

**AWARDS TO LOUISIANA ARTISTS AND SCHOLARS SUBPROGRAM
FISCAL YEAR 2010-11**

Questions and Answers about the Request for Proposals (RFP)

1. Q. Are institutions required to provide a reduction of teaching and/or administrative load for all applicants, even those who will not be on sabbatical leave during the year of the award?

A. Yes. Applicants are eligible for the program only if they are guaranteed by their institutions paid academic or research leave in the event that they receive an ATLAS award. The institution must match on a 1:1 basis any salary support requested from the Board. This leave may be in the form of a sabbatical, but the program is not restricted to faculty entering their sabbatical year.
2. Q. May funds be used to purchase equipment and provide release time for preliminary research and data gathering and/or for early-stage writing and research for a major project?

A. No. The program is designed to support research and creative projects near completion. It is anticipated that projects funded through the ATLAS program will be ready for publication or presentation shortly after the conclusion of the award year.
3. Q. Does the Board of Regents have sample or model proposals available to potential applicants?

A. Yes. An applicant may request copies of up to three proposals, and must do so before the end of the Q&A period in each competition year.
4. Q. May the applicant(s) show drafts or advance copies of the proposal to potential reviewers and/or solicit evaluations from these experts prior to submission? Is it permissible for the applicant to send a proposal abstract and general information to a potential reviewer, so that the reviewer is familiar with the project before being asked by the Board of Regents to review?

A. Potential reviewers should not be given any drafts or early copies of the proposal, nor asked to provide comments or critiques of the proposal or work sample before submission. This represents a possible conflict of interest, and the Board requests that the applicants have no contact with potential reviewers about the project to be evaluated.
5. Q. What are the minimum and maximum lengths required for a writing sample? How many slides or photographs can be presented with a visual arts proposal?

- A. The Board sets no minimum or maximum limits for sample work to be submitted with the proposal. The applicant should submit a representative sample, sufficient to enable reviewers to understand the project and judge its quality and likelihood for impact in the field. Applicants should bear in mind that most reviewers have limited time for proposal evaluation and should not overload them with excessive samples.
6. Q. In the list of productions/publications to be provided with the proposal, is it necessary in the case of fine arts exhibitions to list all of the individual works that comprised the exhibition?
- A. Applicants are not required to include complete lists of works presented in exhibitions. It is highly recommended, however, that applicants at minimum provide lists of major works exhibited. Because applicants are not permitted to submit catalogues, retrospective samples, reference works, or other addenda with the proposal, a list of exhibition titles without any additional information as to pieces exhibited, scope of the exhibit, etc. may not be helpful to some reviewers, particularly those not in the applicant's immediate area of expertise. In addition, all applicants must list any works previously exhibited that will be included in the project for which funding is sought. Since the ATLAS program is designed to support the development of primarily new work, this information is pertinent.
7. Q. Can an ATLAS recipient hold a second major award (NEH, NEA, Guggenheim, etc.) during the term of the ATLAS award? Can funds from another external award be used to provide the required match?
- A. There is no restriction against an ATLAS awardee holding another major grant at the concurrent with ATLAS, provided that the expenses requested from each do not overlap (e.g., participating faculty do not budget for double salary, expenses to be paid are not the same, etc.). The required salary match, however, must be provided by the institution and cannot be paid with third-party funds.
8. Q. Can ATLAS funds be used to pay for professional consultants to assist with preparation of work for publication? In the case of planned electronic dissemination of the material, can ATLAS funds be used to pay for technical support in preparing the document?
- A. Yes, ATLAS funds may be used to pay for consultants and technical support provided that the function(s) of paid consultants are clearly defined and necessary to the completion of the project. It is the applicant's sole responsibility to justify all requested budget items in terms of the project's work plan and objectives.

