BOARD OF REGENTS SUPPORT FUND

ENHANCEMENT PROGRAM

Guidelines for the Submission of

Traditional and Undergraduate Enhancement Proposals

Proposals Due:
October 26, 2015
4:30 p.m. Central

FISCAL YEAR 2015-16

Request for Proposals, Number 2015-05

P. O. Box 3677

Baton Rouge, Louisiana 70821-3677

(225) 342-4253

https://web.laregents.org

Revised 6/2015

REQUEST FOR PROPOSALS, NUMBER 2015-05

IMPORTANT NOTICES

1. **Inquiries about this RFP**
    In accordance with R.S. 39:1503, written and oral inquires about this request for proposals (RFP) will be accepted until 4:30 p.m. Central, **October 15, 2015**. Inquiries about the Traditional and Undergraduate Enhancement Programs RFP, Number 2015-05, should be directed to Mr. Bryan Jones, Enhancement Program Manager, bryan.jones@la.gov, or at 225-342-4253. No inquiry will be accepted—whether written or oral—after that date. Operating in this manner ensures 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 15, 2015 to be considered prior to the issuance of the next RFP.

3. **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, this RFP is available on the Internet: https://web.laregents.org under the "Downloads" menu and "RFPs, Policies & Forms."

5. **Proposal Submission Deadlines**
    Electronic proposal submissions are due on October 26, 2015 by 4:30 p.m. Central. If this date falls on a holiday or weekend, proposals are due by 4:30 p.m. Central on the following working weekday.

    All Enhancement Program proposals will be submitted through the Louisiana Online Grant Automation Network (LOGAN). This RFP excludes directions for submitting the proposal electronically. The applicant should print a copy of the submitted proposal for his/her own records. For help with electronic submission, e-mail support@laregents.org.

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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 Board of Regents Support Fund (hereinafter sometimes referred to as 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) section of the Federal Outer Continental Shelf Lands Act. Twenty-five percent of the interest earned from investment of money in the Trust Fund, as well as 25% 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% of the interest earned and 75% 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 to higher education from the Support Fund are to be utilized " . . . as that money is appropriated by the Legislature and allocated by the Board of Regents for any or all of the following higher educational purposes to enhance economic development:

1. the carefully defined research efforts of public and private universities in Louisiana;
2. the endowment of chairs for eminent scholars;
3. the enhancement of the quality of academic, research, or agricultural departments or units within a university; and
4. 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, Board of Regents policies affirm that awards in all categories will be based on the following considerations:

1. the potential for the award to enhance the overall quality of higher education in Louisiana; and
2. the potential for the award to enhance the economic development of the State.

C. PUBLIC NATURE OF PROPOSALS SUBMITTED

Once a proposal is received in the Board's office, it becomes public record. The Board's staff, of its own accord, will not disseminate proposals to individuals other than to external reviewers; however, applicants should be aware that, if a request for a proposal is made by the public (e.g., a faculty member or representative of the news media), a copy of the proposal, by law, must be provided.

D. ENHANCEMENT PROGRAM ADMINISTRATORS; QUESTIONS ABOUT THIS RFP

Specific questions concerning this RFP and the requirements set forth herein should be directed to Mr. Bryan Jones, Enhancement Program Manager, at 225-342-4253 or bryan.jones@la.gov. In compliance with R.S. 39:1503, questions will be accepted and answered until October 15, 2015. 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 Sponsored Programs website, https://web.laregents.org. To ensure that all parties receive the same information, no inquiries, whether oral or written, will be accepted after the deadline.

II. TYPES OF ENHANCEMENT SUBPROGRAMS

The Enhancement Program consists of five components: the BoRSF Endowed: Two-Year Student Workforce Scholarships Subprogram; the Endowed Professorships Subprogram; the Endowed Undergraduate Scholarships for First-Generation College Students Subprogram; the Traditional Enhancement Subprogram (including multidisciplinary); and the Undergraduate Enhancement Subprogram. Potential applicants should be aware that: (1) the requirements for these programs vary, and (2) several sets of criteria have been established to evaluate these proposals. The BoRSF Endowed: Two-Year Student Workforce Scholarships, Endowed Professorships and Endowed Undergraduate Scholarships are explained in detail in other documents available on https://web.laregents.org.

THIS RFP CONTAINS INFORMATION RELEVANT TO THE TRADITIONAL AND UNDERGRADUATE ENHANCEMENT SUBPROGRAMS ONLY.

III. THE TRADITIONAL AND UNDERGRADUATE ENHANCEMENT SUBPROGRAMS

A. OBJECTIVES

Based on Constitutional and legislative mandates and policies adopted by the Board, Enhancement proposals will be considered whose objectives are to enhance the infrastructure of academic, research, or agricultural departments/units and to promote economic development.

The impact of the proposed project on the enhancement of departments/units--and on the State's economy--may be subtle, indirect, and delayed, or pronounced, direct, and immediate. Special consideration will be given to:
1. imaginative projects that seek opportunities not otherwise available;
2. projects that will be funded in part by an external agency; and
3. projects that have a broad impact on students and/or faculty.

B. ELIGIBILITY CONSIDERATIONS

1. ELIGIBLE FACULTY: Only those individuals employed by an eligible Louisiana institution of higher education may act as principal or co-principal investigators. Individuals who are not employed by an eligible Louisiana institution of higher education (e.g., out-of-state scholars, scientists and/or engineers, or employees of industry) may serve as consultants on applications; however, they may not be listed as principal or co-investigators and must not be cited on the cover page of the proposal.

