadline will be extended until 4:30 p.m. of the next working weekday. If the applicant wants assurance that his/her proposal was received, a self-addressed, stamped postcard must be included with the proposal.

## **SEE APPENDIX D FOR INSTRUCTIONS REGARDING THE OPTIONAL ELECTRONIC SUBMISSION OF PROPOSALS.**

### **V. PROPOSAL REQUIREMENTS AND FORMAT**

The following requirements and format for Traditional and Undergraduate Enhancement 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 incorrect or inadequate fastening, or because of missing/incorrect information in other parts of the proposal, including the cover page.

1. **NUMBER OF COPIES REQUIRED:** An original (containing original signatures and supporting items such as pictures) and **seven** copies of the enhancement proposal are required.
2. **ADDENDA SUBMITTED BEFORE OR AFTER RECEIPT OF PROPOSAL:** Proposals submitted to the Board must be complete upon submission. No addenda (e.g., letters of support) will be accepted before or after receipt of the proposal.
3. **GENERAL FORMAT STIPULATIONS:** The narrative section of the proposal (V.B.4 of this RFP) must be limited to no more than fifteen (15) single-spaced pages. 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 original signed copy may only be printed on one side of each sheet. Additional copies may be printed on both sides. All copies of the proposal must be fastened securely and in a manner that makes them easily stackable with other proposals. The use of binder clips, plastic spiral binders, printed covers, etc., is strongly discouraged.

#### **B. SPECIFIC REQUIREMENTS AND FORMAT**

Each proposal must include the following information and should be arranged in the following sequence:

1. **COVER PAGE:** The format required for the cover page is enclosed in Appendix B (Form 1-ENH). Each item on the cover

page must be completed. The cover page (Form 1-ENH) MUST appear on the top (the first page) of the application.

2. **PROJECT SUMMARY:** The project summary may contain a maximum of 250 words and must be in the format supplied by the Board. (See Appendix B, Form 2.) It should be a concise description of the project, containing a clear statement of objectives and an outline indicating how the project will operate. The project summary should be informative to other individuals in the same field and should explain how the project meets the objectives of the Enhancement Program.
3. **TABLE OF CONTENTS:** List all sections and subsections of the proposal, including the appendix, if applicable.
4. **NARRATIVE AND BIBLIOGRAPHY:** The narrative must not exceed 15 single-spaced pages with a type size of 12 point or greater. Budgets and their justifications are not considered part of the narrative section. The narrative should be succinct and avoid repetition. Pages must have 1-inch margins and be numbered. Reviewers will not be responsible for reading additional narrative pages. Information applicable in several places may be referenced by page and paragraph. The narrative should conform to the following outline, including all major sections and subsections. Proposals that do not conform to these guidelines may be disqualified. If a subsection does not apply to the project, the subheading should be included, followed by "Does not apply." Reviewers will assign points based on the quality and specificity of each subsection. The maximum number of points that can be assigned to each subsection is noted on the following pages. For multi-institutional proposals and/or multi-disciplinary proposals that propose to share scarce State resources, as defined in section III.B.2.c of this RFP, as appropriate in each of the following sections, explain the multiple-campus agreement in the context of shared funding, resources, arrangements by which the various institutions will share the benefits of the proposed project, and/or cost savings to the State. Documentation must be provided in the appendix describing the exact nature of the agreement between/among the institutions involved.

#### **a. THE CURRENT SITUATION [total point value = 10]**

This section should explain the institutional context and the perceived need. It should open with a brief description of the institution, the students it serves, the department, and the student clientele for the project. The applicant should not assume that reviewers are acquainted with the institution and its programs. Secondly, this section should describe the relevant resources of the department in order to answer the question: "Is there an adequately supported program into which the present project will fit?" Finally, this section should identify the need that the project would address and answer the question: "What is currently missing from the curriculum or research program or is not being

accomplished effectively?"

**a.1 Institutional Description (no points)**

Describe the institution and unit(s)/department(s) that will benefit from or support the proposed project, including information on mission, faculty, students, and relevant institutional or departmental resources.

**a.2 Rationale for Project (5 points)**

Summarize briefly the need for the proposed project and how it is part of a plan to enhance affected department(s) or unit(s).

**a.3 Impact on Existing Resources (5 points)**

Describe the manner and the extent to which the project will complement and improve upon the existing resources of the department(s) or unit(s).

**b. THE ENHANCEMENT PLAN [total point value: equipment proposals = 52; non-equipment proposals = 62]**

This section should contain a detailed description of the specific developments and activities intended. This portion of the narrative should enable a group of reviewers to judge the suitability and quality of the planned change.

**NOTE:** Applicants should review the evaluation forms in Appendix C to determine whether a proposal should be considered an equipment or non-equipment request. Item 3 on the cover page must reflect this determination, as points are allocated differently for each type of proposal.

