

PRELIMINARY PLANNING GRANTS FOR MAJOR INITIATIVES

Request for Proposals number 2005-PPG

DEADLINE DATES:

Last day for questions and answers about the RFP: February 3, 2006

Proposals due: February 10, 2006



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

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I. PROGRAM DESCRIPTION

I.A. OVERVIEW

The Board of Regents (BoR) solicits proposals to support the preparation of grant applications to federally-funded large-scale research and/or education programs. Funding for the Preliminary Planning Grants for Major Initiatives program is available under Louisiana's NSF EPSCoR (Experimental Program to Stimulate Competitive Research) award. The program will be administered through the Board's Office of Sponsored Programs and will operate under the auspices of the State's EPSCoR Committee.

I.B. OBJECTIVES

The Preliminary Planning Grants for Major Initiatives Program is designed to provide assistance to teams of researchers who are in the process of developing a proposal (or pre-proposal, if required) to a federal funding agency for a large-scale research and/or education program. Applicants may seek support under this RFP only for the preparation of proposals to federal competitions that meet the following criteria:

- 1) The resulting award will establish a multidisciplinary research and/or education project;
- 2) Total federal funding for the project must be at least \$1 million.

Recipients of Planning Grants will be expected to submit a pre-proposal or full proposal to a federal funding agency during the period of the award, generally within one year. The Planning Grant is **not** intended to support research to generate preliminary data.

Out-of-state reviewers will evaluate the proposals and develop funding recommendations. Final funding approval is at the discretion of the Board of Regents.

I.C. FINANCIAL CONSIDERATIONS

It is expected that several awards of up to \$10,000 each will be made under this competition, subject to the availability of funds. Funds awarded are to be used for activities in direct support of work required for the development and preparation of a proposal to a federal funding agency, including, but not limited to, such uses as travel associated with proposal development, workshops, etc.

Although institutional cost sharing is not required, as with all LA EPSCoR programs, the commitment of an appropriate level of institutional or private sector support to ensure success of the proposed project is expected. Matching commitments pledged in the proposal must be honored in the event that the proposal is funded.

I.D. INDIRECT COST RATE

Indirect charges are not allowed under this program.

I.E. TIMETABLE

February 3, 2006	Last day to answer questions concerning this RFP
February 10, 2006	Proposals due at the BoR
May, 2006	Anticipated start date

I.F. DEADLINE FOR SUBMISSION OF PROPOSALS

The **deadline** for receipt of proposals on the BoR server at osp@laregents.org is **3:30 p.m. Friday, February 10, 2006**. Failure to meet this deadline will invalidate the submission. Proposals must be submitted electronically by the lead institution's authorized representative; the BoR will not accept hard copy submissions.

II. PROPOSAL SUBMISSION AND FORMAT REQUIREMENTS

II.A. GENERAL REQUIREMENTS

The applicant is responsible for any misunderstandings that occur because of incorrect proposal assembly and electronic submission to the BoR. As noted above in Section I.F, all proposals must be submitted electronically to the BoR server on or before the announced deadline.

II.A.1. Number of Proposals

A principal investigator may submit only one proposal in response to this RFP; however, he/she may be a Co-PI on additional proposals. Individuals who are not employed by an eligible Louisiana institution of higher education (e.g., out-of-state scholars, scientists, engineers or employees of industry) may serve as consultants on proposals; they may not be listed as principal or other investigators.

II.A.2. Electronic Submission

Proposals must be e-mailed to osp@laregents.org in portable document format (pdf). **The proposal must be submitted to the Board of Regents by the lead institution's authorized representative. Proposals submitted by individual PIs will not be accepted.** An e-mail acknowledging receipt of the proposal will be sent to the authorized institutional representative of the lead institution.

II.A.3. Format requirements

All sections of the proposal must be formatted to a standard 8-1/2" x 11" page and have 1-inch top, bottom and side margins. Type height should be no smaller than 12 point; type density should be no more than 12 characters per inch; line spacing should be no more than five lines within a vertical space of one inch.

II.B. PROPOSAL FORMAT

The proposal must contain the following elements, in the order presented here:

II.B.1. Cover Sheet – Use cover sheet provided

II.B.2. Prospective Reviewers – Use BoR Form 1001Rev

Applicant must provide the names and complete contact information for at least three prospective reviewers. Reviewers cannot 1) have been a Louisiana faculty member during the previous five years; 2) have collaborated on a publication, funded project, or as a paid consultant with the applicant during the past five years; or 3) have supervised the master's thesis, doctoral candidacy, or post-doctoral work of the applicant.

II.B.3. Summary – Use BoR Form 1001S

The summary, written in terms that are understandable to a scientifically or technically literate lay reader, must not exceed 200 words.