   Principal investigators who are delinquent in submitting contractually required reports for prior or existing Board of Regents Support Fund and/or Federal awards managed by the Board of Regents Sponsored Programs Section are precluded from submitting a proposal in response to this RFP until the required report(s) has been received and accepted by the Board.

2. ELIGIBLE INSTITUTIONS:
   a. **TRADITIONAL ENHANCEMENT SUBPROGRAM:** Departments/units at public two-year, four-year and special-purpose institutions, and regionally accredited independent institutions of higher education that are members of the Louisiana Association of Independent Colleges and Universities, are eligible to compete under the Traditional Enhancement Subprogram. Technical colleges are not eligible to compete except in collaboration with a two- or four-year eligible institution(s).

   b. **UNDERGRADUATE ENHANCEMENT SUBPROGRAM:** The Undergraduate Enhancement Subprogram was created by the Board to affirm the principle that improvement of infrastructure is essential at all academic levels and to encourage colleges and universities without sizable graduate programs to participate in the Support Fund Enhancement Program. Additional requirements for participation in this program are: (1) the campus must offer two or fewer doctoral programs, and (2) the department applying may not offer a doctoral degree. Participation in this program will not preclude these campuses from competing in other Enhancement subprograms, and quality considerations will continue to form the basis for all funding decisions.

   c. **MULTI-INSTITUTIONAL PROPOSALS:** For applications that propose to share resources among several institutions, the following rules/statements apply:

      i)   Applications of this type must be submitted under the appropriate eligible discipline.
      ii) The application must be submitted by a single lead institution. Partnering institutions must be referenced on the cover page of the application under the heading "Additional Institutions." Documentation that defines the role(s) of the partner institutions must be submitted as an appendix to the proposal (see RFP section V.C.).

      iii)   Only one comprehensive budget page for the project is to be submitted for each year of the proposal. Sub-contracted budgets for partnering institutions must be described in the budget justification and referenced in the work plan.

      iv)   If awarded, the grant will be managed fiscally by the lead institution.

d.   **SPECIAL MULTIDISCIPLINARY PROPOSALS:** For those applications which propose projects that are rooted in one of the five eligible disciplines but enhance the study of multiple disciplines and benefit multiple departments/units, the following rules/statements apply:

      i)   The category "special multidisciplinary" must be selected on the proposal cover page.

      ii)   Applications must be firmly rooted in one of the five eligible disciplines, though projects may include disciplines and partner with departments/units that are not eligible during the year of submission.

      iii)   Applicants must identify only the single, root discipline on the cover page. However, the participation of partner disciplines should be clearly documented throughout the remaining sections of the application.

      iv)   All special multidisciplinary applications will be reviewed by a separate multidisciplinary panel composed of individuals with a broad range of expertise across the eligible disciplines.

      v)   Proposals for institution-wide enhancement projects that are rooted outside of the study of disciplines in individual departments/units are discouraged. Applicants may not claim that the project is eligible because many or all disciplines will indirectly benefit through the improvement of services available to the entire institution. Multidisciplinary projects, like all Enhancement projects, should directly enhance individual academic departments/units (see Constitutional language quoted in Section I.B.3).

3. ELIGIBLE ACTIVITIES: Any activity is eligible as long as the applicant can argue convincingly that it will enhance the infrastructure of the particular academic, research, or agricultural department(s) or unit(s) involved.

4. ELIGIBILITY OF DUPLICATE PROPOSALS: The same (or a very similar) proposal may not be submitted for funding consideration in more than one competitive Enhancement subprogram (Traditional Enhancement and Undergraduate Enhancement) during the same competitive cycle. In the event that duplicate or very similar proposals are submitted to multiple Enhancement subprograms in the same cycle, all affected proposals may be disqualified.

5. ELIGIBLE DISCIPLINES: In June 1988 the Board of Regents adopted a ten-year Strategic Plan for Higher Education's Portion of the Louisiana Education Quality Support Fund, which was subsequently updated in 1993, 1999, and 2007. The latter Plan sets forth the annual rotation by which certain disciplines are eligible to participate. Note that (1) the **topic** of the proposal is used to determine eligibility, not the academic training of the potential applicant(s); and (2) **eligible disciplines for FY 2015-16 through FY 2020-21 are listed in Table I below.**

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TABLE I

ELIGIBLE DISCIPLINES FOR TRADITIONAL AND UNDERGRADUATE ENHANCEMENT*

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GROUP I – ELIGIBLE FYs 2015-16, 2018-19

Agricultural Sciences
Arts
Earth/Environmental Sciences
Engineering A (Chemical, Civil, Electrical, etc.)
Health and Medical Sciences

GROUP II – ELIGIBLE FYs 2016-17, 2019-20

Business
Chemistry
Education
Mathematics
Physics/Astronomy

GROUP III – ELIGIBLE FYs 2017-18, 2020-21

Biological Sciences
Computer and Information Sciences
Engineering B (Industrial, Materials, Mechanical, etc.)
Humanities
Social Sciences

*See Appendix A for a list of the sub-disciplines included in these larger groupings.

C. **MONETARY LIMITATIONS**
Except under extraordinary circumstances, applicants may request no less than $5,000 and no more than $1 million. The average award in the FY 2014-15 competition was approximately $103,647 in Traditional Enhancement, with first-year awards ranging from $17,420 to $363,597. In Undergraduate Enhancement the average award was $66,000; first-year awards ranged from $5,213 to $159,893. Large awards are not typical and, in the current budget environment, may be difficult to fund. Applicants are encouraged to analyze proposed budgets carefully and request only those items necessary to achieve project goals.

To limit the commitment of future Support Fund monies in the Enhancement Program, equipment may only be purchased in the first year. For projects that envision multi-year funding, these stipulations apply: (1) no project may be of more than two years in duration (except if granted an extension); (2) no project may request more than $50,000 in the second year; and (3) a limit of $500,000 is set for all second-year commitments.