**b.1 Plan of Proposed Project (equipment proposals = 20 points; non-equipment proposals = 25 points)**

Define measurable objectives to accomplish the project goals. For each objective describe the activities by which that objective will be achieved. Describe the person(s) who will conduct each activity. Provide a schedule of activities, with bench marks indicated throughout the grant period. Describe how each objective will be evaluated.

**b.2 Evidence of Potential to Achieve Recognized Eminence at the Regional, National, or International Level Commensurate with Degree Offerings and/or Functions (equipment proposals = 20 points; non-equipment proposals = 25 points)**

Explain thoroughly how the proposed project will catapult the department(s) or unit(s) into attaining a high level of eminence, or maintaining a current high level of eminence, commensurate with degree offerings and/or functions.

**b.3 Impact on Curriculum and Instruction (5 points)**

Explain the impact which the proposed project will have on the variety and quality of curricular

offerings and instructional methods within the affected department(s) or unit(s). Appropriate to current thinking in the specific field(s) or

discipline(s) of the proposed project, reform of undergraduate education and/or teacher preparation is encouraged.

**b.4 Impact on Quality of Students (2 points)**

Explain how the proposed project will enhance the ability of the department(s) or unit(s) to attract and/or retain students of high quality, particularly high quality students from Louisiana.

**b.5 Impact on Faculty Development (5 points)**

Explain how the project will contribute to improving the quality and effectiveness of faculty teaching. Improvement of faculty pedagogical practices within the context of current thinking on reform of undergraduate education and teacher preparation, specific to field(s) or disciplines(s) of the proposed project is encouraged.

**c. EQUIPMENT [For equipment proposals only. total point value = 10]**

This section should answer the questions: "Is each item of equipment requested actually needed to implement this development, is it the right piece of equipment for the job, and is the request appropriate for the department/unit? If the request appears not to be appropriate for the department/unit, has the applicant provided evidence that the request merits special consideration?"

**c.1 Equipment Request (6 points)**

List each item of equipment requested, with price information. Logical groupings of items should be made, with each entry cross-referenced to the budget page. Special arguments may be needed to explain requests for: (1) apparatus of a quality or cost not usually encountered in research or instruction; (2) equipment which is to be fabricated rather than purchased as a unit; or (3) purchases which might appear to be at variance with the academic setting in which the project would operate. Explain the reasoning behind: (1) choosing the particular equipment; and (2) the alternatives which were considered and/or rejected. In the event that an award is made, any items regarded as ineligible, not germane, or inadequately justified will not be funded.

The purpose of this part of the proposal is to establish the precise relationship between the plan described in the previous sections and the items of equipment requested. This section must indicate briefly the manner in which each major equipment item will be used to effect each aspect of the enhancement plan described previously.

**c.2 Equipment on Hand for Project (1 point)**

This section should answer the question: "Has there been a thorough survey of the current equipment inventory and does the proposal plan to make full use of it?" Major equipment on hand that will be available for the project, but that is not included in this request, should be itemized and explained.

**c.3 Equipment Housing and Maintenance (3 points)**

This section should answer the question: "Is a reasonable plan presented to ensure a maximum usable lifetime for the equipment?" Briefly describe arrangements to house and maintain the equipment. **Please note that Support Fund monies cannot be used to maintain equipment, whether existing or purchased through the Support Fund.** If multi-disciplinary, interdepartmental, or interinstitutional use of equipment is proposed, describe the plan for effective utilization.

**d. FACULTY AND STAFF EXPERTISE [total point value = 12]**

Identify those who will conduct and administer the project, define their roles, and provide their qualifications for undertaking the specific responsibilities assigned to them. Special attention should be given to the Project Director, since accomplishment of the project depends on this person's knowledge of the discipline, the curriculum, and the equipment.

Briefly describe arrangements for any necessary special training of existing personnel and/or for acquisition of needed additional support personnel. These arrangements should reflect the fact that Support Fund monies may not be used to pay faculty from the submitting university to provide training for other faculty at the same university on equipment furnished by Support Fund grants, or any other form of training. Training should be a part of the institutional match. In the case of interinstitutional projects, training should be a part of the institutional matching funds provided by the consortium of universities.

**NOTE:** Form 4, "Biographical Sketch," in Appendix B must be completed for the Project Director and other involved senior personnel. See instructions following the Budget section of this document.

**e. ECONOMIC AND/OR CULTURAL DEVELOPMENT AND IMPACT [total point value = 12]**

This section of the proposal must describe the plan for disseminating the project and/or project benefits to appropriate audiences in the state of Louisiana. The stimulus/leveraging concept in science/ engineering proposals mandates that the project contribute to economic development. Non-science/engineering projects must, at a minimum, present a plan to leverage Support Fund funds in the manner most appropriate to the proposal. In the case of non-science/non-engineering disciplines, private sector involvement is not necessarily a requirement, if the applicant can justify the reason for lack of involvement.

**e.1 Relationships With Industrial/Institutional Sponsors (2 points)**

Explain the manner in which the project will assist in establishing a new relationship, or strengthening an existing relationship, with one or more industrial/institutional sponsors (e.g private business, trade organization, professional organization, non-profit or community organization, another university or consortium of universities, federal government agency). Also, explain the manner in which funding of the proposed project will enhance prospects of additional external sources of funding.