II.B.4. Project Description

The Project Description, not to exceed five (5) pages, including text as well as visual materials, should describe: (1) The federal program(s) to which a proposal will be submitted, including the federal agency's dates/timelines for submission; (2) the structure of the proposed project and its R&D/S&T/Education mission; (3) the proposed activities to be undertaken in preparation of the proposal to the federal funding agency; and (4) a timetable and milestones for proposal preparation. The pages comprising the Project Description should be consecutively numbered.

II.B.5. References Cited

Not to exceed one (1) page, which should be titled "References" at the top.

II.B.6. Biographical Sketches – Use BoR Form 1001Bio

Biographical Sketches of the Principal Investigator (PI) and Co-PI(s) are required and must not exceed two (2) pages each.

II.B.7. Budget and Budget Narrative – Use BoR Budget Form 1001B

A Summary Budget covering the 12-month award period is required. A one-page budget justification must be included. Total funds requested cannot exceed \$20,000.

Note 1: All matching funds for which the PI has received a commitment from an external source as cited in the text of the application must be listed on the budget page and explained in the budget justification.

Note 2: No EPSCoR funds may be used for indirect costs. Travel must be reimbursed according to Louisiana travel regulations as stated in PPM 49. Other allowable costs under BoR Support Fund and NSF or other federal funding agency guidelines are acceptable.

II.B.8. Current and Pending Support – Use BoR Form 1001CP
Current and Pending Support for PI and Co-PIs.

II.B.9. Facilities, Equipment, and Other Resources – Use BoR Form 1001F
Not to exceed one (1) page.

II.B.10. Letters of Support

III. QUESTIONS ABOUT THIS RFP

Specific questions concerning this RFP and the requirements set forth herein should be directed **in writing** to Mr. Jim Gershey, Executive Director of Special Programs, by fax at (225) 342-3371 or by sending a message to [gershey@laregents.org](mailto:gershhey@laregents.org). Questions will be accepted and answered through **February 3, 2006**. A running compilation of all questions asked about this RFP and all answers provided in response to those questions will be periodically posted on the BoR website at <http://laregents.org>.

COVER SHEET FOR PROPOSAL TO THE BOARD OF REGENTS

FOR CONSIDERATION BY BoR ORGANIZATION UNITS(S) Sponsored Programs – EPSCoR		(FOR BoR USE ONLY) <hr/> BoR PROPOSAL NUMBER	
PROGRAM ANNOUNCEMENT/SOLICITATION NO./CLOSING DATE Preliminary Planning Grants for Major Initiatives: RFP 2005-PPG			
NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE:		ADDRESS OF ORGANIZATION, INCLUDING ZIP CODE:	
PI/PD DEPARTMENT		PI/PD POSTAL ADDRESS	
TITLE OF PROPOSED PROJECT:			
REQUESTED AMOUNT \$	PROPOSED DURATION 12 months		
FEDERAL AGENCY(S) AND PROGRAM(S) TO WHICH PROPOSAL RESULTING FROM THIS AWARD WILL BE SUBMITTED, INCLUDING TENTATIVE SUBMISSION DATES (REQUIRED) :			
NAMES (TYPED)	Highest Degree/ year attained	Telephone Number/ Fax Number	Electronic Mail Address
PRINCIPAL INVESTIGATOR			
CO-PI			
CO-PI			
CO-PI			

PROSPECTIVE REVIEWERS (Form 1001Rev)

Identify the general field of your proposal and add as many more specific subfields within that field, as necessary, until you have identified the subfield as narrowly as you can. This information may be used in identifying reviewers for your proposals.

Provide names, titles, mailing addresses, telephone numbers, and e-mail addresses for at least three out-of-state scholars in the specific field of your proposal who are qualified to evaluate your proposal and/or who can recommend other individuals who are qualified to evaluate your proposal. Great care should be taken to identify prospective reviewers who do not have conflicts of interest with the applicant, as might occur with former research collaborators, students, or major professors.

Reviewers cannot 1) have been a Louisiana faculty member during the previous five years; 2) have collaborated on a publication, funded project, or as a paid consultant with the applicant during the past five years; or 3) have supervised the master's thesis, doctoral candidacy, or post-doctoral work of the applicant.

In addition, although the Board cannot guarantee that certain reviewers will not be used, if the applicant believes certain individuals should not be asked to evaluate the proposal, their names, affiliations, and a brief explanation of the potential conflict must be provided. Attach additional pages as necessary to ensure that all required information is in legible form.