D. **DURATION**
No proposal may seek more than two (2) years of support through the Traditional and Undergraduate Enhancement Subprograms. Proposals of two years' duration that request no funding in year two, and particularly proposals of two years' duration that request support in year two up to the limit of $50,000, will be funded only in exceptional circumstances and only when substantial justification is provided. When all other criteria for evaluation are equal, preference is given to one-year projects.

E. **FUNDS AVAILABLE**
The FY 2015-16 Support Fund Plan and Budget allocates $1,600,000 for new Undergraduate Enhancement projects and $3,776,770 for new Traditional Enhancement projects. The Support Fund has in recent years received substantially less income than projections indicated; thus the actual amount available for new awards may be reduced.

F. **COST SHARING AND MATCHING COMMITMENTS**
Potential applicants and college/university officials should note that institutional cost-sharing commitments are binding. For this reason the Board strongly encourages institutions of higher education to make only those commitments that can realistically be met. Discounts on equipment purchases are not eligible for inclusion as institutional match.

Cost sharing and matching commitments of any kind (e.g., private sector, federal, institutional) that 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 monies 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 Board staff. Institutional approval is granted by submission of the proposal electronically to the Board through each institution's Office of Sponsored Programs (OSP) and 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 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 Funds requested.

G. **INSTITUTIONAL SCREENING COMMITTEE**
Proposals should be carefully screened by a campus committee to ensure that: (1) no conflict of interest exists (as defined in the "Code of Governmental Ethics," R. S. 1950, as amended, Title 42, Chapter 15); and (2) only the most meritorious proposals from each campus, which meet objectives and eligibility requirements as defined in this RFP and hich fulfill the goals of the Enhancement Program, are submitted to the Board.

Submission of the proposal by the OSP is 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 objectives, eligibility requirements, and all other appropriate criteria as set forth in this RFP (e.g., the department or unit is eligible to submit a proposal in that year); (3) is in the format required by the Board; and (4) where appropriate, has been reviewed by campus officials within a particular system where similar types of projects might be ongoing (e.g., the Director of the Agricultural Experiment Station and the Dean of the College of Agriculture).

H. **ASSESSMENT OF PROPOSALS BY OUT-OF-STATE EXPERTS**
All proposals submitted in Traditional and Undergraduate Enhancement will be subject to external review by an appropriate panel(s) of experts. The Board selects and engages the services of out-of-state experts in the eligible disciplines. Teams of experts representing the eligible disciplines individually assess and collectively rank proposals in the appropriate discipline in the Traditional Enhancement Subprogram; a separate team will evaluate proposals in the special multidisciplinary category. A team of experts with broad knowledge of the eligible disciplines will collectively assess and rank Undergraduate Enhancement proposals.

Proposals will be rated on the extent to which they meet specified criteria. (See rating forms for Enhancement proposals in Appendix B.) Only those proposals that receive average ratings from 70-100 will be eligible to compete for Enhancement funds. Only in exceptional circumstances will the Board fund proposals that receive an average rating of 69 or less.

I. **FINAL SELECTION OF PROPOSALS TO BE FUNDED**
After receiving recommendations from out-of-state experts, the Board determines which proposals will be funded.

J. **DEBRIEFING**
A copy of the composite rating form for each proposal reviewed will be included in the complete consultants' report(s) published in April each year at https://web.laregents.org under the Downloads link. This is the only debriefing information that is available for Traditional and Undergraduate Enhancement proposals.

K. **TIMETABLE**
Contingent upon Board and Legislative action, the following schedule for submission, assessment, and approval of grants will apply for FY 2015-16. **If deadline dates fall on a Saturday, Sunday, or holiday, the deadlines will be extended until 4:30 p.m. Central of the next working weekday.**

July 2015	Request for proposals issued
October 15, 2015	Last day that applicants may ask questions about the RFP
October 26, 2015, 4:30 p.m. Central	Deadline for receipt of Traditional & Undergraduate Enhancement proposals through LOGAN (including Multidisciplinary)
November 2015 – March 2016	Proposals reviewed by out-of-state experts
April 2016	Reports and recommendations of out-of-state experts published
April or May 2016	Final action by the Board
May and June 2016	Contracts negotiated and executed

L. POST-AWARD EVALUATION OF FUNDED PROJECTS AND REPORTS REQUIRED

The Board of Regents requires that institutions receiving monies from the Support Fund report periodically on the utilization of those 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 all information necessary to assess the effectiveness of each project will be gathered. As appropriate, the services of out-of-state experts may be utilized in the evaluation process.

Periodically, the Board conducts a comprehensive assessment of the effectiveness of each funded project as part of a general review of academic programs in the relevant disciplines. At a minimum, annual and final Progress and Financial Status reports will be required of the awarded campus.

M. ELIGIBILITY OF CONTINUATION PROPOSALS

Submission of a proposal in a previous cycle does not mean that the applicant is relieved of the responsibility of submitting a full proposal if he or she wants the same or a very similar proposal to be considered in the current funding cycle. Proposals that are resubmissions must compete on an equal basis with all other proposals. An applicant submitting a continuation proposal must fully explain in the proposal narrative why he or she wishes to continue the project and summarize the progress. The applicant must also indicate on the cover page that the submission is a continuation request by indicating the contract number of the previous project so Board staff is aware that additional information is included with the continuation proposal. Failure to include the additional information could result in disqualification of the proposal for noncompliance. **The Board discourages the submission of continuation requests in the Traditional and Undergraduate Enhancement Subprograms.**

IV. PROCEDURES AND DEADLINE FOR SUBMISSION OF PROPOSALS

All proposals submitted to the Board must be complete upon submission and must be received electronically through LOGAN. Modules for submitting Enhancement Program proposals are available on LOGAN, which may be accessed at https://web.laregents.org by clicking "LOGAN" on the menu at the top. **Paper originals or copies will not be accepted.** Note that the proposal submission process includes two steps: submission by the PI to the campus, and campus approval with submission to the Board or Regents; a proposal cannot be accepted by the Board until both steps are completed.

