

TRAVEL GRANTS FOR EMERGING FACULTY (TGEF)

Request for Applications number 2005-C

DEADLINE DATES:

Open deadline until: May 31, 2006



LA EPSCoR

THE BOARD OF REGENTS and THE NATIONAL SCIENCE FOUNDATION
EXPERIMENTAL PROGRAM TO STIMULATE COMPETITIVE RESEARCH
(EPSCoR)

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A. Program Overview

Under the National Science Foundation's Experimental Program to Stimulate Competitive Research (EPSCoR) Research Infrastructure Improvement (RII) award to Louisiana, the Board of Regents sponsors travel grants for emerging science and engineering (S&E) faculty members to meet with funding agency program officers or to give major invited talks. Faculty members who hold a regular tenure-track but untenured S&E position in any Louisiana public institution of higher education, or in any Louisiana higher education institution that is a member of the Louisiana Association of Independent Colleges and Universities (LAICU), are eligible for an award.

Each TGEF application must include: 1) the endorsement of the applicant's chairperson and/or dean, 2) the signature of the administrative officer within his/her institution responsible for signing off on grants and contracts, and 3) a list of names and addresses of the campus head, chief administrative/research officer, dean of the college, and the department chair. Travel advances will not be made; awarded funds will be disbursed only *after* the traveler submits documents, e.g. an official program agenda with the awardee's presentation listed, which demonstrates that the objective of the proposed travel was achieved. Expenses in excess of the award amount and/or expenses that are not in accordance with State travel regulations, even if less than the allotted limit, are the responsibility of the traveler.

B. General Information

B.1 Program Purpose

The purpose of the TGEF program is to help Louisiana's emerging faculty researchers become more competitive. This is accomplished in two ways: 1) by providing eligible faculty with an opportunity to visit federal agency program officers and learn how to better structure a research proposal(s) and be more competitive in the peer review process, and 2) by providing eligible faculty with the opportunity to give plenary or major invited talks at regional, national or international meetings. Those applying to visit funding agencies have the option of inviting a competitive (tenured/funded) faculty mentor to accompany them.

B.2 Requirements for Consideration/Definitions

Meetings with federal or private funding agency program officers are required to take place at the agency office, as this allows for longer, more productive meetings and additional opportunities for interaction with agency representatives. **Travel to conferences or workshops at which federal agency program officers are present will not be considered.**

A major invited talk is defined as a talk or presentation of a paper that has been solicited by the organizing committee of a regional, national, or international conference.

Situations in which applicants submit papers or abstracts that are subsequently accepted **do not** qualify as "invited" talks. The letter of invitation must be an official correspondence from the conference organizing committee. A form letter or email acknowledging receipt or acceptance of an abstract or paper will not be considered a letter of invitation.

B.3 Award Amounts

The maximum amount available to an awardee traveling to visit a funding agency is \$1,000. If the applicant is accompanied by an already competitive (tenured/funded) faculty mentor, an additional \$1,000 will be awarded for travel expenses of the pair.

The maximum amount available to an awardee traveling to give an invited plenary or major presentation is \$1,000.

B.4 Eligible Faculty

Individuals who hold a regular tenure-track but untenured S&E position in any Louisiana public institution of higher education, or in any Louisiana higher education institution that is a member of the Louisiana Association of Independent Colleges and Universities (LAICU), are eligible for

an award. No more than one TGEF application (either type) per calendar year will be accepted from an individual; preference will be given to first-time applicants.

B.5 Eligible Disciplines

Eligible S&E disciplines under this program are those eligible for NSF funding. They include:

- Biological sciences (all)
- Mathematical & computer sciences
- Earth & environmental sciences (Geology, Oceanography, Environmental)
- Engineering (all)
- Physical sciences (Astronomy, Chemistry, Physics)
- Social & behavioral sciences

C. Application Format

C.1 Travel Justification

Proposals must use the TGEF application form included in this RFA (**Attachment A**), which requires a comprehensive abstract (200 words or less) of either:

- 1) the applicant's research program, the name of the agency and officer within that agency that the researcher plans to visit, and a synopsis of an anticipated proposal submission. If the applicant plans to travel with a faculty mentor, that individual must be identified and justification for the choice made in the abstract (in this case, the abstract can be up to 250 words).

or

- 2) the researcher's invited presentation, the name of the inviting organization, the name and dates of the conference, and a copy of the official letter of invitation. (See Section B.2)

C.2 Institutional Endorsement

Applications must include a letter from the applicant's chair and/or dean that indicates his/her support for the proposed travel. The letter of support must also document the department/college/institution investment in the applicant's research program and certify the credentials of the accompanying traveler, if the applicant has included this option in his/her application. The application must be signed by an authorized institutional representative.

C.3 Curriculum Vita

The curriculum vita of the emerging faculty member must be attached to the application. In particular, the vita should include a complete list of publications, contributed and invited talks, student (M.S. and Ph.D.) production record, and funding history, including submitted and funded proposals.

C.4 Institutional Information

A list of institutional representatives (names, addresses and telephone numbers) to be notified if an award is made must be attached. The list should include the campus head, chief administrative/research officer, dean of the college, and department chair.

