

**BOARD OF REGENTS SUPPORT FUND**

**Awards To Louisiana Artists and Scholars Program**

Guidelines for the Submission of Proposals

**FISCAL YEAR 2010-11**

Request for Proposals, Number 2010-10

**IMPORTANT SUBMISSION DATES:**

**Mandatory Notice of Intent: October 8, 2010, 4:30 p.m.**

**Proposal: November 21, 2010, 4:30 p.m.**

P. O. Box 3677

Baton Rouge, Louisiana 70821-3677

(225) 342-4253

## REQUEST FOR PROPOSALS, NUMBER 2010-10

### Important Notices

#### 1. **Inquiries about this RFP**

In accordance with R.S. 39:1503, written and oral inquiries about this request for proposals (RFP) will be accepted until 4:30 p.m., October 1, 2010, or until 4:30 p.m. of the first working day following this date. No inquiry will be accepted--whether written or oral--after that date to ensure that all interested parties receive the same information.

#### 2. **Suggestions for Improvements in this RFP**

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

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

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

#### 4. **Availability of the RFP on the Internet**

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

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**AWARDS TO LOUISIANA ARTISTS AND SCHOLARS  
REQUEST FOR PROPOSALS, FY 2010-11**

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

**B. PURPOSES OF THE BOARD OF REGENTS SUPPORT FUND**

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

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

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

Reflecting these Constitutional mandates, the Board's "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:

- A. the potential for the award to enhance the overall quality of higher education in Louisiana; and
- B. the potential for the award to enhance the economic development of the State.

**C. PROGRAM ADMINISTRATOR; QUESTIONS ABOUT THIS RFP**

Specific questions concerning this RFP and the requirements set forth herein should be directed Ms. Carrie Robison, ATLAS Program Manager, via e-mail at [carrie.roider@la.gov](mailto:carrie.roider@la.gov) or via phone at (225) 342-4253. In compliance with R. S. 39:1503, questions will be accepted and answered until October 1, 2010 (or until 4:30 p.m. of the first working day following this date). As soon as possible after that date, all questions asked about this RFP and all answers provided in response to these questions will be transcribed and posted on the Board of Regents Sponsored Programs website (<http://laregents.org>). No inquiries, whether oral or written, will be accepted after the deadline date to ensure that all interested parties receive the same information.

**II. THE AWARDS TO LOUISIANA ARTISTS AND SCHOLARS PROGRAM**

**A. OBJECTIVES**

The Awards to Louisiana Artists and Scholars (ATLAS) program provides support for major scholarly and artistic productions with potential to have a broad impact on a regional and/or national level. These activities will contribute

to the Support Fund's comprehensive objective of strengthening the educational, artistic, and research bases of Louisiana institutions. The proposed activities should enable the applicant to seek publication and/or presentation of the supported work within a limited period of time.

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

#### **B. ELIGIBILITY CONSIDERATIONS AND REQUIREMENTS**

1. **ELIGIBLE FACULTY:** The ATLAS program is available to Louisiana faculty members who can demonstrate outstanding creative ability and/or a strong capacity for productive scholarship and show exceptional promise for future accomplishment in an eligible discipline. Only individuals affiliated with an eligible Louisiana institution of higher education may apply.
2. **ELIGIBLE INSTITUTIONS:** The Board's Policy for Administration stipulates that all Louisiana public institutions of higher education and those independent institutions of higher education which are members of the Louisiana Association of Independent Colleges and Universities are eligible to compete in Support Fund programs.
3. **ELIGIBLE ACTIVITIES:** The Board will support activities related to the completion of an important artistic or scholarly work. The emphasis of this program is on the completion of substantive works, such as major fine art exhibitions, significant works of fiction, poetry, film, and drama, and scholarly monographs. Under unique circumstances and with strong justification, projects leading to the publication of substantial journal articles will be considered. ATLAS does not provide support for early-stage research or data-gathering, or for completion of minor creative or scholarly projects.