**e.2 Promotion of Economic Development and/or Cultural Resources (10 points)**

In the case of projects in the science/engineering fields, explain the manner in which the proposed project will assist the submitting department(s)/ units(s) in promoting or enhancing the economic development of the State of Louisiana. Provide information on both short-term and long-term benefits. In the case of projects in fields other than science/engineering, explain the manner in which the proposed project will contribute to and benefit the academic and/or cultural resources of Louisiana both in the long and short term.

**f. ADDITIONAL FUNDING SOURCES (4 points)**

If costs for the project will be shared through contributions from external organizations, describe and provide documentation of the commitment of the external agencies. Institutions are not allowed to claim the discount received for the purchase of equipment as either an external contribution or an institutional match.

5. PREVIOUS BOARD OF REGENTS SUPPORT FUND AWARDS

If either the prospective Project Director or Co-Project Director has received support from any Support Fund Program, the proposal must describe the earlier project(s) and outcomes in sufficient detail to permit a reviewer to reach an informed conclusion regarding the value of the results achieved. The following information must be included in this summary statement: (1) Project Director's name, amount of award, and period of support; (2) title of the project; (3) a summary of the results of the completed work; and (4) an explanation of the manner in which the current proposal is related to the previous award.

6. BUDGET AND BUDGET NARRATIVE (Also see Section III.F of the RFP relative to cost sharing and matching commitments.)

a. **FORMAT**

**A detailed budget must be submitted for each year on Form 5-ENH provided in Appendix B, as well as a composite budget if more than one year is proposed.**

Support Fund Form 5-ENH must be followed by a "Budget Narrative," which fully explains every item for which the expenditure of Support Fund money is requested. In the case of a multi-year project, the Budget Narrative must be itemized by year. Equipment purchases must be listed by item and cost in the Budget Narrative.

**NOTE:** Use state contract prices for equipment purchases where applicable. If having funds available after the proposed Support Fund award terminates is essential to the long-term success or feasibility of the project (e.g., equipment purchased with Support Fund money requires a continuing source of funds for operation and maintenance after a Support Fund award has terminated), the applicant must also provide a "Future Funding Plan."

**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 is June 30, 2006 for one-year projects or June 30, 2007 for two-year projects.

c. **DISALLOWED BUDGETARY ITEMS**

Support Fund monies cannot be used for ongoing operational costs of existing or proposed programs, entities, or projects. As indicated in Section I.B of this

RFP, "Purposes of the Board of Regents Support Fund," Article VII, Section 10.1, of the Louisiana Constitution 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 . . ." Applicants must make a case in their proposals that what they are proposing does not violate this stipulation. Applicants should also be aware that Support Fund Program staff will make the final panel of out-of-state evaluators aware of this Constitutional prohibition, as well as the current economic climate for higher education in Louisiana. The panel will then be asked to develop recommendations relative to whether providing Support Fund money for specific proposals under serious consideration would violate this constitutional stipulation.

Also, only with substantial justification and under exceptional circumstances will the Board allocate Support Fund money in the Enhancement Program for maintenance of equipment, whether existing or purchased through the Support Fund, or for indirect costs. The Board strongly suggests that these recurring expenses be part of the institutional match. Applicants should also note that the scope of the program does not permit: (1) construction of facilities; (2) routine renovation or upgrading; (3) 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 interinstitutional project; (4) purchase of motorized vehicles such as cars, vans, boats, etc.; or (5) purchase of standard office furniture or routine office equipment (e.g., FAX machines, desk chairs), although Support Fund money may be requested to furnish specialized equipment essential to the success of a particular project (e.g., tables for computer work stations).

The scope of the Enhancement Program does not normally permit funds to be used for entertainment costs, with the exception of meals for consultants or other professionals brought to the State as part of a funded project. Only under exceptional circumstances and with compelling justification may Support Fund monies be used for receptions, group meals for faculty and students, refreshments, performers, and other entertainment. All meal charges must comply with State rates as set forth by the Louisiana State Travel Office.

While requests may be made to fund a continuing faculty or staff position (for a maximum of two years), such requests require substantial justification and a firm commitment from the submitting institution to continue the position after the award period ends.

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; or finally, funds may not be requested for anticipated centers or institutes which require Board approval prior to their establishment and which have not been approved by the Board of Regents prior to submission of the proposal.

The discounts received for equipment purchases may not be counted as part of the institutional match.

**NOTE ON MEMBERSHIP DUES:** 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.

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

The Board strongly discourages the use of Support Fund Enhancement money for the support of faculty salaries. Institutions are encouraged to provide the necessary salary support in the form of an institutional match. If funds for assistantships, postdoctoral appointments, visiting faculty, etc., are requested, their 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. Fringe benefit rates should also be provided.

