

# TRAVEL GRANTS FOR EMERGING FACULTY (TGEF)

## *Request for Applications*

DEADLINE DATES:

Open deadline until: August 1, 2017



# 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: September 19, 2016

## **A. Program Overview**

Under the National Science Foundation's Experimental Program to Stimulate Competitive Research (EPSCoR) Research Infrastructure Improvement (RII) Track 1 award to Louisiana, the Board of Regents sponsors travel grants for emerging science and engineering (S&E) faculty members to meet with funding agency program officers or to give major invited talks. Faculty members who hold a regular tenure-track but untenured S&E position in any Louisiana public institution of higher education, or in any Louisiana higher education institution that is a member of the Louisiana Association of Independent Colleges and Universities (LAICU), are eligible to apply.

Each TGEF application must include: 1) travel justification, 2) a letter of support from the applicant's chairperson and/or dean, 3) curriculum vita, and 4) a list of names and addresses of the campus head, chief administrative/research officer, dean of the college, and the department chair. Travel advances will not be made; awarded funds will be disbursed only *after* the traveler submits documents, e.g. an official program agenda with the awardee's presentation listed, which demonstrates that the objective of the proposed travel was achieved. Expenses in excess of the award amount and/or expenses that are not in accordance with State travel regulations, even if less than the allotted limit, are the responsibility of the traveler.

## **B. General Information**

### **B.1 Program Purpose**

The purpose of the TGEF program is to help Louisiana's emerging faculty researchers become more competitive. This is accomplished in two ways:

- 1) by providing eligible faculty with an opportunity to visit federal agency program officers and learn how to better structure a research proposal(s) and be more competitive in the peer review process, and
- 2) by providing eligible faculty with the opportunity to give plenary or major invited talks at regional, national or international meetings.

Those applying to visit funding agencies have the option of inviting a competitive (tenured/funded) faculty mentor to accompany them.

### **B.2 Requirements for Consideration/Definitions**

Meetings with federal or private funding agency program officers are required to take place at the agency office, as this allows for longer, more productive meetings and additional opportunities for interaction with agency representatives.

**A major invited talk is defined as a talk or presentation of a paper that has been solicited by the organizing committee of a regional, national, or international conference. Situations in which applicants submit papers or abstracts that are subsequently accepted DO NOT qualify as "invited" talks. The letter of invitation must be an official correspondence from the conference organizing committee. A form letter or email acknowledging receipt or acceptance of an abstract or paper will not be considered a letter of invitation.**

### **B.3 Award Amounts**

The maximum amount available to an awardee traveling to visit a funding agency is \$1,200. If the applicant is accompanied by an already competitive (tenured/funded) faculty mentor for the

purpose of visiting a federal funding agency program officer, a maximum amount of an additional \$1,200 will be eligible for travel expenses of the pair.

The maximum amount available to an awardee traveling to give an invited plenary or major presentation is \$1,200.

#### **B.4 Eligible Faculty**

Individuals who hold a regular tenure-track but untenured S&E position in any Louisiana public institution of higher education, or in any Louisiana higher education institution that is a member of the Louisiana Association of Independent Colleges and Universities (LAICU), are eligible for an award. No more than one TGEF application (either type) per calendar year will be awarded to an individual; preference will be given to first-time applicants.

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(have) been received and accepted by the Board.

#### **B.5 Eligible Disciplines**

Eligible S&E disciplines under this program are those eligible for NSF funding. They include:

- Biological sciences (all)
- Mathematical & computer sciences
- Earth & environmental sciences (Geology, Oceanography, Environmental)
- Engineering (all)
- Physical sciences (Astronomy, Chemistry, Physics)
- Social & behavioral sciences

### **C. Application Format**

#### **C.1 Travel Justification**

Proposals must use the TGEF application form included in this RFA (**Attachment A**), which requires a comprehensive abstract (200 words or less) of either:

- 1) the applicant's research program, the name of the agency and officer within that agency that the researcher plans to visit and a synopsis of an anticipated proposal submission. If the applicant plans to travel with a faculty mentor, that individual must be identified and justification for the choice made in the abstract (in this case, the abstract can be up to 250 words).

or

- 2) the researcher's invited presentation, the name of the inviting organization, and the name and dates of the conference. (See Section B.2)

Applications must also include either correspondence (email will suffice) from the program officer(s) that the applicant will be visiting or a copy of the official letter of invitation from the organizing committee of the conference that the applicant will be attending.