A. COMPLETION AND SUBMISSION OF MATERIALS ON OR BEFORE CITED DEADLINES: Submission deadlines are absolute; all campus work on the proposal, including final approval and submission to the Board of Regents by the designated campus office, must be completed on or before the deadline date and time. The online proposal submission system is programmed to close at the deadline(s) cited in this RFP.

A proposal sent to the Board of Regents through LOGAN may be released upon request of the submitting institution if additional changes are needed, provided such request is made before the deadline for receipt. A released proposal must be resubmitted through LOGAN prior to the deadline to be eligible for funding consideration.

B. CONFIRMATION OF RECEIPT: After the applicant submits the completed proposal to his/her designated campus office via LOGAN, he/she will receive a sequence of three emails: (1) immediately following the applicant's submission to the campus, confirmation of receipt of the electronic proposal by the campus; (2) following institutional

approval and submission, confirmation that the Regents have received the proposal; and (3) as soon as possible after the subprogram submission deadline, an indication of whether the proposal has been submitted in compliance with RFP instructions or disqualified for lack of compliance. The campus will be copied on all confirmations.

NOTE: **Applicants are responsible for ensuring that the proposal is complete and correct upon submission to the Board, and no changes may be made to any proposal after the submission deadline. Disqualification of a proposal and/or any reviewer misunderstandings that occur because proposal contents (including all required forms) are incomplete, out of order, or contain incorrect information are solely the responsibility of the applicant.**

> **Electronic proposals must be approved by the institution's**
> **Office of Sponsored Programs (OSP) or other designated office**
> **and submitted to the Board of Regents via LOGAN**
> **by 4:30 p.m., Central, October 26, 2015.**

V. PROPOSAL REQUIREMENTS AND FORMAT

GENERAL FORMAT STIPULATIONS: All narrative sections of the proposal must be presented in a single PDF document with pages numbered, 1-inch margins at the top, bottom and on each side, and in type no smaller than 12 point. Forms must be completed and proposals submitted via LOGAN.

The requirements and format for Traditional and Undergraduate Enhancement proposals must be followed closely. Proposals that do not adhere to these guidelines may be disqualified for noncompliance. Each proposal must include the following information:

A. **COVER PAGE**: Each item on the cover page must be completed. If the proposal is a continuation request, the additional information requested must be provided. **NOTE:** There are two types of Enhancement proposals: equipment and non-equipment. Board staff classifies proposals as equipment related **if over 50% of the total BoR funds requested are allocated for equipment, supplies, and software. Non-equipment proposals are those in which less than 50% of BoR funds requested are allocated for equipment, supplies, and software**. The cover page must reflect this determination, as each type of proposal is scored differently (see the evaluation forms in Appendix B).

B. **PROJECT SUMMARY**: The project summary, limited to 2,500 characters (including spaces), should be a concise description of the project, containing a clear statement of goals and objectives and an outline indicating how the project will operate. The project summary should be informative to other individuals in the field of submission and should explain how the project meets Enhancement Program objectives.

C. **NARRATIVE AND BIBLIOGRAPHY**: The narrative may not exceed fifteen (15) pages. Biographical sketches, budgets, and budget justifications are not considered part of the narrative section. The narrative should be succinct and avoid repetition. Information applicable in multiple places may be referenced by title of section. If a section does not apply, include the heading and mark "not applicable." Reviewers will assign points based on the quality and specificity of each section. The maximum points that can be assigned to each section are noted on the following pages. Proposals that do not conform to page limitations or the prescribed outline may be disqualified.

For multi-institutional proposals, explain as appropriate in each of the following sections the multiple-campus agreements relative to shared funding, resources, and arrangements by which the various institutions propose to share the benefits of the project. Documentation must be provided describing the exact nature of the agreements between/among the institutions.

1. **THE CURRENT SITUATION [total point value = 10]**
   This section explains the institutional context and the perceived need. It should open with a brief description of the institution, students served, department(s)/units involved, and student clientele. The applicant should not assume that reviewers are acquainted with the institution and its programs. Additionally, this section should describe the

relevant resources of the department/unit(s) to answer the question: "Is there an adequately supported program into which the present project will fit?" This section should identify the need that the project addresses and answer the question: "What is currently missing from the curricula or research program, or is not being accomplished effectively?"

a. Institutional Description (no points)
Describe the institution and department/units(s) that benefit from or support the proposed project, including its/their mission, faculty, students, and relevant institutional or departmental resources.

b. Rationale for Project (5 points)
Summarize briefly the need for the proposed project and its role in enhancing the affected department(s)/unit(s) and/or curricula.

c. Impact on Existing Resources (5 points)
Describe the manner and the extent to which the project will complement and improve upon the existing resources of the department/unit(s).