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

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

#### **C. MONETARY LIMITATIONS**

Applicants may seek not more than \$50,000 over a one-year period. Under special circumstances, proposals from multiple eligible faculty members completing a single cohesive project may request support of not more than \$50,000 per faculty member. For all projects, the academic-year salary request may not exceed 50% of the applicant's academic-year salary and fringe benefits, and leave equivalent to the salary requested must be guaranteed by the institution for all projects requesting salary support from the Board (see RFP Section V.B.7.d). Summer salary support may be requested provided institutional matching requirements are met and such support is demonstrated to be part of a faculty member's allowed percentage for summer salary. Summer support may not be requested for twelve-month employees. Applicants may request funds for expenses, including student assistants, publication costs, research travel, and equipment. In addition, funds may be requested for travel related to presentations of ATLAS-funded work and for out-of-state consultants to travel to Louisiana to assist in project work. Applicants should be aware, however, that requests for such items are subject to close scrutiny by review panels and may be reduced or eliminated. All such requests should, therefore, be strongly justified in terms of the project's specific requirements.

#### **D. PROJECT DURATION**

No applicant may seek more than one year of support through the ATLAS program.

#### **E. FUNDS AVAILABLE**

The FY 2010-11 Support Fund plan and budget allocates \$500,000 to fund new awards in the ATLAS program. The Support Fund, however, has in recent years been receiving substantially less income than projections indicated; thus the actual amount available for new awards in ATLAS may be reduced.

#### **F. COST SHARING AND MATCHING COMMITMENTS**

The submitting institution shall provide the applicant with some reduction of work with full pay during the award year. In addition, the submitting institution is required to match on a 1:1 basis any request for salary support from the ATLAS program. For all leave with pay provided by the submitting institution, if the institution permits this leave to be provided as institutional match, this must be documented on the proposal's budget page.

Any request for salary support from the Board of Regents Support Fund must be accompanied by a guarantee of release time from the institution equivalent to the salary period to be paid by the Board. If the submitting institution permits leave to be provided as institutional match, this must be documented on the proposal's budget page. A letter from appropriate institutional authorities detailing and guaranteeing any faculty release or leave must accompany the proposal. The proposal should indicate how the total amount of release time from all sources will be sufficient for the applicant to complete the work for which support is requested.

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

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

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

Appropriate signatures on the cover page of the proposal are considered a guarantee that no conflict of interest exists and that the proposal: (1) has been reviewed and approved for submission to the Board by all appropriate institutional officials who regularly are required to review proposals submitted for external review, including the submitting organization's authorized fiscal officer; (2) has met the program's objectives and eligibility requirements as described in this RFP; (3) is in the format required by the Board; and (4) where appropriate, has been reviewed by officials within the system to ensure that the proposal does not duplicate research currently or formerly funded on a member campus.

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

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

1. Subject-Area Reviews

Several review panels, representing broad disciplinary categories in which proposals are submitted, evaluate groups of proposals submitted in their disciplines and provide a report and recommendations for funding to the final panel for consideration.

2. Final Panel Evaluation

A team of out-of-state experts prepares a report which ranks all proposals submitted for consideration. In arriving at its conclusions, this panel considers the program's objectives and guidelines, comments and recommendations from the first review stage, and any additional pertinent written comments. The final panel may suggest budgetary revisions as it deems necessary and appropriate, taking into consideration recommendations of subject-area reviewers.

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

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

**J. DEBRIEFING**

Copies of evaluation materials submitted by reviewers will be mailed to unsuccessful applicants in July 2011.