D. Submission of Applications

D.1 Grant Period

The period covered by this TGEF Program RFA is June 1, 2005 through May 31, 2006. Applications will be accepted throughout this period or until such time as allotted funds have been expended.

D.2 Timing of Applications

Applications may be submitted year-round to the following address:

TGEF Program, ATTN: Rachel Patterson
Office of Sponsored Programs
Board of Regents
P.O. Box 3677
Baton Rouge, LA 70821-3677

The authorized institutional representative of the applicant's institution must submit the application to the Board of Regents. Applications submitted by individual PIs will not be accepted. Applications must be submitted to the Board of Regents at least thirty (30) days prior to the applicant's anticipated date of travel in order to be reviewed before travel occurs. The applicant will be notified within those thirty days as to whether his/her application was approved. Applications for travel in the month submitted will not be processed; travel must occur within six months of the award date. Requests for travel reimbursement must be submitted within 30 days of completion of the travel; vouchers received more than 30 days after completion of the travel will not be honored.

D.3 Electronic Submission

Applications may be e-mailed to osp@laregents.org in a portable document format (pdf). The application and signed letters of support must be included within one pdf file. An e-mail acknowledging receipt of the application will be sent to the authorized institutional representative of the applicant's institution.

E. Evaluation

E.1 Application Submission

Proposals to the TGEF program will be accepted throughout the year until such time as the program funds have been expended. Applicants may only submit one TGEF application per calendar year. All applications will be reviewed and applicants will be notified within approximately thirty (30) days as to whether their application has been approved.

E.2 Post-award

The objective of the TGEF program is to increase the competitiveness of Louisiana's emerging S&E faculty researchers. To document successes and justify continuing support for the program, participants are polled approximately one year after the completion of their travel to determine if the investment generated positive results. One stipulation of funding is that all program participants respond to a short questionnaire seeking information on the status of their research program: 1) in the case of support for travel to visit a program officer at a funding agency, the name and status of any proposals submitted; and 2) in the case of support for travel to a regional, national or international meeting, the name of the presentation and list of outcomes, for example, publication(s) and/or collaboration(s) that resulted. Submission of an application and acceptance of an award commits the individual awardee and awardee's institution to fully comply with this requirement. Once this information is provided, the awardee's TGEF file will be closed.

F. Award Conditions

F.1 Change Requires Approval

Any change in travel plans, such as substituting an agency and/or officer other than the one specified in the original travel plan, must receive prior written approval from the Board of Regents' Associate Commissioner for Sponsored Programs Research and Development/LA EPSCoR Project Director or his/her designated representative. Unauthorized changes will, without exception, be deemed in violation of the conditions of the award and nullify the agreement.

F.2 Travel Reimbursement

Travel reimbursement requests *must* be submitted to the Board of Regents (Attn: TGEF Program) within 30 days of completion of travel; *funds that are not claimed within 30 days will revert to the pool of money available for the TGEF Program.*

Awardees must submit a Travel Expense Account Form along with the originals of all travel receipts/documents as required for normal state-supported travel. They will be reimbursed for expenses that qualify under the State travel regulations (Policy and Procedures Memorandum #49). Expenses in excess of the award amount and/or expenses that are not in accordance with State travel regulations, even if less than the allotted limit, are the responsibility of the traveler. The funds will be released upon receipt of a completed Travel Expense Account Form and a final report as specified in **Section G** of this RFA.

Reimbursement for airfare not booked through the state contracted travel agency will not be honored unless written approval is obtained from the Board of Regents *prior* to the applicant's travel. Written approval from the Board of Regents is also required prior to departure for the rental of vehicles. Such approval may be given when it is shown that vehicle rental is the only or most economical means by which the purposes of the trip can be accomplished.

NOTE: Awardees traveling prior to or during the month of June must submit expenses for reimbursement on or before July 15, 2005, due to fiscal year closure requirements.

G. Reporting Requirements

G.1 Travel Outcome

In order to be reimbursed for travel expenses, an awardee must submit a final report (200 words or less) documenting the outcome of the travel. Awardees who met with a funding agency program officer(s) must include an outline for a planned proposal submission to that or a substitute agency if this was an outcome of the travel. Awardees invited to make a presentation must include a summary of the presentation and a copy of the conference program.

G.2 Post Award

All program participants are also required to respond to a short questionnaire (**Attachment C**) from the Board of Regents approximately one year after completion of the travel. (See Section E.2)

H. Additional Information

Please direct questions to: **Ms. Rachel Patterson**
Board of Regents Office of Sponsored Programs
P.O. Box 3677
Baton Rouge, LA 70821-3677
225-342-4253 (Phone)
225-342-3371 (Fax)
patterson@laregents.org

I. Attachments

- A. Application Form**
- B. Evaluation Form**
- C. Follow-up Questionnaire**

(B) Presentation Title: _____

Conference name, date, where held: _____

Describe any outcomes of your presentation:

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Suggestions for changing/improving the TGEF program: _____

Additional Comments: _____