Principal Investigator(s) may request partial salary support, an annual amount not to exceed 25% academic year salary plus two months summer support. This limit on salary support applies to both doctoral and non-doctoral degree-granting programs. If salary support of any kind is requested, the 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 are encouraged to supplement this amount, if necessary, in the form of an institutional match.

**NOTE: Requests for monetary support of any kind (e.g., release time, summer salary, honoraria) for Louisiana faculty must follow the above limitations and must be clearly defined as to type and rate of pay. All such monetary support must be explained in the budget justification section of the proposal.**

7. BIOGRAPHICAL SKETCH: Provide information necessary for reviewers to evaluate the capabilities and experience of key personnel. Form 4, "Biographical Sketch" (Appendix B), must be completed for the Project Director and all senior personnel. With respect to publications, biographical sketches should only include relevant books, peer-reviewed publications, and manuscripts formally accepted for publication. Works in progress and those submitted for publication should not be included.
8. CURRENT AND PENDING SUPPORT: Complete Support Fund Form 3 in Appendix B for the Project Director and all Co-directors. Technicians and visiting scholars do not need to complete this form.
9. PROPOSAL APPENDIX: Essential material supplementary to the text of the proposal should be included in a single appendix. The appendix must be referenced in the proposal narrative, and under no circumstances may the total page count for all such materials exceed 10 pages. It is inappropriate to include institutional catalogues, departmental curricula, publications, video tapes, computer diskettes, other non-print items, or general material.

(RFPenh.05 Rev. 2004)

## **APPENDIX A**

TAXONOMY OF DISCIPLINES FOR THE ENHANCEMENT PROGRAM

**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

(2004)

# **APPENDIX B**

## **PROPOSAL SUBMISSION FORMS**

Form 1: Cover Page

Form 2: Project Summary

Form 3: Current and Pending Support

Form 4: Biographical Sketch

Form 5: Budget



**PROJECT SUMMARY**

|  |
|--|
| Name of Institution (Include Branch/Campus and School or Division) |
| Address (Include Department)                                       |
| Principal Investigator(s)  |
| Title of Project   |
| Abstract (DO NOT EXCEED 250 WORDS)*                                |

# CURRENT AND PENDING SUPPORT

(From ALL sources, including Board of Regents Support Fund)

The following information MUST be provided for each investigator and other senior personnel. Use additional sheets as necessary.

NAME OF INVESTIGATOR:

Status of Support:  Current  Pending  Submission Planned in Near Future

Contract Number/Proposal Title:

Source of Support:

Award Amount (or Annual Rate): \$ \_\_\_\_\_ Period Covered: \_\_\_\_\_

Location of Activity:

Person-Months or % of Effort Committed to the Project:  Cal Yr  Acad  Summ

Status of Support:  Current  Pending  Submission Planned in Near Future

Contract Number/Proposal Title:

Source of Support:

Award Amount (or Annual Rate): \$ \_\_\_\_\_ Period Covered: \_\_\_\_\_

Location of Activity:

Person-Months or % of Effort Committed to the Project:  Cal Yr  Acad  Summ

Status of Support:  Current  Pending  Submission Planned in Near Future

Contract Number/Proposal Title:

Source of Support:

Award Amount (or Annual Rate): \$ \_\_\_\_\_ Period Covered: \_\_\_\_\_

Location of Activity:

Person-Months or % of Effort Committed to the Project:  Cal Yr  Acad  Summ

Status of Support:  Current  Pending  Submission Planned in Near Future

Contract Number/Proposal Title:

Source of Support:

Award Amount (or Annual Rate): \$ \_\_\_\_\_ Period Covered: \_\_\_\_\_

Location of Activity:

Person-Months or % of Effort Committed to the Project:  Cal Yr  Acad  Summ

**BIOGRAPHICAL SKETCH**

Provide the following information for the key personnel and consultants and collaborators. Begin with the principal investigator/program director. Photocopy this page for each person.

|      |                |
|------|----------------|
| Name | Position Title |
|------|----------------|

EDUCATION (Begin with baccalaureate or other initial professional education and include postdoctoral training.)

| INSTITUTION AND LOCATION | DEGREE | YEAR<br>CONFERRED | FIELD OF STUDY |
|--------------------------|--------|-------------------|----------------|
|                          |        |                   |                |

RESEARCH AND PROFESSIONAL EXPERIENCE: Starting with present position, list, in reverse chronological order, previous relevant employment, experience, and honors. Key personnel includes the principal investigator and any other individuals who participate in the development or execution of the project. Key personnel typically will include all individuals with doctoral or other professional degrees, but in some projects will include individuals at the masters or baccalaureate level provided they contribute in a substantive way to the development or execution of the project. Include present membership on any Federal Government public advisory committee. List, in reverse chronological order, the titles, all authors, and complete references to pertinent publications during the past five years and to representative earlier publications pertinent to this application. DO NOT EXCEED TWO PAGES.

**BOARD OF REGENTS SUPPORT FUND  
TRADITIONAL AND UNDERGRADUATE ENHANCEMENT, FY 2004-05**

**Budget and Budget Justification Pages**

Directions: Each line item under the columns "Support Fund Money Requested," "Institutional Match," and "Private Sector/Other Match" must be itemized, fully explained, and justified **on a separate budget justification page(s)**. Attach additional justification pages as needed.