**K. TIMETABLE**

Contingent upon Board and Legislative action, the following schedule for submission, assessment, and approval of grants through the ATLAS program will apply for FY 2010-11. If any of the following dates fall on a Saturday, Sunday, or holiday, the deadline(s) will be extended to 4:30 p.m. of the next working weekday:

October 1, 2010	Last day that potential applicants may ask questions about the RFP
October 8, 2010	Notice of Intent due
November 21, 2010, 4:30 p.m.	Deadline for receipt of proposals in the Board's office
November 2010 - March 2011	Proposals transmitted to and reviewed by out-of-state experts
April 2011	Reports and recommendations of out-of-state experts forwarded to institutions
April 2011	Final action by the Board; award letter forwarded to institutions
May - June 2011	Contracts negotiated and executed
July 2011	Dissemination of debriefing information to unsuccessful applicants

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

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

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

Applicants unsuccessful in previous competitions are encouraged to resubmit proposals. All applicants should note, however, that submission of a research proposal in a previous funding cycle does not relieve the applicant of the requirements set forth in this RFP of submitting a notice of intent and full proposal in the current cycle if he/she wants the same or a similar proposal to be considered for funding. This rule holds true regardless of whether the proposal was among those that were considered meritorious and were recommended for funding by a peer review panel. Additionally, the fact that a proposal was recommended for funding in a previous year is not an indication that the proposal will automatically be funded in another funding cycle.

Requests for continuation of projects funded in a previous competition will not be accepted. This includes requests for continuation of research projects in the social sciences previously funded through the BoRSF Research Competitiveness Subprogram (RCS).

### III. PROCEDURE AND DEADLINE FOR SUBMISSION OF NOTICES OF INTENT

Before a full proposal will be accepted, the applicant must first submit an original and four copies of the completed notice of intent form for each potential proposal. (See Appendix B for Support Fund Form 3-ATLAS, “Notice of Intent.”) This document will provide preliminary information about the project, including the title, investigator, amount requested, and a brief project summary. Forward originals and copies of notices of intent to:

U.S. Mail	UPS, Federal Express, Hand-Delivery
Associate Commissioner for Sponsored Programs Administration Board of Regents P. O. Box 3677 Baton Rouge LA 70821-3677	Associate Commissioner for Sponsored Programs Administration Board of Regents 1201 North Third Street Suite 6-200 Baton Rouge LA 70802

This form must be in the Board of Regents' office (not simply postmarked) by 4:30 p.m., October 8, 2010. If any specified due dates fall on a Saturday, Sunday, or holiday, the deadline(s) will be extended to 4:30 p.m. of the next working weekday.

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

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

Full proposals must be submitted to Mr. Wallin at the address listed. Complete proposals must be in the Board's office (not simply postmarked) by 4:30 p.m. on November 21, 2010. If the applicant wants assurance that his/her proposal was received, a self-addressed, stamped postcard must be included with the proposal.

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

### V. PROPOSAL REQUIREMENTS AND FORMAT

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

#### A. GENERAL REQUIREMENTS AND STIPULATIONS

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

1. LIMITATION ON NUMBER OF PROGRAM PROPOSALS THAT MAY BE SUBMITTED: An applicant may submit a maximum of one proposal per competition to the ATLAS program.



2. NUMBER OF COPIES REQUIRED: An original (with original signatures and supporting material) and eight (8) copies of the proposal and supporting material, including the prospectus and example of work, are required.
3. ADDENDA SUBMITTED BEFORE OR AFTER RECEIPT OF PROPOSAL: Proposals submitted to the Board must be complete upon submission. No addenda, corrections, or revisions will be accepted after receipt of the proposal.
4. GENERAL FORMAT STIPULATIONS: All sections of the proposal must be typed single-spaced 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 point. The signed original and all copies should be printed only on one side of each sheet. The cover page must be the first page of the application.
5. GUIDELINES FOR IDENTIFYING, LABELING AND CERTIFYING THE CONFIDENTIAL NATURE OF INFORMATION CONTAINED IN PROPOSALS: Without assuming any liability for inadvertent disclosure and except for the purposes of evaluation, the Board of Regents will limit dissemination of, or access to, information certified to be of confidential or proprietary nature which falls into a category described by R.S. 44:4(16), as long as the following conditions and assurances have been met and guidelines have been followed:
  - a. The information to be protected must accompany the full proposal but must be separately assembled, and each page of the information to be protected must be clearly and conspicuously identified and marked as confidential. Revisions, amendments, and addenda will not be accepted after the proposal and the packet of information to be protected have been submitted to the Board.
  - b. A letter must be attached to the packet of information to be protected which:
    - i. Briefly explains and certifies the need for confidentiality;
    - ii. Contains complete identification and mailing addresses of all entities (faculty or staff members, private or public concerns) which have a right to, or ownership of, the confidential information;
    - iii. In the case of public institutions of higher education, provides assurance that this request is in accordance with the rules and regulations adopted by the institution's management board with respect to R.S. 44:4(16); and
    - iv. Is signed by all entities identified in VI.A.5.b.ii.
  - c. The packet of information and the letter described in VI.A.5.a and VI.A.5.b must be reviewed by the chief administrator of the applicant's university or his/her designee, and he/she must certify in writing that the information is of a confidential or proprietary nature which falls into a category described by R.S. 44:4(16). This signed certification must accompany the packet of information to be protected and must be submitted simultaneously with the proposal.