9. Q. Major fine arts exhibitions typically require 18-24 months of preparation, sometimes more when high-profile gallery venues are involved. The ATLAS program allows a maximum of one year of support. Would a longer duration be available for projects requiring additional time?
- A. ATLAS awards are provided for a maximum of one academic year, but this does not prevent the faculty member from taking additional time to complete the project. The guidelines require that the project be substantially underway before funding is sought and expect that ATLAS awards may provide time for project completion. The Board does not, however, require that the project be fully completed (i.e. published, mounted, or performed) by the end of the year of funding, but instead that it be ready for public presentation in the near term. If 18-24 months represents the total time of the project (excluding, of course, preliminary work), it fits well within the ATLAS expectations for completion of major work. This is true for publication projects as well. Most faculty projects will be supported during the writing, revision, and possibly submission stages, but unless the work is very far along at the time of funding it is unlikely that ATLAS support extend to the final stages of preparation for publication. That a project would be in the public sphere by the end date of the contract is not only not required, it is not expected.
10. Q. For interdisciplinary projects, how should the applicant complete the cover page? Should the applicant submit the project in the dominant disciplinary category of the project or submit it in the general category "Other"? For example, if the applicant is submitting a project that is equal parts history, art history, literature, and sociology, how should that be represented on the cover page? Where should the discipline number from the taxonomy of disciplines be listed on the cover page?
- A. The applicant should select the discipline that best describes the project. The disciplines listed on the cover page are used by the staff to determine what kinds of reviewers are needed for the subject area and final panels, and each of these panels necessarily will have broadly knowledgeable experts able to assess a range of projects in a range of disciplines. The Board instructs reviewers to judge each proposal on its intrinsic merit and to recommend the very best projects for funding, regardless of discipline. There is no attempt made in the final recommendations of projects for funding to achieve discipline "coverage" or ensure that each discipline is represented among the funded projects.

The taxonomy of disciplines is provided for reference, because many applicants are unsure if or where their projects fit in the program. It is not necessary to include the discipline number on the cover page.

11. Q. Can ATLAS funds be used to pay other faculty and staff at the PI's home institution who will be helping to complete the project?

A. Yes, salary of college and university employees may be paid through the ATLAS Program, but the institution must provide release time equivalent to the amount of pay requested through the grant for any faculty and staff who are receiving salary support through the grant. The Board cannot under any circumstances pay supplemental salary or additional compensation to university employees. This includes overtime pay, wages or stipends for weekend or evening work, or payments for other extracurricular activities. The same is true for the principal investigator: salary support requested from the Board of Regents must be offset by release time from the institution.
12. Q. In the Career Narrative section of the proposal, should dates be included for all awards, prizes, fellowships, and grants listed, or just for the grants which extended over a span of time?

A. All notable awards, prizes, grants, fellowships should be included and their effective dates provided in the narrative account of the PI's career. Provide inclusive dates for grants, fellowships and awards which were made for a span of time, and the year of award for those awards and prizes which were simply granted for the PI's accomplishments.
13. Q. Can a published article or essay, or displayed work of art, be provided as the sample of work if the essay will comprise a part of the project for which funding is sought?

A. Yes, an applicant may submit a work previously published or presented, provided that it forms a part of the planned final work. No works may be submitted that are not directly related to the project for which funding is sought. Proposals may not contain appendices of any kind.
14. Q. May an applicant request funds for travel and lodging costs related to project work?

A. Yes, provided that requests for travel funds are made at current State rates. Funding should not be requested, however, for entertainment, admissions fees, and other incidental costs associated with travel. A

detailed and categorized accounting of estimated travel costs must be included in the budget justification.

15. Q. What kinds of reviewers are included in the subject-area and final panels?
- A. The subject-area and final panels are comprised of out-of-state experts with broad expertise in the arts, social sciences, and humanities. The composition of these panels is determined based on the disciplines represented in the proposal submissions. Subject-area panels in humanities, social sciences, and arts will be comprised of approximately three experts representing the spectrum of disciplines, while the final panel will consist of three broadly experienced members. The subject-area panel will review proposals along with the mail reviews received for each, and will rank all proposals in the subject area as well as provide critical analysis and funding recommendations to the final panel. The final panel will read and analyze each proposal, consider the recommendations of the subject area panels, and determine a final rank order for all proposals as well as funding recommendations for each. Based on the recommendations of the final panel, the Board will make the ultimate determination of proposals to be funded.
16. Q. What must the university match for applicants with twelve-month appointments, and what can they request in terms of salary support?
- A. Twelve-month employees must be guaranteed the same 1:1 salary match as other applicants and may request up to one-half of their annual salary or a maximum of \$50,000 from ATLAS.
17. Q. Will unsuccessful applicants be provided with feedback from reviewers?
- A. Yes. The debriefing materials will be mailed in the summer following the award announcements.
18. Q. Will projects with a focus on Louisiana culture, history, heritage, or arts be either given any preference or excluded from competition?
- A. No. The review panels will be instructed to review all projects based on quality, potential impact, and potential for success. The criteria for review, included in the RFP as Appendix C, will be used to judge all ATLAS submissions. No preference will be given to any discipline or subject.
19. Q. Will reviewers favor mainstream projects with the possibility of strong public recognition over more academic, specialized works?

