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May 10, 2010

MEMORANDUM

TO: Directors of Offices of Research

FROM: John Wallin
Associate Commissioner for Sponsored Programs Administration

RE: (A) Important Notice Regarding Funding Status of Approved Proposals
(B) Dissemination of Memoranda to Principal Investigators at Your Institution Whose Research and/or Enhancement Proposals Have Been Recommended for Funding by Out-of-State Experts with FY 2009-10 Board of Regents Support Fund Appropriations – **PLEASE NOTE ATTACHMENTS I AND II**
(C) **CORRECTED DEADLINE: JUNE 4, 2010**
(D) Post-Award Reporting Requirements

A. IMPORTANT NOTICE REGARDING FUNDING STATUS OF APPROVED PROPOSALS

One or more proposals submitted by faculty from your institution for funding consideration under the Board of Regents Support Fund Enhancement and/or R&D Programs was approved for funding by the Board of Regents at its meeting of April 22, 2010. Although we have not received final notice from the Treasurer's Office as to the amount of money available for new projects in FY 2009-10, the end of the fiscal year is near, and the staff must begin immediately to solicit required materials for **POTENTIAL** contracts for all approved Enhancement, Research Competitiveness Subprogram (RCS), Industrial Ties Research Subprogram (ITRS), and ATLAS proposals. **This solicitation for materials is not a guarantee of funding.** If any faculty member at your institution would prefer **not** to undertake the work that will be required to execute a **POTENTIAL** contract for his/her project in the absence of final notice from the Treasurer's Office, you should let me know immediately upon receipt of this letter and no later than **Friday, May 14, 2010**. In that event, any Support Fund money recommended for this proposal would be awarded in accordance with the Board's general funding contingencies for awarding funds declined by other applicants.

B. DISSEMINATION OF MEMORANDA TO PRINCIPAL INVESTIGATORS

Enclosed are sets of materials concerning requirements for **potential** contracts, with stipulations, which we suggest be delivered immediately to the faculty member(s) at your institution whose projects have been recommended for funding with FY 2009-10 Board of Regents Support Fund appropriations.

To assist you in sorting through and understanding the enclosed material, you should be aware that different sets of materials are enclosed for R&D and Enhancement. You will find enclosed the contracts which will identify each principal investigator on your campus to receive a contract, including contract stipulation pages which contain specific stipulations of the final panel of out-of-state experts with respect to the funding of each project, and the information and instructions which we are asking you to disseminate to each individual principal investigator along with their contract/stipulation page. **Attachment I** contains the information and instructions which should be disseminated to all potential Enhancement principal investigators. **Attachment II** contains the information and instructions which should be disseminated to all potential Research and Development (RCS, ITRS and ATLAS) principal investigators. The required forms (assurance forms, principal investigator information sheets, budget pages, etc.) that must accompany each R&D contract can be downloaded from the Sponsored Programs website at www.laregents.org – go to the Forms Section and go to the 2009-10 Forms category. See Attachment I for instructions for the Enhancement forms. (Questions about this procedure should be directed to Mr. Karthik Poobalasubramanian, Database Programmer, at karthik@la.gov.)

Please note that the stipulations for all recommended ITRS proposals require that principal investigators submit with their contracts a long-range commercialization/ self-sufficiency activities plan for their research projects. While there is no Board-approved format for this plan, at a minimum it must: (1) begin with the first year in which the principal investigator receives Support Fund money and end no later than two years after the termination date of the contract; (2) describe how the principal investigator plans to achieve self-sufficiency (at least 50% support from industry and the remaining 50% from sources other than the Support Fund) by the end of the activities plan; and (3) include an economic analysis of the end product, as well as an analysis of the growth potential. The commercialization plan will become a part of Appendix B of the contract.