## **C.2 Institutional Endorsement**

Applications must include a letter from the applicant's chair and/or dean that indicates his/her support for the proposed travel. The letter of support must also document the department/college/institution investment in the applicant's research program and certify the credentials and tenure-track (untenured) status of the traveler as well as the credentials of the accompanying traveler, if the applicant has included this option in his/her application.

## **C.3 Curriculum Vita**

The curriculum vita of the emerging faculty member must be attached to the application. In particular, the vita should include a complete list of publications, contributed and invited talks, student (M.S. and Ph.D.) production record, and funding history, including submitted and funded proposals.

## **C.4 Institutional Information**

A list of institutional representatives (names, addresses and telephone numbers) to be notified if an award is made must be attached. The list should include the campus head, chief administrative/research officer, dean of the college, and department chair.

## **D. Submission of Applications**

### **D.1 Grant Period**

The period covered by this TGEF Program RFA is September 19, 2016 through August 1, 2017. Applications will be accepted throughout this period, contingent upon availability of funds.

### **D.2 Timing of Applications**

Hard copy applications will no longer be accepted.

**The proposal must be submitted to the Board of Regents electronically by the applicant's authorized institutional representative. Electronic submission by the authorized representative will denote institutional approval of the proposal and acceptance of the requirements of this RFA. Applications must be received on LOGAN at least thirty (30) days prior to the applicant's anticipated date of travel in order to be reviewed before travel occurs. The applicant will be notified within those thirty days as to whether his/her application was approved. Applications for travel in the month submitted will not be processed; travel must occur within six months of the award date. Requests for travel reimbursement must be submitted within 30 days of completion of the travel; reimbursement vouchers received more than 30 days after completion of the travel will not be honored.**

### **D.3 Electronic Submission**

All online submissions must be uploaded as a single PDF document through the LOGAN system. Proposal submission is a two-step process. Following PI submission, the proposal is routed to your employing institution for review, approval, and final submission to the Board of Regents' EPSCoR office; the Board does not receive and will not accept the proposal directly from the PI.

Instructions for PIs:

Go to URL: [https://web.laregents.org/logan/pi\\_login.pl](https://web.laregents.org/logan/pi_login.pl)

Login using your LOGAN credentials.

If you are new user and do not have a LOGAN login, please click on “New user registration” to register.

If you have logged into LOGAN before and have forgotten your credentials please click “Forgot your password? Reset your account and receive a new system assigned password” to receive a new system-assigned password.

After logging in, click on “Go >>” next to “TGEF Proposals”.

Follow on-screen instructions to complete your proposal.

Send completed proposal to the appropriate campus office by clicking “Send Proposal to OSP/OSR”. A proposal reference number will be assigned after the proposal is successfully sent to the PI’s Office of Sponsored Programs/Research.

An email confirmation of submission to the campus will be sent to the PI with the proposal reference number.

The OSP/OSR will review the proposal, and, if approved, submit the proposal to the Board of Regents.

Instructions for the OSP/OSR:

Go to URL: [https://web.laregents.org/logan/institutional\\_login.pl](https://web.laregents.org/logan/institutional_login.pl)

Login using your Institutional credentials.

Select “TGEF Proposals”.

Follow on-screen instructions to submit the proposal to the Board of Regents’ EPSCoR office.

An email will be sent to both the PI and OSP/OSR to confirm successful submission of the proposal to the EPSCoR office.

If both the PI and the OSP/OSR do not receive confirmation emails within 4 hours, the proposal was not received. Please contact the LA EPSCoR office by phone at by email at [support@laregents.org](mailto:support@laregents.org).

## **E. Evaluation**

### **E.1 Application Submission**

Proposals to the TGEF program will be accepted, evaluated, and funded based on availability of resources. All applications will be reviewed and applicants will be notified within approximately

thirty (30) days as to whether their application has been approved. Applicants may only receive one TGEF award per calendar year.

## **E.2 Post-award**

**In order to be reimbursed for travel expenses, an awardee must submit a final report (200 words or less) documenting the outcome of the travel.** Awardees who met with a funding agency program officer(s) must include an outline for a planned proposal submission to that or a substitute agency if this was an outcome of the travel. Awardees invited to make a presentation must include a summary of the presentation and a copy of the conference program.