2. THE ENHANCEMENT PLAN [total point value: equipment proposals = 56; non-equipment proposals = 66]

This section should contain a detailed description of the specific developments and activities intended. This portion of the narrative should enable reviewers to judge the suitability and quality of the planned enhancement(s).

a. Project Goals and Objectives (10 points for both equipment and non-equipment proposals)
Define project goals and measurable objectives.

b. Work Plan of Proposed Project (equipment = 21 points; non-equipment = 20 points)
Describe specific activities to be undertaken to achieve the goals and objectives described above. Indicate the person(s) who will conduct each activity. Provide a schedule of activities that lists benchmarks to be accomplished throughout the term of the project. Describe how each objective will be evaluated. **See also section 2.g below.**

c. Evidence of Potential to Achieve Recognized Eminence at the Regional, National, or International Level Commensurate with Degree Offerings and/or Functions (equipment = 5 points; non-equipment = 8 points)
Explain thoroughly how the proposed project will propel the department(s)/unit(s) to a high level of eminence, or help to maintain a current high level of eminence, commensurate with degree offerings and/or functions.

d. Impact on Curriculum and Instruction (equipment = 5 points; non-equipment = 8 points)
Explain the impact which the proposed project will have on the variety and quality of curricular offerings and instructional methods within the affected department(s) or unit(s). As appropriate to current thinking in the specific field(s) or discipline(s) of the proposed project, activities to reform undergraduate education and/or teacher preparation are encouraged.

e. Impact on Quality of Students (equipment = 5 points; non-equipment = 8 points)
Explain how the proposed project will enhance the ability of the participating department(s) or unit(s) to attract and/or retain students of high quality, particularly high-quality students from Louisiana.

f. Impact on Faculty Development (equipment = 5 points; non-equipment = 8 points)
Explain how the project will contribute to improving the quality and effectiveness of faculty teaching. Improvement of faculty pedagogical practices within the context of current thinking on reform of undergraduate education and teacher preparation specific to field(s) or disciplines(s) of the proposed project is encouraged.

    g.   **Project Evaluation (equipment = 5 points; non-equipment = 4 points)**
        For the entire project, devise a plan that determines the extent to which the applicant(s) will assess/evaluate the project and the degree to which it has achieved its goal(s).

3.   **EQUIPMENT [<u>For equipment proposals only.</u> Total point value = 10]**
    This section should answer the questions: "Is each item requested actually needed to implement this development, is it the right piece of equipment for the job, and is the request appropriate for the department/unit? If the request appears <u>not</u> to be appropriate for the department/unit, has the applicant provided evidence that the request merits special consideration?"

    a.   **Equipment Request (6 points)**
        List each item requested, with price information. Logical groupings of items should be made, with each entry cross-referenced to the budget page. Special arguments may be needed to explain requests for: (1) equipment of a quality or cost not usually encountered in research or instruction; (2) equipment that is to be fabricated rather than purchased as a unit; or (3) purchases that might appear to be at variance with the academic setting in which the project operates. Explain the reasoning behind: (1) choosing the particular equipment and (2) the alternatives that were considered and rejected. If an award is made, any items regarded as ineligible, not germane, or inadequately justified will not be funded.

        The purpose of this part of the proposal is to establish the precise relationship between the plan described in the previous sections and the item(s) of equipment requested. This section must indicate briefly the manner in which each major equipment item will be used to affect the appropriate aspect(s) of the enhancement plan described previously.

    b.   **Equipment on Hand for Project (1 point)**
        This section should answer the question: "Has there been a thorough survey of the current equipment inventory and does the proposal plan to make full use of it?" Major equipment on hand that will be available for the project but that is not included in this request should be itemized and explained.

    c.   **Equipment Housing and Maintenance (3 points)**
        This section should answer the question: "Is a reasonable plan presented to ensure a maximum usable lifetime for the equipment?" Describe arrangements to house and maintain the equipment. **Please note that Support Fund monies cannot be used to maintain equipment, whether existing or purchased through the Support Fund. Also note that Support Funds cannot be requested to purchase additional extended-term service contracts, long-term warranties or maintenance agreements. These items should be funded through institutional or other match.** If multidisciplinary, interdepartmental, or interinstitutional use of equipment is proposed, describe the plan for effective utilization.

4.   **FACULTY AND STAFF EXPERTISE   [total point value = 12]**
    Identify those individuals who will conduct and administer the project, define their roles, and provide their qualifications for undertaking the specific responsibilities assigned to them. Special attention should be given to the Principal Investigator, since accomplishment of the project depends on this person's knowledge of the discipline, the curriculum, and the equipment.

    Briefly describe arrangements for special training of existing personnel and/or for acquisition of needed additional support personnel. These arrangements should reflect the fact that Support Fund monies may <u>not</u> be used to pay faculty from the submitting campus to provide or participate in training on equipment furnished by Support Fund grants, or any other form of training. **Training should be part of the institutional match**. In the case of interinstitutional projects, training should be a part of the matching funds provided by the consortium of universities.

    <u>**NOTE:**</u> A Biographical Sketch form must be completed for the Project Director and other involved senior personnel. See section V.H.

5. **ECONOMIC AND/OR CULTURAL DEVELOPMENT AND IMPACT [total point value = 12]**
   This section of the proposal describes the short- and long-term benefits of the project to Louisiana's economic and/or cultural development.

   a. **Relationships With Industrial/Institutional Sponsors (2 points)**
      Explain the manner in which the project will assist in establishing a new relationship, or strengthening an existing relationship, with one or more industrial/institutional sponsors (e.g., private business, trade organization, professional organization, non-profit or community organization, another university or consortium of universities, or federal government agency). Also, explain the manner in which funding of the proposed project will enhance prospects of attaining additional external sources of funding.

   b. **Promotion of Economic Development and/or Cultural Resources (10 points)**
      Describe the manner in which the proposed project will assist the submitting department(s)/units(s) in promoting or enhancing the economic development of the State of Louisiana. Provide information on both short-term and long-term benefits. In the case of projects with significant potential academic/cultural contributions or from which an economic benefit is not expected, explain the manner in which the proposed project will contribute to and benefit the academic and/or cultural resources of Louisiana in both the long and short term.

