

# LINKS WITH INDUSTRY, RESEARCH CENTERS, AND NATIONAL LABS (LINK)

## *Request for Proposals*

DEADLINE DATES:

Proposals Due: Open Deadline until August 31, 2018



# LA EPSCoR

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

Supported By:

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

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[www.laregents.org](http://www.laregents.org)

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## **I. PROGRAM DESCRIPTION**

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

The Board of Regents (BoR) solicits proposals to facilitate science and engineering (S&E) research, education and training opportunities for faculty, post-doctoral researchers, and graduate and undergraduate students. Funding for this program is available under Louisiana's NSF EPSCoR (Experimental Program to Stimulate Competitive Research) award. The Links with Industry, Research Centers, and National Laboratories (LINK) program will be administered through the BoR's Office of Sponsored Programs and will operate under the guidance of the State's EPSCoR Committee.

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

Louisiana EPSCoR's goals for strengthening the State's research infrastructure are to a) enhance Louisiana's research and development (R&D) competitiveness; b) build partnerships among Louisiana universities, national laboratories, major research centers, and the private sector; and c) recruit students—especially from underrepresented groups—into S&E fields.

LINK will help to develop a diverse, internationally competitive and engaged workforce of scientists and engineers by establishing partnerships and alliances between Louisiana researchers and collaborators at national laboratories, research centers or industrial facilities.

### **I.C. ELIGIBILITY**

Tenured and tenure-track S&E faculty members 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. Post-doctoral researchers and graduate students may participate and can travel independently, but **must** be sponsored by a tenured or tenure-track faculty member, who will serve as the Principal Investigator (PI). Undergraduate students are eligible to participate provided that they are accompanied by a tenured or tenure-track faculty member, who will serve as the PI.

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.

### **I.D. FINANCIAL CONSIDERATIONS**

Louisiana EPSCoR will provide \$500.00 per week, not to exceed a total of \$2,000, for applicants' subsistence (e.g., lodging, meals, etc.) while visiting and training at an industrial facility, research facility or center, or national laboratory. A maximum of \$1,000 in transportation cost reimbursements will be provided. Duration of the visits must range from a minimum of two (2) weeks to a maximum of four (4) weeks. It is expected that the applicant will spend the entire duration of the visit at the facility. Payment of stipends is not permitted. Only expenses that qualify for travel reimbursement under the current state general travel regulations (Policy and Procedures Memorandum #49) are allowable.

A faculty applicant may also request that an undergraduate student, graduate student, or a post-doctoral researcher accompany him/her. There is a limit of two individuals per application. A justification must be included in the project description. The same weekly allowance and

transportation cost reimbursements, per person, will apply. Post-doctoral researchers and graduate students may participate and can travel independently, but undergraduate students must be accompanied by the Principal Investigator.

Although institutional commitment is not required, existing or new support from the applicant's institution and/or other sources to ensure success of the proposed project is expected. Financial support pledged in the proposal must be honored in the event that the proposal is funded.

Funds will be made available by contract from the BoR to the PI's institution. Indirect charges (i.e., overhead or facilities and administrative costs) are not allowed under this program.

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

This program has an open deadline from September 2, 2017 until August 31, 2018. Proposals will be accepted throughout this period, **contingent on availability of funds**. Proposals must be received on LOGAN **at least thirty (30) days before the requested start date of travel**. Proposals must be submitted electronically in pdf format; the BoR will not accept hard copy submissions. Failure to meet this deadline will invalidate the submission.

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

The following proposal requirements must be followed closely. *Proposals that do not adhere to all of these guidelines and stipulations will not be considered.*

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

###### **II.A.1 FREQUENCY OF TRAVEL**

Participants are limited to one LINK award per calendar year, based on the date travel begins.

###### **II.A.2 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 "LINK 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 “LINK 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).

### **II.A.3 FORMAT REQUIREMENTS**

All sections of the proposal must be formatted to a standard 8-1/2" x 11" page; all pages are to be numbered consecutively and have 1-inch top, bottom, and side margins.

## **II.B PROPOSAL FORMAT**

### **II.B.1 COVER PAGE**

The faculty applicant/sponsor must be the PI on the application. See attached form.

### **II.B.2 SUMMARY**

A 200-word summary of the proposed activity is required. It must provide specific information regarding destination, collaborators, and overall objectives.

### **II.B.3 PROJECT DESCRIPTION**

The project description, not to exceed five (5) pages, should: (1) Describe the partnering facility and its capabilities as related to the proposed activities; (2) Identify a researcher(s) at the partnering facility with whom the applicant plans to collaborate and provide the rationale for selecting the collaborator(s); (3) Provide a statement of work listing the major research tasks to be carried out, a timeline for accomplishing the tasks, and expected outcomes; and (4) Describe the potential of this collaboration in attracting federal funds.

#### **II.B.4 REFERENCES CITED**

Not to exceed one page.