- A. It is impossible to say how individual reviewers will respond to individual projects, but the Board of Regents in its review criteria for the ATLAS program has placed the emphasis on quality and impact in the field in which the project is submitted. It is possible that a large-scale project with mass appeal might be selected for funding, but important to note that the reviewers will be looking for quality of the project rather than the possibility of commercial success. It is the applicant's responsibility, moreover, to argue clearly and persuasively for the impact the project is likely to have both within the academic/artistic field(s) of specialty and in the larger public sphere.
20. Q. The Board does not allow productions of existing plays and musical compositions, and presentations of non-original artistic works to compete for ATLAS funds. Does this apply to arrangements and recording of pre-existing music, scholarly editing projects, and other interpretive interactions with pre-existing work?
- A. No. ATLAS funds are designated for major original works of scholarship and artistic production. Applicants who are doing major arrangements, scholarly editions, or similar projects may submit proposals, but should explain in detail how the project represents a significant original work for the PI and a major contribution to the field. Reviewers will be instructed to determine whether these projects meet the eligibility requirements of ATLAS. Projects that are determined not to meet eligibility requirements will be excluded from the competition.
21. Q. For projects that will involve multiple media, must the PI submit samples of work from all the media involved in the project? For example, if a PI is producing a monograph with an accompanying CD, may a CD be provided in addition to the writing sample?
- A. The PI may provide samples of project work in multiple media, though the Board does not require a sample from each medium be included in the project.
22. Q. If an applicant requests money for travel, publication expenses, or other non-salary costs, is the institution required to match those requests?
- A. No. The institution is only required to provide a 1:1 match of salary requests. Additional institutional match is encouraged, but not mandatory.
23. Q. Can the duration of an ATLAS project be one semester or less?
- A. Yes.

24. Q. If an applicant's project will be undergoing revision and reconsideration throughout the publication process, and will be continually updated in electronic formats, can an ATLAS award recipient request additional years of funding to continue project work?
- A. No. ATLAS recipients are not permitted to request contract continuations or additional years of funding for the same or very similar project(s).
25. Q. What provisions are made for applicants for whom 50% of the academic year salary exceeds the funding cap for ATLAS projects (i.e. salaries more than \$100,000)?
- A. There are no exceptions to the cap of \$50,000 for ATLAS projects. If a faculty member earns in excess of \$100,000 in academic-year salary (as opposed to calendar-year salary or salary plus endowment fund), then the institution is required to match on a 1:1 basis any salary up to \$50,000 requested from the Board. The institution may match more than the required amount, and money from another funding source, public or private, may be used in lieu of institutional funds for additional salary match.
26. Q. Can an applicant request funds just for research travel, equipment, graduate students, or other expenses, without taking any academic-year leave or salary? Can an applicant request funding just for summer research travel?
- A. No. ATLAS will provide money in any of these categories, but only as part of a larger project that includes some academic-year release.
27. Q. Can ATLAS funds be used to pay stipends to consultants at other universities who are collaborating on the project? How much should an applicant request for stipends to consultants?
- A. Yes, under certain conditions. If these consultants are located outside of Louisiana or in private industry, the applicant may request a stipend at a level determined by the applicant. If consultants are faculty or staff at Louisiana institutions of higher education, then these consultants must be granted release time from their university equivalent to the stipend amount requested. The guarantee of this release time should be included with the proposal. The amount paid to consultants for their work on the project must be determined by the applicant, and should be based on the amount of work the consultant will be undertaking. These stipends, like all other budget requests, should be fully justified in the proposal's budget

narrative, in terms both of the amounts requested and of the necessity for these consultants' work to the project's success.