C. DEADLINE FOR RECEIPT OF CONTRACTS AND ALL SUPPLEMENTARY INFORMATION

To ensure payment of first-year funds from the FY 2009-10 budget of the Board of Regents Support Fund, **it is imperative that the completed contract, with all required supplementary documents as listed in this memorandum, be returned to arrive in our offices (addressed to my attention) no later than the date referenced on p.1 of this memorandum.** Because we must transfer all Support Fund money from our budget by June 30, 2010, if a principal investigator fails to meet this deadline we may not be able to make that particular award. Additionally, because there is little turn-around time, we need your assistance in ensuring that all contracts from your institution, as well as all required supplementary documentation, are

complete and accurate when they are submitted and that **appropriate signatures (campus and system)** have been obtained on the contracts and on all supplementary documents.

NOTE: ALL CONTRACTS ARE DUE FRIDAY, JUNE 4, 2010.

As soon as each of these contracts has been executed, we will forward a copy to your office.

Please address all contracts as follows:

U.S. MAIL (FIRST-CLASS, PRIORITY, OR EXPRESS)

Mr. John Wallin
Associate Commissioner for Sponsored Programs Administration
Louisiana Board of Regents
P. O. Box 3677
Baton Rouge, LA 70821-3677

UPS, FEDERAL EXPRESS OR DELIVERIES

Mr. John Wallin
Associate Commissioner for Sponsored Programs Administration
Louisiana Board of Regents
1201 North Third Street, Suite 6-200
Baton Rouge, LA 70802

HAND DELIVERED

Mr. John Wallin
Associate Commissioner for Sponsored Programs Administration
Louisiana Board of Regents
Claiborne Building
1201 North Third Street, Suite 6-200
Sixth Floor
Baton Rouge, LA

Directors, Offices of Research

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D. POST-AWARD REPORTING REQUIREMENTS

As you are aware, we have recently revised our entire post-award evaluation system. Principal investigators have also been provided with a Principal Investigator Information Sheet to complete and return with their contract to be used for electronic submission of post-award reports (except for reports relative to ATLAS contracts, which will not be electronically submitted.) ATLAS principal investigators, however, are still required to submit a Principal Investigator Information Sheet. For questions about this particular form, please email Mr. Karthik Poobalasubramanian, Database Programmer, at karthik@la.gov.

If you have any questions about the enclosed materials or the manner in which we are asking you to proceed, please call or contact Ms. Zenovia Simmons, R&D (RCS & ITRS) Program Manager (zenovia.simmons@la.gov); Ms. Noreen Lockett (noreen.lockett@la.gov) or Mr. Bryan Jones (bryan.jones@la.gov), Enhancement Program Managers for Traditional, Undergraduate, and Two-Year Institutions Subprograms, Ms. Carrie Roider, (carrie.roider@la.gov) ATLAS and Graduate Fellows Program Manager, Ms. Vera Dear, Administrative Assistant, at (225) 342-4253 or me at john.wallin@la.gov. Thank you for your continued cooperation, assistance, and understanding about the time constraints under which we must ask you and the principal investigators to operate.

JW/vd

Enclosures

cc: Institutional Contracts Managers
Institutional Fiscal Agents

(JW:E coniomem.10)

ATTACHMENT I

May 10, 2010

CONTRACTS DUE FRIDAY, JUNE 4, 2010

Contract Information and Instructions to Principal Investigators for **POTENTIAL** Contracts of **TRADITIONAL ENHANCEMENT, UNDERGRADUATE ENHANCEMENT, and ENHANCEMENT FOR TWO-YEAR INSTITUTIONS PROGRAMS** Approved for Funding with FY 2009-10 Board of Regents Support Fund Appropriations

A. IMPORTANT NOTICE REGARDING FUNDING STATUS OF APPROVED PROPOSALS

The proposal you submitted for funding consideration under the Board of Regents Support Fund Enhancement Program was approved for funding by the Board of Regents at its meeting of April 22, 2010. Although we have not received final notice from the State Treasurer's Office as to the amount of money available for new projects in FY 2009-10, the end of the fiscal year is near, and the staff must begin immediately to solicit required materials for **POTENTIAL** contracts for all approved Enhancement, Research Competitiveness Subprogram (RCS), Industrial Ties Research Subprogram (ITRS), and ATLAS proposals. **This solicitation for materials is not a guarantee of funding.** If you prefer **not** to undertake the work that will be required to execute a potential contract for this project in the absence of final notice from the Treasurer's Office, you should let me know immediately upon receipt of this letter and no later than **May 14, 2010**. In that event, any Support Fund money recommended for this proposal would be awarded in accordance with the Board's general funding contingencies for awarding monies declined by other applicants.