#### **II.B.5 BUDGET AND BUDGET JUSTIFICATION**

A summary budget covering the award period is required. It must include a budget justification/explanation. The only acceptable budget line item for requested funds is 'Travel.' See attached budget worksheet and budget form.

All institutional/private sector support for which the PI has received a commitment as cited in the text of the application must be listed on the budget page and explained in the budget justification.

#### **II.B.6 BIOGRAPHICAL SKETCHES**

Biographical sketches of the faculty applicant/sponsor, students/post-doctoral researchers, and any collaborators from the laboratory, research center, or industry are required. Biographical sketches must not exceed two pages each.

#### **II.B.7 LETTERS OF SUPPORT**

For graduate students or post-doctoral researchers traveling independently, a letter of support from the faculty sponsor, co-signed by the Department Head or Dean, and a letter of invitation (email will suffice) from the collaborator at the partnering facility must be included.

For faculty members, a letter of support from the Department Head or Dean, and a letter of invitation (email will suffice) from the collaborator at the partnering facility must be included.

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

For the awarded proposals, the PI is responsible for submitting a final report in letter format, which is due at the completion of the grant.

The objective of the LINK 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 will address whether the LINK program yielded any of the following: 1) grant proposals/awards; 2) research publications, 3) presentations at regional, national, or international conferences, 4) research accomplishments for undergraduate, graduate students, or postdoctoral researchers, and 5) other research nuggets. 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 LINK 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 the delinquent report is received.

#### **IV. QUESTIONS ABOUT RFP**

Specific questions concerning this RFP and the requirements set forth herein should be directed to Ms. Jessica Patton, Federal Programs Administrator, by email: [jessica.patton@la.gov](mailto:jessica.patton@la.gov).

## COVER SHEET FOR PROPOSAL TO THE BOARD OF REGENTS

FOR CONSIDERATION BY BoR ORGANIZATION UNITS(S) (Indicate the most specific unit known, i.e., program, division, etc.) <b>LOUISIANA EPSCoR</b>		<b>FOR BoR USE ONLY</b> <hr/> <b>BoR PROPOSAL NUMBER</b>	
PROGRAM ANNOUNCEMENT/SOLICITATION NO./CLOSING DATE <b>LINK RFP</b>			
NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE:		ADDRESS OF AWARDEE ORGANIZATION, INCLUDING ZIP CODE:	
TITLE OF PROPOSED PROJECT:			
NAME OF AND LOCATION OF FACILITY APPLICANT WILL VISIT:			
REQUESTED AMOUNT \$	PROPOSED DURATION (2-4 weeks) _____ weeks	START DATE OF TRAVEL TO FACILITY:	
APPLICANT IS REQUESTING SUPPORT FOR (CHECK ONE):			
<input type="checkbox"/> <b>PI only</b>	<input type="checkbox"/> <b>PI and Undergraduate, Graduate Student or Post-doc</b> Name of Undergraduate, Graduate Student or Post Doc:	<input type="checkbox"/> <b>Graduate student or Post-Doc only</b> Name of Graduate Student or Post Doc:	
PI DEPARTMENT  <hr/> PI FAX NUMBER		PI/PD POSTAL ADDRESS	
NAMES (TYPED)	Highest Degree, Yr	Telephone Number/ Fax Number	Electronic Mail Address
PI NAME			
Name of accompanying Undergraduate Student, if applicable			
Name of accompanying Graduate Student, if applicable			
Name of accompanying Post-Doc, if applicable			

**Links with Industry, Research Centers, and National Labs**  
(Complete one form for each individual.)

Name: \_\_\_\_\_

**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 LINK award.*

## LINK BUDGET WORKSHEET

Organization: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

A. Number of participants: \_\_\_\_\_

B. Duration of visit in weeks: \_\_\_\_\_

C. Multiply A x B: \_\_\_\_\_

D. Multiply result of C by \$500: \_\_\_\_\_ (maximum subsistence amount)

E. Multiply A by \$1000: \_\_\_\_\_ (maximum travel allowance)

F. Add D+ E: \_\_\_\_\_ (total amount of request)

The total amount of request (line F on this worksheet) should be listed on the budget page on Line E, "Travel." This will be the maximum compensation amount listed in the LINK contract issued to your institution. Actual reimbursement will be based on the expenses incurred during the LINK visit.

Any institutional or other support committed as cost sharing should be listed in the column marked "Institutional Match."

# LINK Budget Form

ORGANIZATION						
PRINCIPAL INVESTIGATOR						
A. SENIOR PERSONNEL:				Funds Requested	Institutional Match	Total Costs
List personnel separately. Indicate number & type of months for each. A.5-6 show total number Other in brackets.						
	CAL.	ACAD.	SUMR.			
1						
2						
3						
4						
5	[ ]					
6	[ ]					
B. OTHER PERSONNEL (show #s)						
1	[ ]					
2	[ ]					
3	[ ]					
4	[ ]					
5	[ ]					
6	[ ]					
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 (Specify rates.)						
Total Indirect Costs						
J. TOTAL DIRECT & INDIRECT COSTS (H + I)						