

**INFORMATION AND INSTRUCTIONS FOR COMPLETION OF POTENTIAL CONTRACTS IN THE BOR/SREB DOCTORAL SUPPORT INITIATIVE TO PROMOTE STUDENT AND FACULTY DIVERSITY APPROVED FOR FUNDING DURING THE FY 2019-20 BoRSF COMPETITIVE CYCLE**

**BoR/SREB DOCTORAL SUPPORT INITIATIVE CONTRACTS DUE MONDAY, MAY 18, 2020**

**A. IMPORTANT NOTICE REGARDING FUNDING STATUS OF APPROVED PROPOSALS**

A proposal you submitted for funding consideration under the Board of Regents Support Fund BoR/SREB Doctoral Support Initiative was approved for funding by the Board of Regents at its meeting of April 22, 2020; the project is scheduled to begin August 1, 2020.

**B. REQUIREMENTS FOR POTENTIAL CONTRACT**

Your institution will forward a contract for your review and signature. **Campus and system heads, or their authorized representatives, also must sign the contract.** In addition, each signature must be witnessed by one other individual. Please note that your employing institution's tax identification number must be typed in the space provided under "Section XVII. Payment of Taxes." The "Board of Regents Support Fund, Funding Stipulations" page, included with the contract, provides information related to the contract, including: the contract number assigned to your proposal, the title of the proposal, the principal investigator(s), the principal investigator's employing institution, the total and annual anticipated grant award amounts, and, finally, funding stipulations developed by the final panel of out-of-state experts, which become part of the potential contract.

**NOTE ON 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 maintaining 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.

**NOTE TO ALL PRIVATE INSTITUTIONS:** A copy of the institution's official Board Resolution, which states the individual or position title authorized to sign on behalf of the institution, is required to fully execute the contract. The individual/title named in the provided resolution must be the signatory on the contract.

When you return the signed contract to our office, the following information must also be submitted:

**1. Assurance Form (Contract Appendix A)**

Attachment I (which will become Appendix A of the contract) is an assurance that no other funding agencies are currently supporting or have promised to support this or a very similar project. This form must be completed and signed in the appropriate space. Please note that, if you are unable to sign this assurance, the bottom portion of the form must also be completed. In that event, a final decision with respect to whether the proposal will be funded will be made by the Commissioner of Higher Education or designee, acting for the Board, based on the explanation/justification provided by the principal investigator.

**2. Work Plan and Timeline (Contract Appendix B)**

You may be able to use the work plan and timeline included in your original proposal, if all three of the following conditions apply:

- a. The work plan in your original proposal was complete, in outline form, and a timeline (beginning around June 1, 2020) accompanied it;

- b. The work plan and timeline are still valid and no revisions are necessary; and
- c. No questions were raised and/or no stipulations were made by the final panel of out-of-state experts who reviewed your proposal. (See the funding stipulations page.)

Regardless of whether you are able to use the work plan and timeline included in your original proposal, you must resubmit these items to us when you return your potential contract. If revisions in the work plan and/or timeline are necessary because the final panel of out-of-state experts raised questions that need to be answered or made stipulations with respect to the funding of the project, then the work plan and/or timeline must be revised in accordance with the recommendations contained on the funding stipulations page. After review and approval by our office of the work plan and timeline which you submit with the signed contract form, these items, along with the funding stipulations page, will become Appendix B of the contract.

**Appendix B**, which is referenced within “Section III. Scope of Contract Work” of your potential contract, must include a scope of work in the format shown below, in addition to the specific work plan and project timeline. In accordance with Act 1424 of the 1997 Legislative Session, the Scope of Work must include descriptions of the specific goals and objectives, deliverables, performance measures, monitoring plan, and utility of the final product related to the funded project. These descriptions must be in detail, clearly delineated, and presented as follows:

#### **Scope of Work**

- a. **Goals and Objectives:** A statement of the goal(s) of your project.
- b. **Deliverables:** Deliverables are the reports indicated in Section X of the potential contract.
- c. **Performance Measures:** The Performance Measures subsection is your plan for evaluation of your project. As simply and briefly as possible, indicate how you believe Regents’ staff or some other entity can determine whether your project has been a success and the degree to which it has achieved its goals.
- d. **Monitoring Plan:** The Monitoring Plan describes how the Board of Regents will inspect and evaluate your project and reports as indicated in Section IV and Section X of the potential contract.
- e. **Utility of the Final Product:** The Utility of the Final Product section provides a brief statement which indicates the value accrued to the State from the results of your product.

Please note that, if the reviewer raised questions that need to be answered or developed stipulations with respect to the funding of the project, then these questions must be answered and/or these stipulations addressed in the work plan in accordance with the recommendations contained in the funding stipulations. After review and approval by our office of the work plan that you submit with your signed contract, these items, along with the funding stipulations page referenced above, will become Appendix B of the contract.

### **3. Budget Forms**

Following are instructions for completing the budget and budget justification page for each year of the project as well as a composite budget and budget justification – taking into consideration the funding level and other budgetary stipulations provided by the panel – on the form included with this memorandum as Attachment II. Note that any reductions to specific budget categories recommended by the final panel may not be reversed, regardless of any ability to reduce the project budget in other categories.