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

## B. SPECIFIC REQUIREMENTS AND FORMAT

1. COVER PAGE: The required cover page format is enclosed in Appendix B (Form 1-ATLAS). Each item on the cover page must be completed. The cover page MUST appear on the top (first page) of the application.
2. NARRATIVE ACCOUNT OF CAREER: Describe in narrative format relevant professional accomplishments, including prizes, honors, and significant grants or fellowships held. Provide grantor agencies and inclusive dates for each award or fellowship. This section should not exceed two (2) pages in length.
3. CONTEXT FOR PROJECT AND WORK PLAN: Describe the scholarly or artistic context for the planned work, the audience(s) for whom it is intended, and the project's potential significance both within its field of study or art practice and to broader lay audiences. Provide a detailed, but concise, account of the current stage of the project, additional work needed to bring it to completion, and a schedule of work for the award period requested. Indicate plans for publicly presenting project results: a book, journal articles, a CD/DVD, performances, gallery shows, online presentation, etc. This section should not exceed three (3) pages in length. Any works cited in this section should be referenced in footnotes, which must contain full bibliographic citations.
4. PROJECT GOALS AND EVALUATION
  - a. **Goals and Objectives**  
Provide a brief statement indicating the goal(s) of your project.
  - b. **Performance Measures**  
Indicate how the Board of Regents or another entity can determine whether your project has been a success and the degree to which it has achieved its goals.
5. LIST OF PRODUCTIONS OR PUBLICATIONS: A list of completed works should be provided, as appropriate to the applicant's discipline. There is no page limit, but the list should be concise and relevant to the project. All entries should be listed chronologically, beginning with the most recent. The following information should be included for each entry, depending on the type of materials referenced:
  - \* Publications (scholars, scientists, creative writers): full and exact bibliographic references
  - \* Exhibitions (installation artists): title (if applicable), dates, venue(s), and a list of works
  - \* Performances (performance artists): title, date and venue first performed, list of performers at debut, and video/audio recording(s)
  - \* Compositions (composers, arrangers): title, date(s) published and/or first performed, lists of performers at debut, and recording(s)
  - \* Films or videos (filmmakers): titles, dates of completion and dates of major public showings
6. PROSPECTUS AND EXAMPLE OF WORK: Applicants must submit a substantial example of the work in progress for which funding is sought, as well as a prospectus and/or chapter list describing the completed work as planned. Examples of work should be appropriate to the applicant's project, as follows:
  - \* Scholars and scientists: Full chapter or other significant writing sample directly related to the work for which support is requested and a prospectus and/or chapter outline for the completed work
  - \* Visual artists: Portfolio presented as a DVD/CD, slides, and/or photographs of works completed/in progress that are relevant to the project. All submissions must be in a format readily accessible to professionals in the field of specialty
  - \* Composers: Portfolio presenting partial score(s) written work and/or, if available, recordings relevant to the project

\* Performance Artists, Musicians, and Filmmakers: CDs, DVDs, and/or videotapes containing a representative sample of the work in progress and/or script excerpts

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

No appendices may be submitted with the proposal.