The objective of the TGEF program is to increase the competitiveness of Louisiana's emerging S&E faculty researchers. To document successes and justify continuing support for the program, participants are required to complete a questionnaire approximately one year after the completion of their travel to determine if the investment generated positive results. The questionnaire must be submitted using the Board's electronic reporting system, LOGAN. The questionnaire will address the following: 1) in the case of support for travel to visit a program officer at a funding agency, the name and status of any proposals submitted; and 2) in the case of support for travel to a regional, national or international meeting, the name of the presentation and list of outcomes, for example, publication(s) and/or collaboration(s) that resulted. Submission of an application and acceptance of an award commits the individual awardee and awardee's institution to fully comply with this requirement. Once this information is provided, the awardee's TGEF responsibilities are fulfilled. Failure of an awardee to comply with these requirements will result in declination of future LA EPSCoR awards to that individual until such time as the delinquent report is received.

## **F. Award Conditions**

### **F.1 Change Requires Approval**

Prior written approval from the Board of Regents' Associate Commissioner for Sponsored Programs Research and Development/LA EPSCoR Project Director or his/her designated representative is required for any change in travel plans, such as substituting an agency and/or officer other than the one specified in the original travel plan. Unauthorized changes will, without exception, be deemed in violation of the conditions of the award and nullify the agreement.

### **F.2 Travel Reimbursement**

**Travel reimbursement requests *must* be submitted to the Board of Regents (Attn: TGEF Program) within 30 days of completion of travel; *funds that are not claimed within 30 days will revert to the pool of money available for the TGEF Program.***

Awardees must submit a Travel Expense Account Form along with the originals of all travel receipts/documents as required for normal state-supported travel. Awardees will be reimbursed for expenses that qualify under the State travel regulations (Policy and Procedures Memorandum #49). Expenses in excess of the award amount and/or expenses that are not in accordance with State travel regulations, even if less than the allotted limit, are the responsibility of the traveler. The funds will be released upon receipt of a completed Travel Expense Account Form and a final report (See Section E.2).

**All commercial airfare tickets must be purchased from the state contracted travel agency.** This requirement is mandatory unless approval is granted from the State Travel Office. Written approval from the Board of Regents is required prior to departure for the rental of

vehicles. Such approval may be given when it is shown that vehicle rental is the only or most economical means by which the purposes of the trip can be accomplished.

**NOTE:** Awardees traveling prior to or during the month of June must submit expenses for reimbursement on or before July 15, due to fiscal year closure requirements.

**G. Additional Information**

Please direct questions to: **Ms. Alysia Delone**  
Board of Regents Office of Sponsored Programs  
P.O. Box 3677  
Baton Rouge, LA 70821-3677  
225-342-4253 (Phone)  
225-342-3371 (Fax)  
[alysia.delone@la.gov](mailto:alysia.delone@la.gov)

**I. Attachments**

- A. Application Form**
- B. Evaluation Form**

**Attachment A**  
**Travel Grants for Emerging Faculty**

**1. Applicant's Name, Position & Contact Information**

<i>(Last Name)</i>	<i>(First Name)</i>	<i>(MI)</i>	<i>(Position)</i>
( )	( )		
<i>Phone</i>	<i>Fax</i>		<i>Email</i>
<i>(Institution)</i>		<i>(Department/Unit)</i>	
<i>(Mailing Address)</i>			
<i>(City)</i>	<i>(State)</i>	<i>(Zip Code)</i>	

- 2. Grant Purpose**        \_\_\_\_\_ (A) To visit a federal funding agency  
                                      \_\_\_\_\_ (B) To make a major invited presentation

**3. Travel Justification:** (A) Describe your research program (200 words or less or 250 if accompanied by a mentor), agency and program officer(s) you will visit, and a synopsis of the proposal you anticipate submitting; if applicable, identify/justify your faculty mentor. Provide correspondence from the program officer(s) you will be visiting. (B) Provide an abstract of your planned presentation, name and dates of the conference, and a copy of the official letter of invitation. (See RFA C.1) (A&B) Provide a list of institutional representatives (names, addresses and telephone numbers) to be notified if an award is made. (See RFA C.4)

**4. Institutional Endorsement: Attach** a brief letter from your Department Chair and/or Dean indicating his/her support for the proposed travel. This statement should describe the department/unit/institution investment in your research program. (See RFA C.2)

**5. Curriculum Vita: Attach** a curriculum vita that includes a complete list of publications, all contributed and invited talks, student (M.S. and Ph.D.) production record, and submitted and funded proposals. (See RFA C.3)

**6. Acceptance of Program Requirements:** By submitting my proposal electronically, I agree that I have read and understand the program requirements detailed in this RFA, particularly Sections E-G dealing with Award Conditions, Reporting Requirements, and Post-Award Evaluation. If awarded, I agree to ensure timely compliance to all program requirements.