B. REQUIREMENTS FOR POTENTIAL CONTRACT

Attached is a contract for your review and signature. **Campus and system heads, or their authorized representatives, also must sign the contract.** In addition, each signature must be witnessed by one other individual. Please note that your employing institution's IRS number must be typed in the space provided under "Section XVIII. Payment of Taxes." The "Board of Regents Support Fund, Funding Stipulations, FY 2009-10," provided with the contract, provides information with respect to the contract number which will be assigned to your proposal, the title of the proposal, the principal investigator(s), the principal investigator's employing institution, the total and annual anticipated grant award amounts, and, finally, funding stipulations developed by the final panel of out-of-state experts which will become part of the potential contract.

When you return your signed contract to our office, the following information must also be submitted:

- 1. An assurance that no other funding agencies are currently supporting or have promised to support this, or a very similar, proposal.** This assurance will become Appendix A of the potential contract. In the spaces provided, you must type the contract number, the title of the proposal, the employing institution, the proposed principal investigator's name(s), and the current date. The form must be signed in the appropriate place. Please note that, if you are unable to sign the assurance in "A," the bottom portion of the form must be completed and signed. Under the latter contingency, a final decision with respect to whether the proposal will be funded will be made by the Commissioner of Higher Education, acting for the Board, based on the explanation/justification provided in the assurance.

Information and Instructions for FY 2009-10 Potential Enhancement Contracts

May 10, 2010

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2. **A detailed work plan in outline form, including time lines.** You may be able to use the work plan and time lines included in your original proposal, if all three of the following conditions apply:
- a. The work plan in your original proposal was complete, in outline form, and time lines (beginning around June 1, 2010) accompanied it;
 - b. The work plan and time lines are still valid and no revisions are necessary; and
 - c. No questions were raised and/or no stipulations were made by the final panel of out-of-state experts who reviewed your proposal. (See the Stipulation Page.)

Please note that, regardless of whether you are able to use the work plan and time lines which you included in your original proposal, **you must resubmit these items to us when you return your potential contract.** If revisions in the work plan and/or time lines are necessary because the final panel of out-of-state experts raised questions that need to be answered or made stipulations with respect to the funding of the project, then the work plan and/or time lines must be revised in accordance with the recommendations contained on the Stipulation Page. After review and approval by our office of the work plan and time lines which you submit with the signed contract form, these items along with the funding stipulations page(s) will become Appendix B of the contract.

Appendix B (Work plan and time lines), which is referenced within “Section III. Scope of Contract Services,” of your potential contract, must be prepared as shown below. In accordance with Act 1424 of the 1997 Legislative Session, the Scope of Services must include a description of the specific goals and objectives, deliverables, performance measures, and a monitoring plan. These descriptions must be in detail and must adhere to the following template:

Scope of Services

The Principal Investigator hereby agrees to furnish the following services:

- a. **Goals and Objectives**
A statement of the goal(s) of your project.
- b. **Deliverables**
The “Deliverables” are the reports as indicated in “Section X” of the potential contract.
- c. **Performance Measures**
The “Performance Measures” subsection is your plan for evaluation of your project. As simply and briefly as possible, indicate how you believe Regents’ staff or some other entity can determine whether your project has been a success and the degree to which it has achieved its goals.
- d. **Monitoring Plan**
The “Monitoring Plan” is how the Board of Regents will inspect and evaluate your project and reports as indicated in “Section IV” and “Section X” of the potential contract.

Information and Instructions for FY 2009-10 Potential Enhancement Contracts

May 10, 2010

Page 3

e. **Utility of the Final Product**

A brief statement which indicates the value accrued to the State from the results of your product.

