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April 22, 2020

MEMORANDUM

TO: Directors, Offices of Research and Sponsored Programs

FROM: Carrie Robison, Deputy Commissioner for Research and Sponsored Initiatives 

RE: (A) Important Notice Regarding Funding Status of Enhancement and/or Research & Development Proposals Recommended for Funding by Out-of-State Experts and Approved by the Board of Regents
(B) Dissemination of Potential Contract Materials to Principal Investigators
(C) Special Provisions Related to the COVID-19 Disruption
(D) **CONTRACT COMPLETION DEADLINE: Monday, May 18, 2020 (Note no separate due date for LAICU campuses)**
(E) Post-Award Reporting Requirements

A. IMPORTANT NOTICE REGARDING FUNDING STATUS OF APPROVED PROPOSALS

One or more proposals submitted by faculty from your institution for funding consideration during FY 2019-20 under the Board of Regents Support Fund Enhancement and/or R&D Programs has been approved for funding by the Board of Regents. Recommended projects were approved for funding at the Board's meeting of April 22, 2020.

Although we have not received final notice from the Treasurer's Office as to the amount of money available for new projects in FY 2019-20, the end of the fiscal year is near, and the staff must begin immediately to solicit required materials for potential contracts for all approved Enhancement and R&D proposals. This solicitation of materials is not a guarantee of funding. If any principal investigator at your institution would prefer not to undertake the work required to execute a potential contract for his/her project in the absence of final notice from the Treasurer's Office, you should let me know immediately upon receipt of this letter and no later than Thursday, April 30, 2020. In that event, Support Fund money recommended for this proposal will be awarded in accordance with Board contingencies for awarding funds declined by other applicants.

B. DISSEMINATION OF POTENTIAL CONTRACT MATERIALS TO PRINCIPAL INVESTIGATORS

All new contracts for your campus are now available through your institutional LOGAN account. When you log in to LOGAN, you will see a link for "2019-20 Contracts." That link will contain all potential Enhancement and R&D contracts, with stipulations, for your campus, information and instructions for

completing each contract type, and contract forms referenced in instructions for contract completion. Please verify as soon as possible that these materials are available in your LOGAN account; for technical assistance related to accessing the contracts, contact the system administrator at support@laregents.org. Note that some contract attachments required in past years – the principal investigator information sheet and list of campus contacts – are no longer needed; this information is now maintained in LOGAN.

We suggest you forward contract files and instructions immediately to the appropriate principal investigator(s) at your institution. LOGAN delivery of the documents makes it possible for you to disseminate materials to principal investigators electronically, though you may also print contracts and instructions for hard-copy delivery. **Due to the disruptions related to COVID-19, the Board of Regents has some temporary flexibility regarding contract signatures (see section C below).**

To assist you in processing contract materials, the LOGAN contracts page divides materials into Enhancement and R&D categories. Each contract file (pdf) will contain the contract and the stipulation page, identifying the principal investigator on your campus to receive the contract. Also in LOGAN are documents containing information and instructions relative to contract completion for each program. The instructions file for each contract type includes all required forms (assurance forms, budget pages, etc.) in pdf format; these forms are also available for download in MS Word and Excel formats on our website (https://web.laregents.org/downloads_page/rfps-policies-forms/). **The contract and instructions should be transmitted to each principal investigator as soon as possible.**

C. SPECIAL PROVISIONS RELATED TO THE COVID-19 DISRUPTION

Governor John Bel Edwards issued a proclamation in March 2020 in response to the disruptions in regular business operations caused by COVID-19 permitting state agencies some flexibility in strict compliance with State contracting requirements. As a result, the Board of Regents will accept electronic and copied signatures on contract documents, including the contract signature page, assurance form, and budget pages. Note that this flexibility is temporary and applicable at this point only to contracting activities during the current disruption.

D. DEADLINE FOR RECEIPT OF CONTRACTS AND ALL SUPPLEMENTARY INFORMATION

To ensure payment of first-year funds from the FY 2019-20 budget of the Board of Regents Support Fund, it is imperative that all completed contracts, with all required supplementary documents as listed in the instructions for contract completion, be received in our office (addressed to my attention) no later than **Monday, May 18, 2020**. Because we must transfer all Support Fund money from our budget by June 30, 2020, if a principal investigator fails to meet the stipulated deadline we may not be able to make that particular award. Additionally, because the timeframe for contract completion is short, we need your assistance in ensuring that all contracts from your institution, as well as required supplementary documentation, are complete and accurate when they are submitted and that all signatures (campus and system) have been obtained on contracts and supplementary documents, as appropriate.

NOTE TO ALL PRIVATE CAMPUSES: A copy of the institution's official Board Resolution, which indicates the individual or position title authorized to sign on behalf of the institution, is required to fully execute the contract.

As soon as each of these contracts has been executed, we will post a copy of the completed contract and all attachments/appendices on the LOGAN institutional page. **Since original signatures are not required, campuses are strongly encouraged to transmit signed contract and related documents to me (carrie.robison@laregents.edu) electronically via email, Dropbox or other document share**

service. Electronic documents must be transmitted either from a campus official (Sponsored Programs officer or equivalent) or with written permission of an appropriate campus official, to ensure contract documents submitted have been reviewed and approved by the campus. Note that all signatures, including system signatures, should be included in the documents transmitted to the BoR. Staff are not able during this disruption to secure signatures on incomplete contracts.

If the campus wishes to submit hard copies of contract materials, they may be mailed as follows:

U.S. MAIL (FIRST-CLASS, PRIORITY, EXPRESS)	UPS, FEDERAL EXPRESS, OR OTHER COURIER SERVICE
Carrie Robison, Deputy Commissioner for Sponsored Programs Louisiana Board of Regents P. O. Box 3677 Baton Rouge, LA 70821-3677	Carrie Robison, Deputy Commissioner for Sponsored Programs Louisiana Board of Regents 1201 North Third Street, Suite 6-200 Baton Rouge, LA 70802

Note that the Claiborne Building is currently closed to hand deliveries of documents and verification of receipt may not be immediately available.

E. POST-AWARD REPORTING REQUIREMENTS

As you are aware, BoRSF project and fiscal reporting is done through the Board's online system (LOGAN). The principal investigator will access LOGAN contract reporting with the same login information used to submit the proposal.

If you have questions about the contract materials or the manner in which we are asking you to proceed, please contact me (carrie.robison@laregents.edu). For questions about particular programs and their contractual requirements, contact Ms. Zenovia Simmons (zenovia.simmons@laregents.edu), R&D (RCS, ITRS, & PoC/P) Program Manager; Mr. Bryan Jones (bryan.jones@laregents.edu), Enhancement Program Manager (Departmental Enhancement – Comprehensive and Targeted); or me (ATLAS, BoR/SREB Graduate Support, Endowments, and general questions).

Thank you for your continued cooperation, assistance, and understanding of the time constraints under which we must ask you and principal investigators to operate.

cc: Institutional Contract Managers
Institutional Fiscal Agents