Title of Proposal: \_\_\_\_\_

Project Director(s): \_\_\_\_\_

Institution(s) of Higher Education: \_\_\_\_\_

**PROPOSED BUDGET:**

|                           | Support Fund Money<br>Requested | Institutional Match <sup>1</sup> | Private/Other Match <sup>2</sup> |
|---------------------------|---------------------------------|----------------------------------|----------------------------------|
| A. Equipment <sup>3</sup> |                                 |                                  |                                  |
| B. Software               |                                 |                                  |                                  |
| C. Supplies               |                                 |                                  |                                  |
| D. Shipping/handling      |                                 |                                  |                                  |
| E. Installation           |                                 |                                  |                                  |
| F. Personnel training     |                                 |                                  |                                  |
| G. Other                  |                                 |                                  |                                  |
| 1.                        |                                 |                                  |                                  |
| 2.                        |                                 |                                  |                                  |
| 3.                        |                                 |                                  |                                  |
| 4.                        |                                 |                                  |                                  |
| 5. (etc.)                 |                                 |                                  |                                  |
| H. Indirect costs         | Not allowed                     |                                  |                                  |
| I. Maintenance            | Strongly discouraged            |                                  |                                  |
| J. Total costs (A-I)      |                                 |                                  |                                  |

**1** Stipulate whether in-cash or in-kind. The Board strongly encourages the sharing of costs for proposed projects. Applicants and institutional officials should note, however, that the employing institution will be required to honor the commitments made in the original proposal before any awards are made. Discounts for equipment purchases are not allowable as institutional match.

**2** The budget page(s) must reflect and the budget justification pages must explain any external funds that are claimed in the proposal. External funds and their expenditure must be accounted for in the same manner as Support Fund money and institutional match.

**3** Equipment. If applicable, itemize and describe briefly the proposed equipment and its intended use in the project. Include the name, model number, and manufacturer(s).

# **APPENDIX C**

## **SAMPLE PROPOSAL EVALUATION FORMS**

### **Form 6.11**

Evaluation Form for Enhancement Proposals  
Primarily Requesting Equipment

### **Form 6.12**

Evaluation Form for Enhancement Proposals  
Primarily Requesting Non-Equipment Related Support  
(e.g., Curricular Revisions, Colloquia)

BOARD OF REGENTS SUPPORT FUND  
 ENHANCEMENT PROGRAM, FISCAL YEAR 2004-05

RATING FORM FOR TRADITIONAL AND UNDERGRADUATE ENHANCEMENT PROPOSALS  
 PURCHASE OF INSTRUCTIONAL AND RESEARCH EQUIPMENT

INSTRUCTIONS: The completed evaluation form should represent the consensus of the expert members of the review panel and, as such, must reflect the final decisions of that panel. Review this form and the program guidelines prior to reading the proposal. The higher the score, the more clearly the proposal satisfies the criterion under consideration. Guidelines should not be interpreted to exclude from eligibility departments and/or units engaged solely in instruction. Use the white space provided to explain the panel's ratings, especially on items given low scores. Attach additional pages, as necessary.

A. THE CURRENT SITUATION--Total of 10 points

YES \_\_\_\_\_ NO \_\_\_\_\_ A.1 Has the applicant adequately described the institution and unit(s)/department(s) that will benefit from the proposed project, especially in terms of mission, faculty, students, and relevant institutional or departmental resources?

\_\_\_\_\_ of 5 pts. A.2 To what extent will the proposed project enhance the affected department(s) or unit(s)

\_\_\_\_\_ of 5 pts. A.3 To what extent will the project complement and improve upon existing resources of the department(s) or unit(s)?

COMMENTS:

B. THE ENHANCEMENT PLAN--Total of 52 points

\_\_\_\_\_ of 20 pts. B.1 Are the objectives clearly stated? Can the objectives be completed within the timeframe detailed in the proposal?

\_\_\_\_\_ of 20 pts. B.2 To what extent will the proposed project catapult the department(s) or unit(s) into attaining a high level of regional, national, or international eminence--or maintaining a current high level of eminence--commensurate with degree offerings and/or functions

\_\_\_\_\_ of 5 pts. B.3 To what extent will the proposed project have an impact on the variety and quality of curricular offerings and instructional methods within the affected department(s) or unit(s)? Appropriate to current thinking in the specific field(s) or discipline(s) of the proposed project, is reform of undergraduate education and/or teacher preparation encouraged?

\_\_\_\_\_ of 2 pts. B.4 To what extent will the proposed project enhance the ability of the department(s) or unit(s) to attract and/or retain students of high quality, particularly high quality students from Louisiana?

\_\_\_\_\_ of 5 pts. B.5 To what extent will the project contribute to improving the quality and effectiveness of faculty teaching and improve faculty pedagogical practices within the context of current thinking on reform of undergraduate education and teacher preparation, specific to field(s) or discipline(s) of the proposed project?

