

# PLANNING GRANTS FOR MAJOR INITIATIVES

## *Request for Applications*

DEADLINE DATE: Submissions will be accepted at any time through  
September 30, 2014



LA EPSCoR

**LOUISIANA EXPERIMENTAL PROGRAM TO  
STIMULATE COMPETITIVE RESEARCH (EPSCoR)**

**Sponsored By:**

**The National Science Foundation and the  
Louisiana Board of Regents**

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Issuance Date: August 28, 2013

## **I. PROGRAM DESCRIPTION**

### **I.A. OVERVIEW**

The Board of Regents (BoR) solicits applications to support the preparation of grant proposals for large-scale, federally-funded programs. Funding for the Planning Grants for Major Initiatives program is available under Louisiana's NSF EPSCoR (Experimental Program to Stimulate Competitive Research) award. The program will be administered through the Board's Office of Sponsored Programs and will operate under the guidance of the State's EPSCoR Committee. LA EPSCoR intends to reissue this RFP annually, contingent upon available funds.

### **I.B. OBJECTIVES**

The Planning Grants for Major Initiatives program is designed to provide assistance to teams of researchers who are in the process of developing a proposal to a federal funding agency for a major initiative, such as an NSF Science and Technology Center (STC) or an Engineering Research Center (ERC). Applicants may seek support under this RFA only for the preparation of proposals to federal competitions that meet the following criteria:

- 1) The federal program must feature a two-stage review process in which a preliminary proposal (pre-proposal) is submitted and competitively peer-reviewed, followed by an invitation to submit a full proposal;
- 2) The minimum duration of the project, if funded, must be at least three (3) years; and
- 3) The minimum annual federal funding level must be at least \$1 million.

**This program is limited to applicants who have received an invitation to submit a full proposal.** Recipients of Planning Grants must submit the full proposal to the federal funding agency during the period of the award, generally one year.

### **I.C. FINANCIAL CONSIDERATIONS**

Awards of up to \$20,000 each will be made under this competition, subject to the availability of funds. Award dollars are to be used for activities in direct support of work required for the creation of a major initiative and the preparation of a proposal to a federal funding agency, including, but not limited to, such uses as travel associated with proposal development, workshops, and the hiring of administrative/clerical personnel. Salaries for faculty or post-doctoral researchers are not an allowable expense.

### **I.D. INDIRECT COST RATE**

Indirect charges are not allowed under this program.

### **I.E. DEADLINE FOR SUBMISSION OF APPLICATIONS**

Applications can be submitted at any time until midnight on September 30, 2014, provided the applicant has received a formal invitation from the federal funding agency to submit a full proposal. *Applications must be submitted electronically; the BoR will not accept hard copy submissions.* Financial support for this program is contingent upon

continued funding of the NSF EPSCoR Research Infrastructure Improvement Award to the Board of Regents.

## **II. APPLICATION SUBMISSION AND FORMAT REQUIREMENTS**

Applications that do not adhere to these guidelines and stipulations will not be considered.

### **II.A. GENERAL REQUIREMENTS**

#### **II.A.1. Eligibility**

Applications must be submitted by the lead PI of the full proposal that will be submitted to the federal funding agency. Only PIs from Louisiana public institutions of higher education, or any Louisiana higher education institution that is a member of the Louisiana Association of Independent Colleges and Universities (LAICU), are eligible for an award.

#### **II.A.2. Electronic Submission**

**The application must be submitted to the Board of Regents by the lead institution's authorized representative. Applications submitted 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://web.laregents.org/logan/index.pl>.
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 [support@laregents.org](mailto:support@laregents.org).
3. After logging in, click on "Planning Grants for Major Initiatives Proposals" and use the provided online form to select and upload the PDF document.
4. If upload is successful, send the proposal to your sponsored programs office by clicking the "Send Proposal to OSP/OSR". A proposal number will be assigned after the 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 proposal, and, if approved, send the proposal to the Board of Regents.

Instructions for the OSP/OSR:

1. Go to URL: <https://web.laregents.org/logan/index.pl>.
2. Login using your Institutional credentials.
3. Select "Planning Grants for Major Initiatives Proposals".