6. **ADDITIONAL FUNDING SOURCES AND EVIDENCE OF COLLABORATION (0 points)**
   Confirm all resources from collaborating partners by a signed letter describing the form of the commitment to the project. Additional resources may be in the form of cash or in-kind contributions.

   Indicate the resources (time and expertise) that appropriate and authorized institutional personnel will provide to the project. Example: The Director of Institutional Research will provide data, store data generated by the project and assist with internal monitoring and evaluation of the project.

D. **PREVIOUS BoR SUPPORT FUND AWARDS:**
   If either the prospective Principal Investigator or Co-Principal Investigator has participated in an award from any Support Fund program during the previous nine (9) years, the proposal must describe the earlier project(s) and outcomes in sufficient detail to permit a reviewer to reach an informed conclusion regarding the value of the results achieved. The following information must be included in this summary statement: (1) Principal Investigator's name, type of award, amount of award, and period of support; (2) title of the project; (3) a summary of the results of the completed work; and (4) an explanation of the manner in which the current proposal is related to the previous award.

E. **BUDGET AND BUDGET NARRATIVE/JUSTIFICATION:** (Also see Section III.F of the RFP relative to cost sharing and matching commitments.)

   1. An itemized budget must be submitted in the appropriate LOGAN section. An corresponding textual budget narrative will be uploaded separately, which should fully explain every item for which the expenditure of Support Funds is requested and institutional/private match monies are committed. All funds for which a commitment from an external source has been pledged and that are cited in the narrative section of the proposal must be listed on the budget page and explained in the budget narrative. Matching funds should be specified as "in cash" or "in kind."

   2. Use State contract prices for equipment purchases, if applicable.

   3. If ongoing availability of funds after the proposed contract terminates is essential to its long-term success/feasibility (e.g., equipment purchased with Support Fund money requires a continuing source of funds for operation and maintenance after an award has terminated), the applicant must provide a Future Funding Plan in the budget narrative.

F. **DISALLOWED BUDGETARY ITEMS:**
   Support Fund monies cannot be used for ongoing operational costs of existing or proposed programs, entities, or projects. As indicated in Section I.B of this RFP, "Purposes of the Board of Regents Support Fund," Article VII,

Section 10.1 of the Louisiana Constitution 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…"Applicants must make a case in their proposals that what they are proposing does not violate this stipulation. Applicants should also be aware that Support Fund Program staff will make panels of out-of-state evaluators aware of this Constitutional prohibition, as well as the current economic climate for higher education in Louisiana. Panels will then be asked to develop recommendations relative to whether providing Support Fund money for specific proposals under serious consideration would violate this Constitutional stipulation. **Indirect costs may not be requested from the Support Fund Enhancement Subrograms, but may be provided as institutional match.**

Also, only with substantial justification and under exceptional circumstances will the Board allocate Enhancement Program funds for maintenance of equipment, whether existing or purchased through the Support Fund. Long-term maintenance contracts for equipment cannot be requested from the Support Fund; these expenses should be provided as match.

Applicants should also note that the scope of the program does not permit: (1) construction of facilities; (2) routine renovation or upgrading; (3) paying faculty from the submitting university to train other faculty at the same university, or faculty at other universities who are a part of an multi-institutional project; (4) purchase of standard motorized vehicles such as cars, vans, boats, etc.; or (5) purchase of standard office furniture or routine office equipment (e.g., copiers, desk chairs). Support Fund money may be requested to furnish specialized office equipment and vehicles for educational and research purposes and essential to the success of a particular project (e.g., remote tables for computer work stations or unmanned aerial research vehicles for data collection). The proposal must detail and fully justify the specific educational and/or research uses of the requested equipment as related to project goals, objectives and activities.

Equipment and supplies purchased with Support Fund monies may not be given to grant participants (faculty, students, teachers, etc.) as personal property during or after the grant period. **Support Fund money may not be requested for equipment or other expenditures, such as faculty stipends, additional compensation, or overload pay, for K-12 teachers or Louisiana Technical College partners.** These individuals are eligible for funds through the BESE portion of the Support Fund, so may not receive BoRSF monies. (**See also section V.G below.**)

The scope of the Enhancement Program does not normally permit funds to be used for entertainment costs, with the exception of meals for consultants or other professionals brought to the State as part of a funded project. Only under exceptional circumstances and with compelling justification may Support Funds be used for receptions, group meals for faculty and students, refreshments, performers, and other entertainment. All meal charges must comply with State rates as set forth by the Louisiana State Travel Office.

Support may not be requested for shortfalls or deficits in budgets, scholarships or tuition, augmentation of salaries of individuals pursuing regularly assigned duties, or unspecified contingencies; and finally, funds may not be requested for anticipated centers or institutes that require Board approval prior to their establishment and that have not been approved prior to submission of the proposal.

Discounts received for equipment purchases may not be counted as part of the institutional match.

NOTE ON MEMBERSHIP DUES: 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.

G. **FUNDS FOR PRINCIPAL INVESTIGATORS AND SUPPORT PERSONNEL:**
   Except in compelling and unusual circumstances, BoRSF funds may not be requested for faculty or staff support. If the Project Director feels strongly that such expenditures are warranted, partial salary support may be requested **as release time** in proportion to the amount of time each affected employee is expected to contribute to the project, and may not exceed 25% of academic-year salary plus two months of summer support. Support may be provided **only as release time or summer salary** and in no event may charges to the Support Fund exceed the percentage share of base salary pledged to the project. **Faculty and staff may not receive stipends, overload pay or**

additional compensation for work performed outside of regular duties or work hours, and may not be paid on a contract basis as consultants to a funded project.