COMMENTS:



Proposal Number: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Page 2 of 3

C. EQUIPMENT--Total of 10 points

- \_\_\_\_\_ of 6 pts. C.1 To what extent has the proposal established a relationship between the enhancement plan and the items of equipment requested? Is the equipment well-justified? Will it significantly enhance the existing technological capability of the department? Does it reflect current and projected trends in technology?
- \_\_\_\_\_ of 1 pt. C.2 Has there been a thorough survey of the current equipment inventory and does the proposal plan to make full use of it?
- \_\_\_\_\_ of 3 pts. C.3 To what extent does the proposal present a reasonable plan to ensure a maximum usable lifetime for the equipment? Are housing and maintenance arrangements for equipment adequate?

COMMENTS:

D. FACULTY AND STAFF EXPERTISE--Total of 12 points

- \_\_\_\_\_ of 12 pts D.1 Are the faculty and support personnel appropriately qualified to implement this project? If special training will be required for faculty and/or other personnel, has an appropriate plan been developed?

COMMENTS:

E. ECONOMIC AND/OR CULTURAL DEVELOPMENT AND IMPACT--Total of 12 points

- \_\_\_\_\_ of 2 pts. E.1 To what extent will the project assist in establishing a new relationship, or strengthen an existing relationship, with one or more industrial/institutional sponsors (e.g., private business, trade organization, professional organization, non-profit or community organization, another university or consortium of universities, federal government agency)?

NOTE TO REVIEWER: Depending on the discipline of the submitting department or unit, provide rating points for EITHER E.2a OR E.2b:

- \_\_\_\_\_ of 10 pts. E.2a For science/engineering proposals only: To what extent will the project assist the submitting department(s)/unit(s) in promoting or enhancing the economic development of the State of Louisiana?
- E.2b For non-science/non-engineering proposals only: To what extent will the project contribute to the academic and/or cultural resources of the State of Louisiana?

COMMENTS:



Proposal Number: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

F. ADDITIONAL FUNDING SOURCES--Total of 4 points

\_\_\_\_\_ of 4 pts. F.1 To what extent will the costs associated with this project be shared through contributions from the institution(s) involved and/or external organizations?

COMMENTS:

G. PREVIOUS SUPPORT FUND AWARDS--No points assigned

YES\_\_\_ NO\_\_\_\_\_ G.1 If the Project Director or Co-Project Director has received previous Support Fund support, has it been adequately documented?

COMMENTS:

H. TOTAL SCORE (NOTE: Proposals with a total score below 70 will not be recommended for funding.)

\_\_\_\_\_ of 100 points

**SPECIFIC BUDGETARY RECOMMENDATIONS**

Requested Amount \$ \_\_\_\_\_

Recommended Amount \$ \_\_\_\_\_

COMMENTS:

=====  
I agree to maintain in confidence any information, documentation and material of any kind (hereinafter referred to as "Material") included in this proposal; I further agree not to disclose, divulge, publish, file patent application on, claim ownership of, exploit or make any other use whatsoever of said "Material" without the written permission of the principal investigator. To the best of my knowledge, no conflict of interest is created as a result of my reviewing this proposal.

Reviewer's Name and Institution: \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Form 6.11, rev 2004)

BOARD OF REGENTS SUPPORT FUND  
 ENHANCEMENT PROGRAM, FISCAL YEAR 2004-05

RATING FORM FOR TRADITIONAL AND UNDERGRADUATE ENHANCEMENT PROPOSALS  
 REQUESTS OTHER THAN EQUIPMENT PURCHASES (e.g., Colloquia, Curricular Revisions, etc.)

INSTRUCTIONS: The completed evaluation form should represent the consensus of the expert members of the review panel and, as such, must reflect the final decisions of that panel. Review this form and the program guidelines prior to reading the proposal. The higher the score, the more clearly the proposal satisfies the criterion under consideration. Guidelines should not be interpreted to exclude from eligibility departments and/or units engaged solely in instruction. Use the white space provided to explain the panel's ratings, especially on items given low scores. Attach additional pages, as necessary.

A. THE CURRENT SITUATION--Total of 10 points

- YES \_\_\_\_\_ NO \_\_\_\_\_ A.1 Has the applicant adequately described the institution and unit(s)/department(s) that will benefit from the proposed project, especially in terms of mission, faculty, students, and relevant institutional or departmental resources?
- \_\_\_\_\_ of 5 pts. A.2 To what extent will the proposed project enhance the affected department(s) or unit(s) \_\_\_\_\_ of 5 pts. A.3 To what extent will the project complement and improve upon existing resources of the department(s) or unit(s)?