7. BUDGET AND BUDGET NARRATIVE: (Also see Section II.F of the RFP which details the matching commitment requirements.)

**a. Format**

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

In addition, the submitting institution must attach a formal letter providing a guarantee that the principal investigator(s) will receive some reduction of work with full pay should the project be recommended for funding. (See Section II.F of the RFP, which details the matching requirements.)

**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, 2011, and the termination date may be no later than June 30, 2012.

No-cost extensions may be requested to complete project activities per Louisiana R.S. 1514. This statute specifies that contracts or amendments to existing contracts issued to institutions of higher education under the authority of the Board of Regents to award grants for educational purposes with funds available from the Louisiana Quality Education Support Fund, the Louisiana Fund, and the Health Excellence Fund may be entered into for periods of not more than six years. However, such contracts may be extended beyond the six year limit up to an additional two year period provided no additional costs are incurred.

Extensions to ATLAS projects are limited to one (1) year.

**c. Disallowed Budgetary Items**

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

Support Fund money may not be used to pay indirect costs. Institutions may include indirect costs as part of matching commitments. Indirect costs should be calculated using the submitting institution's negotiated federal rate.

The scope of the ATLAS program also does not permit: (1) purchase of office furniture or routine office equipment (e.g., fax machines); (2) construction of facilities; (3)

maintenance of equipment, whether existing or purchased through the Support Fund; (4) routine renovation, expansion in size, or upgrading of facilities; (5) the payment of faculty from the submitting university to train other faculty at the same university, or faculty at other universities who are a part of an inter-institutional project; or (6) the payment of honoraria to faculty and staff at Louisiana institutions, whether they are involved in or external to the proposal. These expenditures (i.e., paying honoraria to faculty) are not allowable; the faculty time in question should either be provided as part of the institutional match or donated by the faculty concerned.

Support may not be requested for shortfalls or deficits in budgets, scholarships or tuition, augmentation of salaries of individuals employed by the submitting institution, or unspecified contingencies. Finally, funds may not be requested for those proposed centers or institutes requiring Board approval prior to establishment which have not yet been approved by the Board of Regents.

Potential applicants should note that funds may be requested for foreign and domestic travel. If the project is funded, however, permission for foreign travel must be obtained from the Division of Administration, as stipulated in the Louisiana Travel Guide (PPM 49). State regulations, including rates for all travel costs, are also in force for domestic travel, though permission to travel is not required. The budget justification should detail all travel expenditures requested.

Discounts received for equipment purchases are not eligible as part of the institutional match.

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

All costs for telephone, faxing, e-mail, telegraph, and postage are disallowed. Costs of printing project status and/or fiscal reports for the Board of Regents are disallowed.

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

Principal Investigator(s) may request partial salary support at an annual amount not to exceed one-half ( $\frac{1}{2}$ ) academic-year salary plus one-half ( $\frac{1}{2}$ ) of summer salary. Requests for salary support are to be based on the investigator's regular compensation for the continuous period which, under the policy of the institution concerned, constitutes the basis of the investigator's salary. Submitting institutions are required to match on a 1:1 basis all salary requests from the ATLAS program.

Principal Investigator(s) may request summer salary support provided institutional matching requirements are met. The proposal should indicate how the total amount of release time from all sources will be sufficient for the applicant to complete the work for which support is requested.

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

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

**e. Support for Graduate Students**

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

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

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

Applicants may request funds for expenses, including student assistants, publication costs, travel, and equipment. All items requested must be necessary for the completion of the project as proposed and strongly justified. The budget justification should include detailed descriptions of all support requested. For equipment, makes and model numbers should be provided when available. All travel requests must adhere to State regulations and travel-related expenses must be charged at State rates set forth in the Louisiana Travel Guide (PPM 49). Travel charges must be detailed in the proposal, and the budget justification should include breakdowns of actual costs, when known, or provide estimates for and explanations of all charges, including transportation costs, lodging, meals, and additional expenses. Lump-sum requests for travel funds should not be presented without detailed explanation.