3. **A breakdown of the budget and budget justification page(s) for each year of the project--taking into consideration the funding level and other budgetary stipulations made by the final panel--as well as a composite budget and budget justification, on the proper forms which can be downloaded from the Sponsored Programs website's Forms Section (laregents.org). You must make a copy of and complete this form for each year of the project, as well as for the composite budget.** On each budget page, the contract number, the title of the proposal, the principal investigator(s), and the employing institution must be typed in the spaces provided. **The principal investigator(s) and the authorized fiscal agent of the employing institution must sign all budget pages.**

The space provided at the top of the budget page after "FY" (fiscal year) must also be completed as follows, depending on the number of years that your project has been recommended for funding:

- a. For one-year projects, only one budget form must be completed. "2009-10 (COMPOSITE BUDGET)" should be filled in the blank after "FY" at the top of the budget form.
- b. For two-year projects, three budget forms must be completed. The blank after "FY" at the top of the budget form for each copy should be completed as follows:

First copy: "2009-10 (FIRST-YEAR BUDGET)"

Second copy: "2010-11 (SECOND-YEAR BUDGET)"

Third copy: "2009-10 through FY 2010-11 (COMPOSITE BUDGET)"

Please Note: Even though the first year of the project will be conducted in FY 2010-11, the Support Fund money that will be used to support the first year of the project was appropriated in FY 2009-10. This is relevant for subsequent years of the project as well.

In completing the line items on the budget form(s), you must follow the funding levels and other budgetary stipulations made by the panel of out-of-state consultants and as listed in Section V of the contract ("Compensation"). Institutional and other sources of matching funds set forth in the original proposal must also be included in the new budget pages.

4. **A list of the names, addresses, telephone numbers, fax numbers, and e-mail addresses of your employing institution's contracts manager (or comparable authority) and authorized fiscal agent.** A copy of the executed contract will be forwarded to your campus as soon as possible thereafter. Funds cannot be issued until the contract has been fully executed.
5. **A Principal Investigator Information Sheet must be returned with every contract.** This form can also be downloaded from our website's Forms Section. We have recently revised our entire post-award reporting and evaluation system. The information required on this form will be kept confidential and used for the electronic submission of the post-award reports. If you have any questions about this form or the electronic submission of the post-award reports, please email Mr. Karthik Poobalashramanian, Database Programmer, at karthik@la.gov.

Information and Instructions for FY 2009-10 Potential Enhancement Contracts

Page 4 May 10, 2010

C. DEADLINE FOR RECEIPT OF SIGNED CONTRACT AND SUPPLEMENTARY INFORMATION

To ensure payment of first-year funds from the FY 2009-10 budget of the Board of Regents Support Fund, it is imperative that the completed potential contract, with all required supplementary documents as listed in this memorandum, be returned to arrive in our offices **no later than the dates listed on p. 1 of this memorandum.**

Failure to meet the deadline jeopardizes funding for the contract. Additionally, it is critical that all data required for the potential contract and **all required supplementary documents are accurate and complete and that all appropriate signatures have been obtained at the time the documents are submitted.** The required forms that must accompany each contract may be downloaded from the Sponsored Programs website at www.laregents.org under the Forms Section and then listed as 2009-10 Contract Forms. If you have any questions downloading these forms, email Mr. Karthik Poobalasubramanian, Database Programmer, at karthik@la.gov.

Please address all contracts as follows:

U.S. MAIL (FIRST-CLASS, PRIORITY, OR EXPRESS)

Mr. John Wallin
Associate Commissioner for Sponsored Programs Administration
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Baton Rouge, LA 70821-3677

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Mr. John Wallin
Associate Commissioner for Sponsored Programs Administration
Louisiana Board of Regents
1201 North Third Street, Suite 6-200
Baton Rouge, LA 70802

HAND DELIVERED

Mr. John Wallin
Associate Commissioner for Sponsored Programs Administration
Louisiana Board of Regents
Claiborne Building
1201 North Third Street, Suite 6-200
Sixth Floor
Baton Rouge, LA

If you have any questions about the requirements set forth or about the contract itself, please call Ms. Noreen Lackett (noreen.lackett@la.gov) or Mr. Bryan Jones (bryan.jones@la.gov), Enhancement Program Managers, or Ms. Vera Dear, Administrative Assistant, at 225-342-4253. You may also e-mail Mr. John Wallin, Associate Commissioner for Sponsored Programs Administration, at john.wallin@la.gov. We look forward to working with you in the months ahead, and thank you for understanding about the time constraints under which we must ask you to operate.