COMMENTS:

B. THE ENHANCEMENT PLAN--Total of 62 points

- \_\_\_\_\_ of 25 pts. B.1 Are the objectives clearly stated? Can the objectives be completed within the timeframe detailed in the proposal?
- \_\_\_\_\_ of 25 pts. B.2 To what extent will the proposed project catapult the department(s) or unit(s) into attaining a high level of regional, national, or international eminence--or maintaining a current high level of eminence--commensurate with degree offerings and/or functions?
- \_\_\_\_\_ of 5 pts. B.3 To what extent will the proposed project have an impact on the variety and quality of curricular offerings and instructional methods within the affected department(s) or unit(s)? Appropriate to current thinking in the specific field(s) or discipline(s) of the proposed project, is reform of undergraduate education and/or teacher preparation encouraged?
- \_\_\_\_\_ of 2 pts. B.4 To what extent will the proposed project enhance the ability of the department(s) or unit(s) to attract and/or retain students of high quality, particularly high quality students from Louisiana?
- \_\_\_\_\_ of 5 pts. B.5 To what extent will the project contribute to improving the quality and effectiveness of faculty teaching and improve faculty pedagogical practices within the context of current thinking on reform of undergraduate education and teacher preparation, specific to field(s) or discipline(s) of the proposed project?

COMMENTS:



COMMENTS:

Proposal Number: \_\_\_\_\_ Principal Investigator: \_\_\_\_\_

G. TOTAL SCORE (NOTE: Proposals with a total score below 70 will not be recommended for funding.)  
\_\_\_\_\_ of 100 points

**SPECIFIC BUDGETARY RECOMMENDATIONS**

Requested Amount:\$ \_\_\_\_\_ Recommended Amount:\$ \_\_\_\_\_

COMMENTS:

=====

I agree to maintain in confidence any information, documentation and material of any kind (hereinafter referred to as "Material") included in this proposal; I further agree not to disclose, divulge, publish, file patent application on, claim ownership of, exploit or make any other use whatsoever of said "Material" without the written permission of the principal investigator. To the best of my knowledge, no conflict of interest is created as a result of my reviewing this proposal.

Reviewer's Name and

Institution: \_\_\_\_\_

-

Reviewer's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-

(Form 6.12, rev.2004)

## **APPENDIX D**

# **OPTIONAL ELECTRONIC SUBMISSION of Board of Regents Support Fund Proposals for Traditional and Undergraduate Enhancement**

## **Background**

The Louisiana Online Grant Administration Network (LOGAN) is an Internet/Web-based system that allows clients to conduct business electronically with the Louisiana Board of Regents (BoR). The goal of LOGAN is to streamline and redesign how the BoR conducts business with its clients—the Louisiana colleges and universities. The use of LOGAN will result in more efficient processing of transactions, faster BoR response to requests and proposals, and direct access by users to information that affects their day-to-day work. The modules—Proposal Preparation System, Peer Review System, Project Reporting System, Post-Award Notifications and Requests System, Business Transactions System, Query System—will be launched in phases. Beginning in fall, 2004, the Proposal Preparation System module will be launched and optional.

## **Instructions**

Instructions on how to register as a Principal Investigator and how to create and submit an enhancement proposal are attached.

**Final proposals are to be submitted to the Board of Regents by the lead institution's authorized representative.** LOGAN will allow for editing during any time prior to the submission date/time. Once the final proposal has been submitted, the system will not allow edits. In addition, the system will not accept submission after the stated deadline.

**Since 2004 is the transition year for electronic submission of proposals, we are requiring that participants submit 1 original and 7 paper copies of the proposal by the program deadline. If the paper copies are not received by the deadline, the proposal will be ineligible to participate in the program.**

## **Instructional Meeting**

A meeting will be hosted at the Board of Regents on August 23, 2004 at 10:00 a.m. A demonstration of LOGAN will be conducted and any questions on electronic submission will be answered. All Officers of Sponsored Research and faculty members are invited to attend.

## **Assistance**

Additional questions and assistance with the electronic system can be directed via phone 225-342-4253 or via email to Ms. Denise Williams ([williams@laregents.org](mailto:williams@laregents.org)), Mr. Sudhir Sambrani ([sudhir@laregents.org](mailto:sudhir@laregents.org)), or Mr. Karthik Poobalashubramanian ([poobal@laregents.org](mailto:poobal@laregents.org)).


Step 1: Getting Started

1. Go to <http://laregents.org>.
2. Click on the LOGAN button on the main menu.
3. At the welcome page, click on the PI Login button.



Step 2: Logging into LOGAN

1. If you are a registered PI, enter your last name, social security number (no dashes), and your four digit PIN number. Click the "Log In" button.
2. If you are a new user, click the "New User/Not Registered" link.

A screenshot of the LOGAN login form. It contains three input fields: "PI Last Name:", "PI SSN: 9 digits no dashes", and "Pin: 4 digits". Below the fields are "Log In" and "Clear" buttons. At the bottom, there are three links: "New User/Not Registered", "Change PIN", and "Forgot PIN".