8. OPTIONAL ALTERNATIVE PLAN FOR SMALL AWARD: In past competitions, several ATLAS projects have been recommended for funding though no monies were available to support them. To address this issue, the final panel may elect to provide worthy proposals with smaller awards of \$3,000 - \$5,000 to support a limited work plan if sufficient funds are not available to provide full support. If interested in doing so, applicants may provide a brief work plan indicating how a smaller award might assist in advancing the proposed project. Eligible costs and budgetary restrictions set forth in this RFP will remain in place for smaller awards. Should a project be recommended for a smaller award, reductions in institutional matching commitments will be negotiated when contracts are executed. This section should not exceed one (1) page in length.
9. GUARANTEE OF FACULTY LEAVE: (See also Section II.F. of the RFP which details the matching requirement.) A formal letter signed by an authorized institutional representative indicating course load reductions and/or leave with pay committed by the institution in support of the project must be submitted with the proposal. The leave with pay provided by the institution shall be commensurate with salary support requested from ATLAS and provided as match.

## **APPENDIX A**

### **TAXONOMY OF DISCIPLINES**

## APPENDIX A

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

#### NATURAL SCIENCES - BIOLOGICAL

##### Agriculture

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

##### Biological Sciences

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

#### NATURAL SCIENCES -BIOLOGICAL (CONTINUED)

##### Health and Medical Sciences

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

#### NATURAL SCIENCES - PHYSICAL

##### Chemistry

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

##### Physics and Astronomy

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

NATURAL SCIENCES - COMPUTATIONAL

Computer and Information Sciences

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

Mathematical Sciences

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

NATURAL SCIENCES - EARTH/ENVIRONMENTAL

Earth, Atmospheric, and Marine Sciences

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

ENGINEERING - A

Engineering - Chemical

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

Engineering - Civil

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

ENGINEERING - A (CONTINUED)

Engineering - Electrical and Electronics

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

ENGINEERING - B

Engineering - Industrial

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

Engineering - Materials

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

Engineering - Mechanical

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

Engineering - Other

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



## SOCIAL SCIENCES

### Anthropology and Archaeology

- 1701 Anthropology
- 1702 Archaeology

### Economics

- 1801 Economics
- 1802 Econometrics

### Law (5102)

### Political Science

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

### Psychology

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

### Sociology and Social Work

- 2101 Demography
- 2102 Sociology
- 5001 Social Work

### Social Sciences - Other

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

## 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 (including Industrial)
- 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

(2010)

## **APPENDIX B**

Forms have been posted on the website ([http://laregents.org.under RFPs. Policies and Forms](http://laregents.org.underRFPs.PoliciesandForms)) as a separate document for your convenience in downloading.

## **APPENDIX C**

### **CRITERIA FOR REVIEW**

## Merit Review Criteria for ATLAS Projects

**Instructions:** Evaluators are asked to consider the following criteria in assessing applications and should provide commentary useful to additional reviewers and to the Board as final funding determinations are made, as well as to the applicant. After funding decisions are finalized, all applicants will receive reviewer comments as part of the debriefing process. The Board of Regents assures anonymity for all reviewers. If necessary, reviewers may submit additional pages of commentary.

**Criterion 1:** The significance of the project to its current field of study or art practice and its interest for broader academic and/or lay audiences

**Criterion 2:** The strength of the proposal's argument for the conceptualization, definition, and organization of the project

**Criterion 3:** The quality of the applicant's previous work and/or promise of quality based on the applicant's preparations for the current project

**Criterion 4:** The feasibility of the proposed plan of work and likelihood that the applicant will complete the project

**Recommendation for Funding:** Please indicate how strongly you would recommend this project for funding by the Board of Regents. If you believe that the project should be funded, please also provide an analysis of the budget request. If cuts to the requested budget are suggested, indicate the line item(s) to be cut and provide a total recommended funding amount.