28. Q. If an applicant is only granted one semester of leave from his/her institution, can the project still be deemed a full-year project and funds expended throughout the year?
- A. If work will be ongoing for the full academic year, the applicant can request an academic-year duration for the project though no leave will be provided in the second semester. In this case, however, no salary support can be requested from the Board of Regents for time in which the applicant will be fully employed by the institution. Because Board of Regents funds cannot be used to supplement salaries for any university employees, additional salary, either in the leave semester or in the teaching semester, may not be requested. Funds for travel, equipment, consultants, and other expenses may be requested from the Board and expended at any time during the contract year.
29. Q. Can ATLAS funds be used to attend a professional conference?
- A. ATLAS funds can be requested for conference travel when attendance at the conference is vital to the completion of the funded project. ATLAS funds are intended to help faculty members complete major projects and prepare them for publication and/or presentation, and professional conference travel will only be approved when it is clearly linked to these programmatic goals.
30. Q. In calculating indirect costs provided as institutional match for an ATLAS project, should institutions use their federally negotiated rate or a rate set by the Board of Regents?
- A. Indirect costs should be calculated using the submitting institution's federally negotiated rate.
31. Q. The RFP states that eight copies of the proposal must be submitted, but does not indicate the number of copies of the sample of work. Can the applicant submit one copy, or does the Board require eight?
- A. The RFP indicates that the applicant must submit eight copies of the proposal and supporting documents, which includes the sample of work. Reviewers will receive proposals exactly as they are sent to the Board, so applicants are encouraged to make certain before submitting proposals that all copies contain all material. No changes to the original proposal or copies are permitted after the proposal is submitted.

32. Q. The RFP requires that the institution provide with each proposal a formal guarantee of the required match, but states that no appendices may be included. What form must this guarantee take, and how should it be submitted if not as an appendix?
- A. The guarantee should be in the form of a formal letter signed by the authorized institutional administrator, and should be attached to the proposal.
33. Q. Should the texts of the Narrative Account of Career and Context for Project and Work Plan be single- or double-spaced?
- A. All proposal sections may be single-spaced, and should follow other typographic guidelines presented in Section V.A.4 of the ATLAS RFP.
34. Q. If an applicant has completed the research on a scholarly project for which ATLAS funds are sought, but not yet begun writing, what can be used as a sample of work? Would a table of contents and bibliography be sufficient?
- A. Some original work pertaining to the project must be provided in the ATLAS proposal, though it is the applicant's decision what kinds and what quantity of materials to submit. There are no minimum or maximum requirements for this sample, and if the applicant is confident that a table of contents and bibliography provide an adequate understanding of the work in progress, then those documents can by themselves comprise the sample of work. The sample of work, however, is a major component of the proposal and should provide the reviewers with a clear sense of the projected scope, significance, and potential quality of the applicant's work. The applicant should ensure, therefore, that reviewers are provided with a sufficient quantity of information to understand and evaluate the project.
35. Q. What is meant by the RFP stipulation that a project must be "largely complete" by the end of the grant period? Is it required that a project be fully completed and under contract? Is there any penalty if project work takes longer than the timeframe projected in the contract?
- A. For the purposes of the ATLAS application, "largely complete" means that a project must be near finished and likely to be available to publishers or ready for public presentation shortly after the ATLAS grant has concluded. It is not necessary to have contracts for publication in hand by the end of the award, and there is no penalty to projects not fully completed by the end of the grant year.

36. Q. May funds be requested to cover self-publication and distribution costs for a work completed with ATLAS support?
- A. Funds may be requested for this purpose, but first must fit within the \$50,000 cap on ATLAS requests and, second, must be strongly justified in the budget. Because a stated goal of the ATLAS program is to support major works with “potential to have a broad impact on a regional and/or national level”, it is particularly important in requests for self-publication costs to demonstrate how the project will meet this objective and why traditional publishers may not be involved in the publication of the work.
37. Q. Can an applicant request support for multiple projects in one application?
- A. An applicant may do so if he/she feels that the projects are linked and complementary. It is incumbent on the applicant, however, to show reviewers how the projects are connected and how the work for two major projects will be completed within the one-year award period.
38. Q. An applicant is permitted to indicate in the proposal how he/she would use a smaller award, should reviewers recommend one. Does inclusion of this statement in the proposal reduce an applicant’s chances of receiving a large award? Can an applicant request a small (\$3,000 - \$5,000) award without competing for the traditional ATLAS awards? Can the recipient of a small award receive traditional ATLAS funding for the same project in a later funding cycle?
- A. The inclusion of a statement describing how a smaller award might be used does not affect the review of the proposal in any way. It simply provides the review panel with options if, as has been the case in previous competitions, insufficient funds are available to fund all worthy projects. This statement is also completely optional, and need not be included. An applicant may include a statement related to smaller awards only as part of a proposal for a traditional ATLAS award, and may not request a smaller award on its own. A recipient of a smaller award may submit an application for traditional ATLAS funding for the same project in a future funding cycle. In this case, the applicant must demonstrate the progress toward project completion made through the small award.
39. Q. How much description is required in the request for a smaller award? Is a full budget required? If a smaller award is recommended, will a full-year contract be written?
- A. A very brief description - one page or less - is sufficient for the smaller award possibility. A full budget is not necessary, but an indication should

