

NASA EPSCoR

FY2012 Request for Pre-proposals

TIMETABLE:

Issue Date: **October 21, 2011**

Notice of Intent (required) due: **December 1, 2011**

Last day for questions and answers about this solicitation: **January 9, 2012**

Pre-proposals due: **January 18, 2012**



LA EPSCoR

LOUISIANA EXPERIMENTAL PROGRAM TO STIMULATE COMPETITIVE RESEARCH (EPSCoR)

Louisiana Board of Regents
1201 North Third Street, Suite 6-200
Baton Rouge, Louisiana 70802
(225) 342-4253

I. PROGRAM DESCRIPTION

I.A. OVERVIEW

This Request for Pre-Proposals (RFP) is being issued in anticipation of the release of the FY2012 NASA EPSCoR Cooperative Agreement Notice (CAN). The FY2012 CAN is expected to be very similar to last year's FY2011 CAN, number NNH11ZHA003C, which is available at: <http://nspires.nasaprs.com/external/solicitations/summary.do?method=init&solld={8E5145AE-B624-1BB5-7FA6-E306B6609E66}&path=open> .

Each of twenty-eight EPSCoR jurisdictions is expected to be eligible to submit two proposals for consideration; those from Louisiana will be submitted by the Board of Regents (BOR). This solicitation seeks pre-proposals which will be reviewed by an external panel. The panel will recommend the two most meritorious pre-proposals, which will then be further developed and submitted to NASA.

It is expected that NASA will issue the FY2012 CAN in November or December 2011, with proposals due 60-90 days after issuance. Therefore, this RFP has been issued with a timeline for proposal submission that, while compressed, will allow as much time as possible for proposers to prepare applications and for the BoR's subsequent review process. Proposers should be aware that NASA's issuance of the CAN is not guaranteed. The BOR reserves the right to make adjustments to the timeline and other changes to the requirements contained in this RFP as needed to accommodate the instructions contained in the FY2012 CAN.

Under the last competition, NASA received a total of 51 proposals, of which 27 were recommended for funding. The list of recommended proposals is available at <http://nspires.nasaprs.com>. Proposals were awarded funding of up to \$750,000 for a three-year period of performance.

I.B OBJECTIVES

NASA EPSCoR proposals are expected to establish research programs that will make significant contributions to the strategic research and technology priorities of one or more of the four NASA Mission Directorates and/or one or more of the ten NASA field centers, and contribute to the overall research infrastructure, science and technology capabilities, higher education, and economic development of the State.

I.C ELIGIBILITY

Individuals holding a tenured, tenure-track, or research faculty position at any of Louisiana's public institutions of higher education, as well as accredited independent institutions of higher education that are members of the Louisiana Association of Independent Colleges and Universities, are eligible to submit pre-proposals under this solicitation. Individuals who are not employed by these institutions may serve as consultants; however, they may not be listed as investigators and must not be cited on the cover sheet of the pre-proposal. A faculty member may submit only one pre-proposal in response to this solicitation as Principal Investigator (PI), but may be a co-investigator on additional pre-proposals. Institutional leads of proposals funded in the last NASA EPSCoR competition in FY2011 are not eligible to serve as leads of a proposal in this competition.

I.D FINANCIAL CONSIDERATIONS

Based on the funding levels stipulated in the previous CAN, each proposal may request NASA funding of up to \$750,000 for a three-year project. The BOR will provide cost sharing at a 1:1

ratio to support the research project. Of the \$750,000 in NASA funds, \$30,000 per year (\$90,000 total) will be reserved for management of the project; therefore, for each proposed project, the PI may request a maximum of \$660,000 in NASA funds and \$750,000 in BOR Support Funds (i.e., a maximum annual request of \$220,000 for NASA funds and \$250,000 for BOR Support Funds. Furthermore, the annual budgets for each research project should be held constant for all three years of the proposed project (i.e., budget requests for year one should equal the amounts requested in years two and three.)

Institutional cost sharing is also expected. Applicants are encouraged to consider methods of cost sharing which would add value to the State's existing research capabilities.

I.E. ASSESSMENT OF PRE-PROPOSALS AND PREPARATION OF FULL PROPOSALS

All NASA-EPSCoR pre-proposals will be reviewed by a panel of experts from outside Louisiana. The PIs of the pre-proposals selected for development into full proposals will be notified on or about February 1, 2012 and will be provided feedback from the panel. After this date, the PIs of successful pre-proposals are expected to be available to work closely with the NASA EPSCoR Project Director (Dr. John Wefel, LSU Department of Physics and Astronomy) and BOR staff to prepare the proposals for submission to NASA. Full proposals (with budgets approved by the PI's office of sponsored programs) will be due at the BOR on a date to be determined based on the due date for proposal submission to NASA. **If changes to this timetable become necessary, the BOR will notify all proposers.**