**Travel Grants for Emerging Faculty  
Attachment A (continued)**

**For National Science Foundation Reporting Purposes Only**

**Gender:** \_\_\_\_\_ Male \_\_\_\_\_ Female

**Ethnicity:** (Choose one response) \_\_\_\_\_ Hispanic or Latino \_\_\_\_\_ Not Hispanic or Latino

**Race:** (Select one or more)

\_\_\_\_\_ Asian \_\_\_\_\_ American Indian or Alaska Native

\_\_\_\_\_ Black or African American \_\_\_\_\_ Native Hawaiian or Other Pacific Islander

\_\_\_\_\_ White

**Disability Status:**

\_\_\_\_\_ Hearing Impairment \_\_\_\_\_ Mobility/Orthopedic Impairment

\_\_\_\_\_ Visual Impairment \_\_\_\_\_ Other \_\_\_\_\_ None

**Why this information is being requested:**

The National Science Foundation (NSF) is committed to providing equal opportunities for participation in its programs and promoting the full use of the Nation's research resources. To aid in meeting these objectives, NSF requests information on the gender, race, ethnicity and disability status of individuals participating in NSF-sponsored activities. Provision of this information is voluntary.

*The above information will be used for NSF reporting purposes only and will not be considered as a precondition of a TGEF award.*

## Attachment B

### REVIEWER EVALUATION FORM - TRAVEL GRANTS FOR EMERGING FACULTY

Applicant's Name:

\_\_\_\_\_  
 Last                                      First                                      M.I.

Title: \_\_\_\_\_ Institution of Higher Education: \_\_\_\_\_

Eligible Discipline (check one): \_\_\_\_\_ Biological sciences  
 \_\_\_\_\_ Mathematics & computer sciences  
 \_\_\_\_\_ Earth and environmental sciences  
 \_\_\_\_\_ Engineering  
 \_\_\_\_\_ Physical sciences (Astronomy, Chemistry, Physics)  
 \_\_\_\_\_ Social & behavioral sciences

Grant Purpose: \_\_\_\_\_ (A) To visit a federal funding agency  
 \_\_\_\_\_ (B) To make a plenary or major invited presentation  
 at a regional, national or international meeting

#### BASIC REQUIREMENTS

The applicant holds a regular tenure-track but untenured science and engineering position in one of Louisiana's public institutions of higher education or in a higher education institution that is a member of the LA Association of Independent Colleges and Universities. The application:

Meets or exceeds basic requirements: \_\_\_\_\_ (proceed with the evaluation)  
 Does not meet the basic requirements: \_\_\_\_\_ (stop here, give explanation)

Comments: \_\_\_\_\_

1. (40 %) Travel justification — Applicant is required to provide: (A) an abstract (200 words or less or 250 if accompanied by a mentor) of his/her research program, name of the agency and officer he/she plans to visit, and a synopsis of an anticipated proposal submission; also, if applicable, identification and justification for the mentor; and correspondence from the program officer(s) that the applicant will be visiting. (B) an abstract (200 words or less) of the presentation, conference name and dates, and a copy of the official letter of invitation. How do you rate the applicant's response to this requirement?  
 Excellent \_\_\_\_\_ Very Good \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

2. (30 %) Institutional endorsement — The application is to include a brief statement from the applicant's Chair and/or Dean indicating support for the proposed travel and describing departmental/college/institutional investment in the applicant's research program. Please rate this institutional endorsement.  
 Excellent \_\_\_\_\_ Very Good \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

3. (30 %) Curriculum vita — A curriculum vita must be attached. It should include a complete list of publications, contributed and invited talks, student (M.S. and Ph.D.) production record, and funding history, including submitted and funded proposals. Based on this information, how do you rate the applicant's funding potential?  
 Excellent \_\_\_\_\_ Very Good \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Reviewer's overall recommendation: Support \_\_\_\_\_ Additional Justification\* \_\_\_\_\_ Do Not Support \_\_\_\_\_

\*Brief explanation: \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_