JW/vd (Conenhpi.10 JW:E)

ATTACHMENT II

May 10, 2010

R & D CONTRACTS DUE FRIDAY, JUNE 4, 2010

Contract Information and Instructions to Principal Investigators of POTENTIAL RESEARCH AND DEVELOPMENT (RCS, ITRS, and ATLAS) Contracts Approved for Funding with FY 2009-10 Board of Regents Support Fund Appropriations

A. IMPORTANT NOTICE REGARDING FUNDING STATUS OF APPROVED PROPOSALS

The proposal you submitted for funding consideration under the Board of Regents Support Fund Research and Development Program was approved for funding by the Board of Regents at its meeting of April 22, 2010. Although we have not received final notice from the State Treasurer's Office as to the amount of money available for new projects in FY 2009-10, the end of the fiscal year is near, and the staff must begin immediately to solicit required materials for POTENTIAL contracts for all approved Enhancement, Research Competitiveness Subprogram (RCS), Industrial Ties Research Subprogram (ITRS), and ATLAS proposals. **This solicitation for materials is not a guarantee of funding.** If you prefer **not** to undertake the work that will be required to execute a potential contract for this project in the absence of final notice from the Treasurer's Office, you should let me know immediately upon receipt of this letter and no later than **May 14, 2010**. In that event, any Support Fund money recommended for this proposal would be awarded in accordance with the Board's general funding contingencies for awarding monies declined by other applicants.

B. REQUIREMENTS FOR POTENTIAL CONTRACT

Attached is a contract for your review and signature. **Campus and SYSTEM heads, or their authorized representatives, also must sign the contract.** In addition, each signature must be witnessed by one other individual. Please note that your employing institution's IRS number must be typed in the space provided under "Section XVIII. Payment of Taxes." The "Board of Regents Support Fund, Funding Stipulations, FY 2009-10," provided with the contract provides information with respect to the contract number which will be assigned to your proposal, the title of the proposal, the principal investigator(s), the principal investigator's employing institution, the total and annual anticipated grant award amounts, and, finally, funding stipulations developed by the final panel of out-of-state experts which will become part of the potential contract.

Copies of the in-depth reviews of your proposal for scientific and technical merit will be provided in late July for your information only. The funding stipulations of the final panel of out-of-state experts supersede any other recommendations or comments.

When you return your signed contract to our office, the following information must also be submitted:

- 1. An assurance that no other funding agencies are currently supporting or have promised to support this, or a very similar, proposal.** This assurance will become Appendix A of the potential contract. In the spaces provided, you must type the contract number, the title of the proposal, the employing institution, the proposed principal investigator's name(s), and the current date. The form must be signed in the appropriate place. Please note that, if you are unable to sign the assurance in "A," the bottom portion of the form must be completed and signed. Under the latter contingency, a final decision with respect to whether the proposal will be funded will be made by the Commissioner of Higher Education, acting for the Board, based on the explanation/justification provided in the assurance.

Information and Instructions for FY 2009-10 Potential R&D Contracts

May 10, 2010 Page 2

2. **A detailed work plan in outline form, including time lines.** You may be able to use the work plan and time lines included in your original proposal, if all three of the following conditions apply:
 - a. The work plan in your original proposal was complete, in outline form, and time lines (beginning around June 1, 2010) accompanied it;
 - b. The work plan and time lines are still valid and no revisions are necessary; and
 - c. No questions were raised and/or no stipulations were made by the final panel of out-of-state experts who reviewed your proposal. (See the Stipulation Page.)

Please note that, regardless of whether you are able to use the work plan and time lines which you included in your original proposal, **you must resubmit these items to us when you return your potential contract.** If revisions in the work plan and/or time lines are necessary because the final panel of out-of-state experts raised questions that need to be answered or made stipulations with respect to the funding of the project, then the work plan and/or time lines must be revised in accordance with the recommendations contained on the Stipulation Page. After review and approval by our office of the work plan and time lines which you submit with the signed contract form, these items along with the funding stipulations page(s) will become Appendix B of the contract.