I.F. TIMETABLE (*DATES MAY CHANGE, SUBJECT TO REQUIREMENTS OF FY2012 CAN*)

December 1, 2012	Notice of Intent due at BOR
January 9, 2012	Last day to answer questions about this solicitation
January 18, 2012	Pre-proposals due
February 1, 2012	Successful proposers notified to develop full proposals
to be determined	Full proposals due at BOR (for the selected projects)
to be determined	Proposals due at NASA (submitted by BOR)

I.G. QUESTIONS ABOUT THIS SOLICITATION

Specific questions concerning this solicitation and the requirements set forth herein should be directed **in writing** to Mr. Jim Gershey, Executive Director of Special Programs, by email to jim.gershey@la.gov. Questions will be accepted and answered through **Monday, January 9, 2012**. 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>.

II. PRE-PROPOSAL SUBMISSION AND FORMAT REQUIREMENTS

II.A NOTICE OF INTENT (Required)

Before a pre-proposal will be accepted, a notice of intent (NOI) in portable document format (pdf) must be submitted by the PI to Mr. Jim Gershey at jim.gershey@la.gov, with a copy to the PI's office of sponsored programs, no later than the close of business (4:30 p.m.) on **Thursday, December 1, 2011**. Use the form attached to this document. An email acknowledging receipt of the NOI will be sent to the PI and the PI's respective office of sponsored programs. Failure to receive an acknowledgement by noon on **Friday, December 2, 2011** indicates that the NOI has not been received by the BOR. In that event, contact Mr. Gershey at 225-342-4253.

II.B. TYPE SIZE AND FORMATTING

The project description must be formatted to a standard 8-1/2" x 11" page and have 1-inch top, bottom and side margins. The project description must be clear, readily legible, and conform to the following requirements:

- must be formatted to a standard 8-1/2" x 11" page
- all pages are to be numbered consecutively
- Margins, in all directions, must be at least an inch
- No more than 6 lines of text within a vertical space of 1 inch

One of the following typefaces identified below must be used:

- Arial, Courier New, Helvetica, or Palatino Linotype at a font size of 10 points or larger
- Times New Roman at a font size of 11 points or larger
- Computer Modern family of fonts at a font size of 11 points or larger

A font size of less than 10 points may be used for mathematical formulas or equations, figure, table, or diagram captions and when using a Symbol font to insert Greek letters or special characters. Pls are cautioned, however, that the text must still be readable. These format requirements refer only to the project description, not to the required forms attached to this RFP.

II.C. PRE-PROPOSAL ELEMENTS

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

1. **Cover Page:** use the cover page form attached to this document.
2. **Project Description** – not to exceed fifteen (15) pages, consecutively numbered, including text as well as visual materials, which addresses the intrinsic merit of the proposed project as described in Section VIII of the FY2011 CAN, entitled “Proposal Evaluation Criteria and Selection Process” (page 21):
 - Proposed research, including goals and objectives clearly defined
 - Existing research relevant to proposed research
 - Relevance to NASA and Louisiana
 - Partnerships/sustainability
 - Plans for NASA interactions
 - Diversity contribution/plan

The Project Description should also describe the management structure for the proposed research and the evaluation plan/process to document outcomes and demonstrate progress toward achieving the stated objectives.

3. **References** – are not included in the page limitation for the project description.
4. **Budget and Budget Narrative** – Use Louisiana NASA EPSCoR Pre-proposal Budget Form attached to this document (this form is also provided in MS Excel as a separate attachment). Prepare a separate budget page for each year plus a cumulative budget page. A budget justification must be included. Indirect Cost request is limited to 25% of salaries, wages, and fringe benefits. Unrecovered indirect costs may be used as institutional cost sharing. Identify all proposed subawards and provide as complete financial detail as possible, including a budget from each subaward institution.

5. **Biographical Sketches** – Use BOR Form 1001Bio, which is attached to this document. Biographical Sketches of the Principal Investigator (PI) and Co-I(s) are required and must not exceed two (2) pages each. NSF, NASA, or other formats may be substituted, as long as they provide the information requested on the BOR form.
6. **Current and Pending Support** – Use BOR Form 1001CP attached to this document. Current and Pending Support for PI and Co-PIs must be provided. The NSF or NASA current and pending support form may be substituted.
7. **Letters of Support** – may be appended to the pre-proposal. No other appendices are allowed.

II.D. SUBMISSION OF PRE-PROPOSAL

The pre-proposal must be submitted to the Board of Regents by the submitting institution's authorized representative no later than the close of business (4:30 p.m.) **Wednesday, January 18, 2012. Pre-proposals directly submitted to the Board of Regents by individual PIs will NOT be accepted.** All online submissions must be uploaded as a single PDF document through the LOGAN system.