be included of how funding might be used. For the small awards, a full-year contract will be written. This will not preclude applicants from submitting a full proposal in the next competition.

40. Q. Can two faculty members present a single application for a joint project? Can faculty partners be at different Louisiana institutions? For joint applications, are the page limits and other proposal requirements the same? Is it preferable for faculty members working on joint projects to submit a single combined ATLAS proposal, or an individual proposal for each participating faculty member?
- A. Faculty from multiple Louisiana institutions or the same institution may submit single applications for joint projects. A joint application must adhere to the same submission rules, except it may include a two-page career summary for each participating faculty member. Joint applications should also include a separate signed cover page for each participating institution, to demonstrate institutional approval of project activities. The work plan and prospectus should indicate the role of each participant in the creation of the project. For joint projects, participating faculty members should not submit multiple applications but a single, cohesive one, to ensure that the reviewers understand the nature of the project and the partnerships involved in its completion. If two faculty members are working loosely together on individual but similar projects, it is recommended that these be submitted separately.
41. Q. Can a previous recipient of an ATLAS award submit a proposal for a new project?
- A. Yes.
42. Q. If summer salary is requested through ATLAS, is the institution required to match this request on a 1:1 basis?
- A. Yes, though the match may be provided as academic-year release.
43. Q. Can an applicant use ATLAS funds to purchase equipment and supplies for personal use, such as a laptop computer, books and manuscripts, or specialized art equipment and supplies?
- A. An applicant may request any equipment and supplies needed to complete the project. It is important to note, however, that ownership of all equipment, supplies, and materials vests with the institution and not with the individual investigator. Under no circumstances may ATLAS funds be used to acquire personal property for the principal investigator.

44. Q. If an applicant already has a contract to publish the submitted ATLAS project, will this decrease the chances of the project receiving funding?
- A. No. The existence of a contract to produce, display and/or publish the finished work is a positive component of an ATLAS project, and should be described in the proposal.
45. Q. May paid sabbatical leave be used as institutional match?
- A. Yes.
46. Q. Can a member of a large research group working on a project with both scientific and arts components, such as green building, submit a proposal to ATLAS?
- A. Yes, provided the particular project for which funding is sought meets ATLAS criteria outlined in the RFP and the project is clearly focused in a discipline eligible for ATLAS support. ATLAS funds may not be used to support research in areas other than arts, social sciences, and humanities.
47. Q. If investigators from several institutions submit a single ATLAS proposal, how will salary payments be made?
- A. One institution must be identified in the proposal as the lead institution; the lead institution will then subcontract with the partnering institutions.
48. Q. Can an institution match salary support during a summer, and will such a match count as the required paid reduction in work?
- A. Yes, the institution may match a request for summer support with an equal amount of summer support. This will count as a reduction of work, because the match will release the faculty member from seeking summer teaching or other employment.
49. Q. Can an out-of-state faculty member with a degree from a Louisiana university receive ATLAS funding?
- A. No. Only faculty members currently employed by an eligible Louisiana post-secondary institution can receive ATLAS funding.
50. Q. Is the discipline of a proposal determined by the project's subject matter or the departmental affiliation of the principal investigator?

- A. For both eligibility and subject-area assignment, the discipline of a proposal is determined by its subject matter, not the departmental affiliation of the principal investigator(s).
51. Q. What is the maximum number of ATLAS proposals that may be submitted by a single department and/or institution?
- A. There is none. A faculty member may only submit a single proposal in the annual competition, but departments and institutions may submit as many eligible proposals as they deem appropriate.
52. Q. What is required in an ATLAS proposal to document collaborations?
- A. The proposal's work plan should clearly indicate the nature and extent of any collaborations. No other documentation is required.