4. Follow simple onscreen instructions to submit the 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 proposal.

If **both** the PI and the OSP/OSR do not receive confirmation emails within 12 hours, the application was not received. In that case, please send an email to [support@laregents.org](mailto:support@laregents.org).

## **II.B. APPLICATION FORMAT**

Applications must adhere to these guidelines and stipulations to be considered. In particular, note that applications must be submitted electronically.

### **II.B.1. Cover Sheet** - Use BoR Cover Sheet Form: PGMI

### **II.B.2. Notification of Invitation and Panel Review Report**

A copy of the correspondence from the federal funding agency inviting the investigator to prepare a full proposal must be attached.

### **II.B.3. Review Comments**

If the review comments have been released by the federal agency, they must be provided with the application.

### **II.B.4. Budget and Budget Narrative** - Use BoR Budget Form 1001B

A Summary Budget covering the 12-month award period is required. It can include up to two (2) pages of budget justification/explanation.

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

No indirect costs are allowed under this RFA. Travel must be reimbursed according to Louisiana travel regulations as stated in PPM 49. For all other allowable costs, NSF regulations apply.

### **II.B.5. Pre-Proposal**

Attach the final version of the entire pre-proposal that was submitted to the federal funding agency in PDF format. This includes cover page, summary, project description, references, budget, budget justification, biographical sketches, facilities, support letters, and any other items in the appendices.

## **III. POST-AWARD REQUIREMENTS**

Within 30 days of submitting a full proposal to the federal funding agency, applicants are required to send the Board of Regents a copy of the proposal. Once funding decisions have been made, applicants are required to notify the Board of Regents of the status of the proposal.

To document successes and justify continuing support for the program, participants will be asked to complete a questionnaire approximately one year after the submission of

the Planning Grants for Major Initiatives application to determine if the investment generated positive results. Submission of an application and acceptance of an award commits the individual awardee and awardee's institution to comply with this request. Failure of an awardee to comply with the request will result in declination of future LA EPSCoR awards to that individual until such time the delinquent information is received.

#### **IV. QUESTIONS ABOUT RFA**

Specific questions concerning this RFA and the requirements set forth herein should be directed **in writing** to Mr. Jim Gershey, Executive Director of Special Programs, at [jim.gershey@la.gov](mailto:jim.gershey@la.gov). Questions asked about this RFP and all answers provided in response to those questions will be posted on the BoR website at <http://laregents.org>.

## COVER SHEET FOR PROPOSAL TO THE BOARD OF REGENTS

FOR CONSIDERATION BY <b>Louisiana EPSCoR</b>		<b>FOR BoR USE ONLY</b> BOR PROPOSAL NUMBER	
PROGRAM ANNOUNCEMENT/SOLICITATION <b>Planning Grants for Major Initiatives</b>			
NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE:		ADDRESS OF Awardee Organization, including ZIP CODE:	
TITLE OF PROPOSED PROJECT:			
REQUESTED AMOUNT \$		REQUESTED STARTING DATE:	
PI/PD DEPARTMENT		PI/PD POSTAL ADDRESS	
NAMES (TYPED)	Highest Degree, Yr	Telephone Number/ Fax Number	Electronic Mail Address
PI/PD NAME			
CO-PI/PD			
CO-PI/PD			

### INFORMATION BELOW PERTAINS TO THE PROPOSAL THAT WILL BE SUBMITTED AS A RESULT OF THIS AWARD

NAME OF FEDERAL AGENCY PROPOSAL WILL BE SUBMITTED TO			
PROGRAM ANNOUNCEMENT/SOLICITATION NO. /CLOSING DATE			
TITLE OF PROPOSED PROJECT:			
REQUESTED AMOUNT \$	PROPOSED DURATION <div style="text-align: center;">months</div>		REQUESTED STARTING DATE:
NAMES (TYPED)	Highest Degree, Yr	Telephone Number/ Fax Number	Electronic Mail Address
PI/PD NAME			
CO-PI/PD			
CO-PI/PD			
CO-PI/PD			

BoR FORM:PGMI

## Planning Grants for Major Initiatives - Budget

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

BOR budget form 1001B