For Industrial Ties Research Subprogram (ITRS) potential award recipients only, a long range commercialization/ self-sufficiency activities plan for the research project must be submitted with the contract. While there is no Board-approved format for this plan, at a minimum it must: (a) begin with the first year in which the principal investigator receives Support Fund money and end no later than two years after the termination date of the contract; (b) describe how the principal investigator plans to achieve self-sufficiency (at least 50% support from industry and the remaining 50% from sources other than the Support Fund) by the end of the activities plan; and (c) include an economic analysis of the end product, as well as an analysis of the growth potential. The commercialization plan will also become a part of Appendix B of the contract.

Appendix B (Work plan and time lines), which is referenced within “Section III. Scope of Contract Services,” of your potential contract, must be prepared as shown below. In accordance with Act 1424 of the 1997 Legislative Session, the Scope of Services must include a description of the specific goals and objectives, deliverables, performance measures, and a monitoring plan. These descriptions must be in detail and must adhere to the following template:

2. **A detailed work plan in outline form, including time lines.** You may be able to use the work plan and time lines included in your original proposal, if all three of the following conditions apply:
 - a. The work plan in your original proposal was complete, in outline form, and time lines (beginning around June 1, 2010) accompanied it;
 - b. The work plan and time lines are still valid and no revisions are necessary; and
 - c. No questions were raised and/or no stipulations were made by the final panel of out-of-state experts who reviewed your proposal. (See the Stipulation Page.)

Information and Instructions for FY 2009-10 Potential R&D Contracts

May 10, 2010 Page 3

Please note that, regardless of whether you are able to use the work plan and time lines which you included in your original proposal, **you must resubmit these items to us when you return your potential contract.** If revisions in the work plan and/or time lines are necessary because the final panel of out-of-state experts raised questions that need to be answered or made stipulations with respect to the funding of the project, then the work plan and/or time lines must be revised in accordance with the recommendations contained on the Stipulation Page. After review and approval by our office of the work plan and time lines which you submit with the signed contract form, these items along with the funding stipulations page(s) will become Appendix B of the contract.

Appendix B (Work plan and time lines), which is referenced within “Section III. Scope of Contract Services,” of your potential contract, must be prepared as shown below. In accordance with Act 1424 of the 1997 Legislative Session, the Scope of Services must include a description of the specific goals and objectives, deliverables, performance measures, and a monitoring plan. These descriptions must be in detail and must adhere to the following template:

Scope of Services

The Principal Investigator hereby agrees to furnish the following services:

a. Goals and Objectives

A statement of the goal(s) of your project.

b. Deliverables

The “Deliverables” are the reports as indicated in “Section X” of the potential contract.

c. Performance Measures

The “Performance Measures” subsection is your plan for evaluation of your project. As simply and briefly as possible, indicate how you believe Regents’ staff or some other entity can determine whether your project has been a success and the degree to which it has achieved its goals.

d. Monitoring Plan

The “Monitoring Plan” is how the Board of Regents will inspect and evaluate your project and reports as indicated in “Section IV” and “Section X” of the potential contract.

e. Utility of the Final Product

A brief statement which indicates the value accrued to the State from the results of your product.

- 3. A breakdown of the budget and budget justification page(s) for each year of the project--taking into consideration the funding level and other budgetary stipulations made by the final panel--as well as a composite budget and budget justification, on the proper forms which can be downloaded from the Sponsored Programs website. You must make a copy of and complete this form for each year of the project, as well as for the composite budget. On each budget page, the contract number, the title of the proposal, the principal investigator(s), and the employing institution must be typed in the spaces provided. The principal investigator(s) and the authorized fiscal agent of the employing institution must sign all budget pages.**

Information and Instructions for FY 2009-10 Potential R&D Contracts

May 10, 2010 Page 4

The space provided at the top of the budget page after "FY" (fiscal year) must also be completed as follows, depending on the number of years that your project has been recommended for funding:

- a. For one-year projects, only one budget form must be completed. "2009-10 (COMPOSITE BUDGET)" should be filled in the blank after "FY" at the top of the budget form.
- b. For two-year projects, three budget forms must be completed. The blank after "FY" at the top of the budget form for each copy should be completed as follows:

First copy: "2009-10 (FIRST-YEAR BUDGET)"
Second copy: "2010-11 (SECOND-YEAR BUDGET)"
Third copy: "2009-10 through FY 2010-11 (COMPOSITE BUDGET)"
- c. For three-year projects, four budget forms must be completed. The blank after "FY" at the top of the budget form for each copy should be completed as follows:

First copy: "2009-10 (FIRST-YEAR BUDGET)"
Second copy: "2010-11 (SECOND-YEAR BUDGET)"
Third copy: "2011-12 (THIRD-YEAR BUDGET)"
Fourth copy: "2009-10 through FY 2011-12 (COMPOSITE BUDGET)"

Please Note: Even though the first year of the project will be conducted in FY 2010-11, the Support Fund money that will be used to support the first year of the project was appropriated in FY 2009-10. This is relevant for subsequent years of the project as well.

In completing the line items on the budget form(s), you must follow the funding levels and other budgetary stipulations made by the panel of out-of-state consultants and as listed in Section V of the contract ("Compensation"). Institutional and other sources of matching funds set forth in the original proposal must also be included in the new budget pages.

4. **A list of the names, addresses, telephone numbers, fax numbers, and e-mail addresses of your employing institution's contracts manager (or comparable authority) and authorized fiscal agent.** A copy of the executed contract will be forwarded to your campus as soon as possible thereafter. Funds cannot be issued until the contract has been fully executed.
5. **A Principal Investigator Information Sheet must be returned with every contract.** This form can also be downloaded from our website under the Forms Section and then under the FY 2009-10 Forms category. We have recently revised our entire post-award reporting and evaluation system. The information required on this form will be kept confidential and used for the electronic submission of the post-award reports. If you have any questions about this form or the electronic submission of the post-award reports, please email Mr. Karthik Poobalashubramanian, Database Programmer, at karthik@la.gov.

C. DEADLINE FOR RECEIPT OF SIGNED CONTRACT AND SUPPLEMENTARY INFORMATION

To ensure payment of first-year funds from the FY 2009-10 budget of the Board of Regents Support Fund, it is imperative that the completed potential contract, with all required supplementary documents as listed in this memorandum, be returned to arrive in our offices no later than the dates listed on p.1 of this memorandum.

Information and Instructions for FY 2009-10 Potential R&D Contracts

May 10, 2010 Page 5

Failure to meet the deadline jeopardizes funding for the contract. Additionally, it is critical that all data required for the potential contract and **all required supplementary documents are accurate and complete and that all appropriate signatures have been obtained at the time the documents are submitted.** The required forms that must accompany each contract may be downloaded from the Sponsored Programs website at www.laregents.org under the Forms Section and then listed as FY 2009-10 Contract Forms. If you have any questions about downloading these forms, please email Mr. Karthik Poobalasubramanian, Database Programmer, at karthik@la.gov.

Please address all contracts as follows:

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HAND DELIVERED

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Associate Commissioner for Sponsored Programs Administration
Louisiana Board of Regents
Claiborne Building
1201 North Third Street, Suite 6-200
Sixth Floor
Baton Rouge, LA

If you have any questions about the requirements set forth or about the contract itself, please call Ms. Zenovia Simmons (zenovia.simmons@la.gov), R&D (RCS & ITRS) Program Manager, Ms. Carrie Robison (carrie.robison@la.gov) ATLAS Program Manager, or Ms. Vera Dear, Administrative Assistant, at 225-342-4253. You may also e-mail Mr. John Wallin, Associate Commissioner for Sponsored Programs Administration, at john.wallin@la.gov. We look forward to working with you in the weeks ahead; and thank you for your continued cooperation, assistance, and understanding about the time constraints under which we must ask you to operate.