3. Enter your last name and social security number (no dashes). Click the "Log In" button.

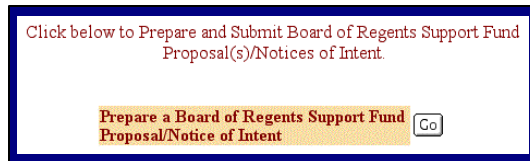
A screenshot of the LOGAN login form, showing the "PI Last Name:" and "PI SSN: 9 digits no dashes" fields. The "Log In" and "clear" buttons are also visible.

4. Enter all information. Fields with an asterisk denote a required field. Click the "Submit" button.
5. If all required fields are completed, your profile has been completed. Click on "Login to LOGAN" to proceed.

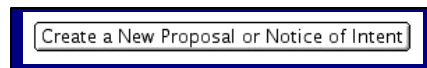
**NOTE: For the TR & UG Enhancement program, notices of intent are not required.**

Step 3: Creating a BORSF Proposal

1. Click on the "Go" button next to "Prepare a Board of Regents Support Fund Proposal/Notice of Intent".

A screenshot of a page with the heading "Click below to Prepare and Submit Board of Regents Support Fund Proposal(s)/Notices of Intent." Below this, there is a link "Prepare a Board of Regents Support Fund Proposal/Notice of Intent" followed by a "Go" button.

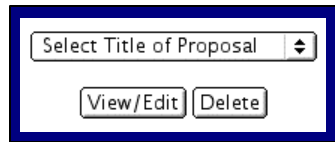
2. Click on "Create New Proposal or Notice of Intent".

A screenshot of a button labeled "Create a New Proposal or Notice of Intent".

3. Select the type of Proposal or Notice of Intent you would like to prepare by clicking the "Go" button next to the appropriate program.

4. Enter the title of the BORSF Proposal or Notice of Intent and click "Continue". In order for a proposal or notice of intent to be created and stored in the system, a title MUST be entered.

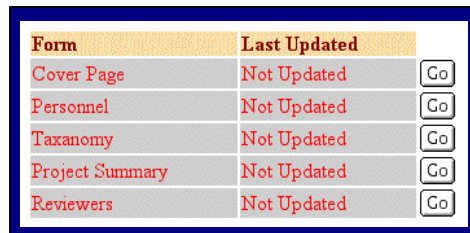
A proposal or notice of intent should only be created once. If you leave the system and return at a later time to resume your work, click on "Select Title of Proposal" then the "View/Edit" button.



A screenshot of a web form. At the top, there is a dropdown menu with the text "Select Title of Proposal" and a downward arrow. Below the dropdown menu are two buttons: "View/Edit" and "Delete".

**Step 4: Entering your Proposal or Notice of Intent**

1. A menu will be on the screen with the list of forms that must be completed. The status of each form is shown in the right-hand column of the menu. To enter information on a particular form, click the "GO" button next to the form.



| Form            | Last Updated |    |
|-----------------|--------------|----|
| Cover Page      | Not Updated  | Go |
| Personnel       | Not Updated  | Go |
| Taxonomy        | Not Updated  | Go |
| Project Summary | Not Updated  | Go |
| Reviewers       | Not Updated  | Go |

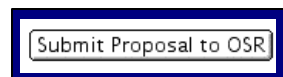
2. Each form, once completed, will automatically pull up the next form on the list for entry of information. At any point, you can return to the menu shown above. When a form is completed, the menu will be updated to show the form as complete. Changes can be made on completed forms by clicking the "GO" button next to the appropriate form.



| Form       | Last Updated           |    |
|------------|------------------------|----|
| Cover Page | 03 Aug.2004 - 09:52 AM | Go |
| Personnel  | Not Updated            | Go |

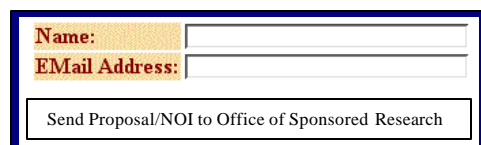
**Step 5: Submitting your proposal**

1. Once you have completed all forms and are ready to submit your proposal or notice of intent to the Office of Sponsored Research on your campus, Click on the "Submit Proposal to OSR" button.



A screenshot of a button with the text "Submit Proposal to OSR".

2. Type your name and email address in the fields provided and click the "Send Proposal/NOI to Office of Sponsored Research" button.



A screenshot of a form. It has two input fields: "Name:" and "EMail Address:". Below the input fields is a button with the text "Send Proposal/NOI to Office of Sponsored Research".

3. When the proposal has been submitted successfully to the Office of Sponsored Research, a screen will come up with the following message:

**Your Proposal has been submitted.**

Your proposal has been successfully submitted to the Office of Sponsored Research.

## **REMINDER**

Final proposals are to be submitted to the Board of Regents by the lead institution's authorized representative. LOGAN will allow for editing during any time prior to the submission date/time. Once the final proposal has been submitted, the system will not allow edits. In addition, the system will not accept submission after the stated deadline.

**Since 2004 is the transition year for electronic submission of proposals, we are requiring that participants submit 1 original and 7 paper copies of the proposal by the program deadline. If the paper copies are not received by the deadline, the proposal will be ineligible to participate in the program.**