Instructions for PIs:

1. Go to URL: <https://laregents.org/cgi-bin/logan/home>.
2. Login using your LOGAN credentials.
 - a. If you are new user and do not have a LOGAN login, please click on "New user registration" to register.
 - b. If you have logged into LOGAN before and have forgotten your credentials please send an email to karthik@la.gov.
3. After logging in, click on "NASA EPSCoR Pre-proposals" and use the provided online form to select and upload the PDF document. **Note:** the entire pre-proposal must be contained in a **single PDF document**. The LOGAN system will NOT accept multiple PDF document uploads for a single submission.
4. If upload is successful, send the pre-proposal to your sponsored programs office by clicking the "Send Proposal to OSP/OSR". A proposal number will be assigned after the pre-proposal is successfully sent to the PI's Office of Sponsored Programs/Research.
5. An email confirmation will be sent to the PI with the proposal number.
6. The OSP/OSR will review the pre-proposal, and, if approved, send the pre-proposal to the Board of Regents.

Instructions for the OSP/OSR:

1. Go to URL: <https://laregents.org/cgi-bin/logan/home>.
2. Login using your Institutional credentials.
3. Select "NASA EPSCoR Pre-proposals".
4. Follow simple onscreen instructions to submit the pre-proposal to the Board of Regents, EPSCoR office.
5. An email will be sent to both the PI and the OSP/OSR to confirm successful submission of the pre-proposal.

If **both** the PI and the OSP/OSR do not receive confirmation emails within 12 hours, the pre-proposal was not received. In that event, please email support@laregents.org.

NOTICE OF INTENT: FY2012 NASA EPSCoR Pre-proposal

NAME OF PRINCIPAL INVESTIGATOR (PI):	NAME OF LEAD ORGANIZATION:
PI DEPARTMENT	PI PHONE NUMBER and EMAIL ADDRESS
TITLE OF PROPOSED PROJECT:	
LIST PARTICIPATING INSTITUTIONS/CAMPUSES:	
LIST PROJECT DISCIPLINES:	
THE PROPOSED WORK WILL SUPPORT THE RESEARCH PRIORITIES OF THE FOLLOWING NASA DIRECTORATES AND/OR NASA FIELD CENTERS:	
PROJECT SYNOPSIS (maximum 250 words):	
NAMES of OTHER INVESTIGATORS	INSTITUTION/DEPARTMENT
CO-I	
CO-I	
CO-I	
CO-I	

COVER SHEET: FY2012 NASA EPSCoR Pre-proposal

FOR CONSIDERATION BY BOR ORGANIZATION UNITS(S)			
Sponsored Programs			
PROGRAM ANNOUNCEMENT NASA EPSCoR			
NAME OF LEAD ORGANIZATION:		ADDRESS OF LEAD ORGANIZATION, INCLUDING ZIP CODE:	
PI DEPARTMENT		PI POSTAL ADDRESS	
TITLE OF PROPOSED PROJECT:			
REQUESTED AMOUNT, YR 1:	REQUESTED AMOUNT, YR 2:	REQUESTED AMOUNT, YR 3:	TOTAL REQUESTED:
\$	\$	\$	\$
LIST PARTICIPATING INSTITUTIONS/CAMPUSES:			
LIST PROJECT DISCIPLINES:			
NAMES (TYPED)	Highest Degree/ year attained	Telephone Number	Email Address
PRINCIPAL INVESTIGATOR (PI)			
CO-I			
CO-I			
CO-I			
CO-I			

Louisiana NASA EPSCoR Pre-proposal Budget Form

PROJECT TITLE:		PROJECT YEAR: (circle one)			
		1	2	3	combined
PRINCIPAL INVESTIGATOR:		ORGANIZATION:			
1	SALARY COSTS	NASA Funds Requested	Non-Federal Match		
			BOR	Institutional	
	1				
	2				
	3				
	4				
	5 Graduate Student Support				
	6 Undergraduate Student Support				
	TOTAL PERSONNEL				
2	FRINGE BENEFITS (if charged as direct costs) Specify Rate:				
3	TOTAL WAGES, SALARIES, BENEFITS (1 + 2)				
4	SUPPLIES & MATERIALS				
5	EQUIPMENT (List item & dollar amount for items exceeding \$1,000)				
	Total Permanent Equipment				
6	TRAVEL COSTS				
	Domestic (Incl. Canada & U. S. possessions.)				
	Foreign				
7	PUBLICATION & REPORT COSTS				
8	SUBAWARD COSTS				
9	CONSULTANT COSTS				
10	COMMUNICATION COSTS				
11	OTHER DIRECT COSTS				
12	TOTAL DIRECT COSTS				
13	INDIRECT COSTS (Specify rates.) 1. Federal: 25% of line 3 2. BOR: 25% of line 3 3. Institutional: (specify rate)				
	Total Indirect Costs				
14	TOTAL PROJECT COSTS (12 + 13)				

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.

CURRENT AND PENDING SUPPORT (Form 1001CP)

(From ALL sources, including BOR 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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