If salary support of any kind is requested, the applicant must certify that: (a) Support Fund monies will not supplant State funds; and (b) full-time faculty and staff will not, under any circumstances, receive in excess of 100% of their regular salaries through Support Funds. In addition, the budget narrative must provide detailed explanations of the type of salary requested, regular salary level, percentage of effort committed, and justification in terms of project work to be performed for each individual requesting support. Institutions may provide salary support and additional compensation through in-cash or in-kind match.

While requests may be made to fund a full- or part-time faculty or staff position, such requests require substantial justification and a firm commitment from the submitting institution to continue the position after the award period ends. The applicant should specify a duration that the position will be needed to fulfill the long-term goals of the campus, department/unit and/or project. Staff positions created to implement the award must serve a longer-term need met by hiring new individual(s), even on a limited basis, and may not be requested solely to support the grant.

H. **BIOGRAPHICAL SKETCH:** Provide information necessary for reviewers to evaluate the capabilities and experience of key personnel. The Biographical Sketch form must be completed for the Principal Investigator and all senior project personnel. Regarding publications, biographical sketches should only include relevant books, peer-reviewed publications, and manuscripts formally accepted for publication. Works in progress or submitted for publication should not be included.

I. **CURRENT AND PENDING SUPPORT:** Complete the form for the Principal Investigator and all Co-Principal Investigators. This form is not required for technicians and visiting scholars.

J. **PROJECT ACTIVATION DATE AND ANTICIPATED DATE OF COMPLETION:** The project activation date is June 1, 2015 and the termination date is June 30, 2016 for one-year projects or June 30, 2017 for two-year projects. No-cost extensions may be requested to complete activities per Louisiana R.S. 39:1514. This statute specifies that "[c]ontracts 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 Education Quality 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 Enhancement awards are limited to a maximum of two (2) years.

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
  5101 Interdisciplinary Programs

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
  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

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-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 & 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

(2015)

APPENDIX B

SAMPLE PROPOSAL EVALUATION FORMS

Form 6.11
Evaluation Form for Enhancement Proposals
Primarily Requesting Equipment

Form 6.12
Evaluation Form for Enhancement Proposals
Primarily Requesting Non-Equipment Related Support
(e.g., Curricular Revisions, Colloquia)

BOARD OF REGENTS SUPPORT FUND ENHANCEMENT PROGRAM, FISCAL YEAR 2015-16

RATING FORM FOR TRADITIONAL AND UNDERGRADUATE ENHANCEMENT PROPOSALS
PURCHASE OF INSTRUCTIONAL AND RESEARCH EQUIPMENT

INSTRUCTIONS: The completed evaluation form should represent the consensus of the expert members of the review panel and, as such, must reflect the final decisions of that panel. Review this form and the program guidelines prior to reading the proposal. The higher the score, the more clearly the proposal satisfies the criterion under consideration.

A. THE CURRENT SITUATION—10 points

YES_____NO_____   A.1   Has the applicant adequately described the institution and unit(s)/department(s) that will benefit from the project, especially in terms of mission, faculty, students, and relevant institutional or departmental resources?

_____ of 5 pts.   A.2   To what extent will the proposed project enhance the affected department(s)/unit(s) and/or curricula?

_____ of 5 pts.   A.3   To what extent will the project complement and improve upon existing resources of the department(s) or unit(s)?

B. THE ENHANCEMENT PLAN—56 points

_____ of 10 pts.   B.1   Are the goals and objectives clearly stated? Are they realistic? Are the objectives measurable? Can the objectives be completed within the timeframe detailed in the proposal?

_____ of 21 pts.   B.2   Does the work plan sufficiently describe the activities that will be undertaken to achieve the goals and objectives of the proposal with responsible individuals listed for each activity and a schedule of// activities with benchmarks to be accomplished?

_____ of 5 pts.   B.3   To what extent will the proposed project propel the department(s)/ unit(s) into attaining a high level of regional, national, or international eminence--or maintaining a current high level of eminence-- commensurate with degree offerings and/or functions?

_____ of 5 pts.   B.4   To what extent will the proposed project have an impact on the variety and/or quality of curricular offerings and instructional methods within the affected department(s) or unit(s)?

_____ of 5 pts.   B.5   To what extent will the proposed project enhance the ability of the department(s) or unit(s) to attract and/or retain students of high quality, particularly high quality students from Louisiana?

_____ of 5 pts.   B.6   To what extent will the project contribute to improving the quality and effectiveness of faculty teaching and improve faculty pedagogy?

_____ of 5 pts.   B.7   To what extent does the proposal indicate how the PIs will assess/evaluate the degree to which the project has achieved its goals?

C. EQUIPMENT—10 points

_____ of 6 pts.   C.1   To what extent has the proposal established a relationship between the enhancement plan activities and the type of equipment requested? Is the equipment well-justified? Will it significantly enhance the existing technological capability of the department(s)/units(s)? Does it reflect current and projected trends in technology?

_____ of 1 pt.   C.2   Is there a thorough survey of the current equipment inventory and does the proposal plan to make full use of the equipment?

_____ of 3 pts.   C.3   To what extent does the proposal present a reasonable plan to ensure a maximum usable lifetime for the equipment? Are housing and maintenance arrangements for equipment adequate?

D. FACULTY AND STAFF EXPERTISE—12 points

_____ of 12 pts   D.1   Are the faculty and support staff appropriately qualified to implement this project? If special training will be required for faculty and/or other personnel, has an appropriate plan been developed?