<u>Name/Title (typed)</u>	<u>Mailing Address and Email Address</u>	<u>Telephone #</u>

PROJECT SUMMARY (Form 1001S)

The Project Summary should include a statement of objectives, methods to be employed, and the significance of the proposed activity to the advancement of knowledge or education. Avoid use of first person to complete this summary. **DO NOT EXCEED ONE PAGE.**

BIOGRAPHICAL SKETCH (Form 1001Bio)

Provide the following information for the senior personnel on the project. Begin with the Principal Investigator.
DO NOT EXCEED 2 PAGES PER PERSON.

- A. Vitae, listing professional and academic essentials and mailing address.
- B. List up to 5 publications most closely related to the proposed project and up to 5 other significant publications, including those being printing. Patents, copyrights, or software systems developed may be substituted for publications. Do not include additional lists of publications, invited lectures, etc. Only the list of up to 10 will be used in merit review.
- C. List of persons, other than those cited in the publication list, who have collaborated on a project or a book, article, report or paper within the last 48 months, including collaborators on this proposal. If there are no other collaborators, please indicate that fact.
- D. Names of graduate and post-graduate advisors and advisees.

The information in C. and D. is used to help identify potential conflicts or bias in the selection of reviewers.

BUDGET (Form 1001B)

PROJECT YEAR:						
ORGANIZATION						
LEAD INVESTIGATOR						
A. SENIOR PERSONNEL: List personnel separately. Indicate number & type of months for each. A.5-6 show total number Other in brackets.				Funds Requested	Institutional Match	Total Costs
	CAL.	ACAD.	SUMR.			
1						
2						
3						
4						
5 [] Other Senior Personnel						
6 [] Total Senior Personnel						
B. OTHER PERSONNEL (show #s)						
1 [] Post Doctoral Assoc.						
2 [] Other Professionals						
3 [] Graduate Students						
4 [] Undergraduate Students						
5 [] Secretarial/Clerical						
6 [] Other						
Total Salaries & Wages (A+B)						
C. FRINGE BENEFITS (if charged as direct costs)						
Total Salaries, Wages, & Fringe (A+B+C)						
D. PERMANENT EQUIPMENT (List item & dollar amount for each item exceeding \$5000)						
Total Permanent Equipment						
E. TRAVEL						
1 Domestic (Incl. Canada & U. S. possessions.)						
2 Foreign						
F. PARTICIPANT SUPPORT COSTS						
1 Stipends						
2 Travel						
3 Subsistence						
4 Other						
Total Participant Costs						
G. OTHER DIRECT COSTS						
1 Materials and Supplies						
2 Publication Costs/Pages Charges						
3 Consultant Services						
4 Computer (ADPE) Services						
5 Subcontracts						
6 Other						
Total Other Direct Costs						
H. TOTAL DIRECT COSTS (A thru G)						
I. INDIRECT COSTS (Not Allowed.)						
J. TOTAL DIRECT & INDIRECT COSTS (H + I)						

CURRENT AND PENDING SUPPORT (Form 1001CP)

(From ALL sources, including Support Fund)

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

NAME OF INVESTIGATOR:

<p>Status of Support: <input type="checkbox"/> Current <input type="checkbox"/> Pending <input type="checkbox"/> Submission Planned in Near Future</p> <p>Project/Proposal Title:</p> <p>Source of Support:</p> <p>Award Amount (or Annual Rate): \$ _____ Period Covered: _____</p> <p>Location of Activity:</p> <p>Person-Months or % of Effort Committed to the Project: <input type="checkbox"/> Cal Yr <input type="checkbox"/> Acad <input type="checkbox"/> Summ</p>
<p>Status of Support: <input type="checkbox"/> Current <input type="checkbox"/> Pending <input type="checkbox"/> Submission Planned in Near Future</p> <p>Project/Proposal Title:</p> <p>Source of Support:</p> <p>Award Amount (or Annual Rate): \$ _____ Period Covered: _____</p> <p>Location of Activity:</p> <p>Person-Months or % of Effort Committed to the Project: <input type="checkbox"/> Cal Yr <input type="checkbox"/> Acad <input type="checkbox"/> Summ</p>
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FACILITIES, EQUIPMENT & OTHER RESOURCES (Form 1001F)

FACILITIES: Identify the facilities to be used at each performance site listed and, as appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Use "Other" to describe the facilities at any other performance sites listed and at sites for field studies. USE additional pages if necessary.

Laboratory:

Clinical:

Animal:

Computer:

Office:

Other: _____

MAJOR EQUIPMENT: List the most important items available for this project and, as appropriate identifying the location and pertinent capabilities of each.

OTHER RESOURCES: Provide any information describing the other resources available for the project. Identify support services such as consultant, secretarial, machine shop, and electronics shop, and the extent to which they will be available for the project. Include an explanation of any consortium/contractual arrangements with other organizations.