E. ECONOMIC AND/OR CULTURAL DEVELOPMENT AND IMPACT—12 points

_____ of 2 pts.   E.1   To what extent will the project assist in establishing a new relationship or strengthen an existing relationship with one or more industrial/institutional sponsors (e.g., private business, trade organization, professional organization, non-profit or community organization, another college or university or consortium of colleges and universities, federal government agency)?

_____ of 10 pts.   E.2   To what extent will the project assist the submitting department(s)/unit(s) in promoting or enhancing economic, cultural and/or academic development and/or resources in Louisiana?

F. PREVIOUS SUPPORT FUND AWARDS—No points assigned

YES___ NO_____   F.1   If the Project Director or Co-Project Director has received previous Support Fund support, has it been adequately documented?

G. TOTAL SCORE (NOTE: Proposals with a total score below 70 will not be recommended for funding.)
_____ of 100 points

SPECIFIC BUDGETARY RECOMMENDATIONS

Requested Amount $_____   Recommended Amount $_____

I agree to maintain in confidence any information, documentation and material of any kind (hereinafter referred to as "Material") included in this proposal; I further agree not to disclose, divulge, publish, file patent application on, claim ownership of, exploit or make any other use whatsoever of said "Material" without the written permission of the principal investigator. To the best of my knowledge, no conflict of interest is created as a result of my reviewing this proposal.

Reviewer's Name and Institution:_____

Reviewer's Signature:_____Date:_____

(Form 6.11, rev 2015)

BOARD OF REGENTS SUPPORT FUND ENHANCEMENT PROGRAM, FISCAL YEAR 2015-16

RATING FORM FOR TRADITIONAL AND UNDERGRADUATE ENHANCEMENT PROPOSALS
REQUESTS OTHER THAN EQUIPMENT PURCHASES (e.g., Colloquia, Curricular Revisions, etc.)

INSTRUCTIONS: The completed evaluation form should represent the consensus of the expert members of the review panel and, as such, must reflect the final decisions of that panel. Review this form and the program guidelines prior to reading the proposal. The higher the score, the more clearly the proposal satisfies the criterion under consideration.

A.   THE CURRENT SITUATION—10 points

YES_____NO_____   A.1   Has the applicant adequately described the institution and department(s)/unit(s) that will benefit from the project, especially in terms of mission, faculty, students, and relevant institutional or departmental resources?

_____ of 5 pts.   A.2   To what extent will the proposed project enhance the affected department(s)/unit(s) and/or curricula?

_____ of 5 pts.   A.3   To what extent will the project complement and improve upon existing resources of the department(s)/unit(s)?

B.   THE ENHANCEMENT PLAN—66 points

_____ of 10 pts.   B.1   Are the goals and objectives clearly stated? Are they realistic? Are the objectives measurable? Can the objectives be completed within the timeframe detailed in the proposal?

_____ of 20 pts.   B.2   Does the work plan sufficiently describe the activities that will be undertaken to achieve the goals and objectives of the proposal with responsible individuals listed for each activity and a schedule of activities with benchmarks to be accomplished?

_____ of 8 pts.   B.3   To what extent will the proposed project propel the department(s)/unit(s) into attaining a high level of regional, national, or international eminence--or maintaining a current high level of eminence—commensurate with degree offerings and/or functions?

_____ of 8 pts.   B.4   To what extent will the proposed project have an impact on the variety and quality of curricular offerings and instructional methods within the affected department(s) or unit(s)?

_____ of 8 pts.   B.5   To what extent will the proposed project enhance the ability of the department(s) or unit(s) to attract and/or retain students of high quality, particularly high quality students from Louisiana?

_____ of 8 pts.   B.6   To what extent will the project contribute to improving the quality and effectiveness of faculty teaching and improve faculty pedagogy?

_____of 4 pts.   B.7   To what extent does the proposal indicate how the PIs will assess/evaluate the degree to which the project has achieved its goals?

C.   FACULTY AND STAFF EXPERTISE—12 points

_____ of 12 pts.   C.1   Are faculty and support staff appropriately qualified to implement the project? If special training will be required for faculty and/or other personnel, has an appropriate plan been developed?

D.   ECONOMIC AND/OR CULTURAL DEVELOPMENT AND IMPACT—12 points

_____ of 2 pts.   D.1   To what extent will the project assist in establishing a new relationship or strengthen an existing relationship with one or more industrial/institutional sponsors (e.g., private business, trade organization, professional organization, non-profit or community organization, or another college or university or consortium of colleges and universities, federal government agency)?

_____ of 10 pts.   D.2   To what extent will the project assist the submitting department(s)/unit(s) in promoting or enhancing economic, cultural and/or academic development and/or resources in Louisiana?

E. PREVIOUS SUPPORT FUND AWARDS—No points assigned

YES___ NO_____   E.1   If the Project Director or Co-Project Director has received previous Support Fund support, has it been adequately documented?

F. TOTAL SCORE (NOTE: Proposals with a total score below 70 will not be recommended for funding.)
_____ of 100 points

SPECIFIC BUDGETARY RECOMMENDATIONS

Requested Amount $_____   Recommended Amount $_____

I agree to maintain in confidence any information, documentation and material of any kind (hereinafter referred to as "Material") included in this proposal; I further agree not to disclose, divulge, publish, file patent application on, claim ownership of, exploit or make any other use whatsoever of said "Material" without the written permission of the principal investigator. To the best of my knowledge, no conflict of interest is created as a result of my reviewing this proposal.

Reviewer's Name and Institution:_____

Reviewer's Signature:_____Date:_____
<div align="right">(Form 6.12, rev 2015)</div>