You must make a copy of and complete this form for each year of the project, as well as for the composite budget. On each budget page, the contract number, the title of the project, the principal investigator(s), and the employing institution must be typed in the spaces provided. Additionally, the space provided at the top of the budget page after “FY” (fiscal year) must be completed as follows:

First copy: "2020-21 (FIRST-YEAR BUDGET)"  
Second copy: "2021-22 (SECOND-YEAR BUDGET)"  
Third copy: "2022-23 (THIRD-YEAR BUDGET)"  
Fourth copy: "2020-23 (COMPOSITE BUDGET)"

The principal investigator(s) and authorized fiscal agent of the employing institution must sign all budget pages.

In completing the line item on the budget pages for each year of the project, you must follow the funding levels and other budgetary stipulations developed by the panel of out-of-state consultants and approved by the Board of Regents as set forth on the funding stipulations page and as listed in contract section "V. Compensation". Institutional and other sources of matching funds set forth in the original proposal must also be included in the new budget pages. Each budget page must be accompanied by a budget justification page that indicates the fiscal year and justifies each expenditure listed on the budget page.

**Note: Principal Investigator Information Sheets and lists of institutional points of contact are no longer required for Support Fund contracts. PI information is collected in LOGAN upon establishment of the PI's account, and institutions now maintain up-to-date contact information through their LOGAN accounts.**

### C. REPORTING REQUIREMENTS AND FORMATS:

BoR/SREB Doctoral Support project reports are submitted using the forms available on the BoR Sponsored Programs website ([https://web.laregents.org/downloads\\_page/rfps-policies-forms/](https://web.laregents.org/downloads_page/rfps-policies-forms/)); financial reports are submitted through the Board's online contract management system, LOGAN. Following is a summary of program reporting requirements.

#### 1. Biannual Status Report - First Due Date: October 1, 2020

Submission of this report is required before payment will be made. To enable the Board to track funds that must be carried forward from one fiscal year into the next (within the limitations set forth in the contract), it is required that this report be cumulative. An institutional invoice requesting payment, as detailed in the contract, for each student enrolled in good standing must accompany each biannual status report. Even if no students are enrolled at the due date, a status report must be submitted.

#### 2. Annual Financial Status Report - First Due Date: May 30, 2021

#### 3. Final Project & Expenditure Reports - Due at the End of the Contract Term

### D. DEADLINE FOR RETURN OF MATERIALS:

To ensure timely execution of the contract, it is imperative that the completed potential contract, along with all required supplementary documents listed in this memorandum, arrives in our offices **no later than Monday, May 18, 2020**. Additionally, it is critical that all information and supplementary documents required for the potential contract are accurate and complete and that all appropriate campus and system signatures have been obtained at the time the documents are submitted. No extensions to due dates for contract materials are possible.

**Since original signatures are not required, campuses are strongly encouraged to transmit signed contracts and related documents to Carrie Robison ([carrie.robison@laregents.edu](mailto: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. **All signatures external**

**to the Board of Regents, including system signatures, should be included in the transmitted documents. Board 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:

<b>U.S. MAIL (FIRST-CLASS, PRIORITY, EXPRESS)</b>	<b>UPS, FEDERAL EXPRESS, OR OTHER COURIER SERVICE</b>
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 of mailed materials may not be immediately available.**

If you have any questions about the requirements set forth in this document or about the contract itself, please contact Ms. Robison ([carrie.robison@laregents.edu](mailto:carrie.robison@laregents.edu)).

Attachments

- I: Assurance Form
- II: Budget Form

# **ATTACHMENT I**

Assurance Form

## APPENDIX A

Contract Number: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Proposed Project: \_\_\_\_\_

Institution: \_\_\_\_\_

Principal Investigator(s): \_\_\_\_\_

The principal investigator must sign and complete either A or B:

A. Statement of Assurance

I hereby assure the Board of Regents, State of Louisiana, that the project (or a very similar project) proposed above is not currently being funded elsewhere. I have not been promised funding for this project in the near future.

Signature of Principal Investigator: \_\_\_\_\_

**or**

B. If you are unable to sign the assurance in "A" above, you must complete the following questions and provide an explanation for why you believe the Board of Regents should/should not fund the above-titled project:

1. Official name(s), address(es), and telephone number(s) of agency(ies), institute(s), etc. currently funding this project or which have promised funding in the near future:

2. Amount of award(s):

3. Contract period(s):  
Date award(s) began: \_\_\_\_\_ Date(s) of termination: \_\_\_\_\_

4. Explanation of why you believe the Board of Regents should/should not fund the above-titled proposal:

5. Signature of Principal Investigator: \_\_\_\_\_

6. \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

## **ATTACHMENT II**

Budget Form

**BOARD OF REGENTS SUPPORT FUND  
BoR/SREB DOCTORAL SUPPORT INITIATIVE**

**BUDGET, FY \_\_\_\_\_**

Contract Number: \_\_\_\_\_

Title of Project: \_\_\_\_\_

\_\_\_\_\_

Project Director(s): \_\_\_\_\_

\_\_\_\_\_

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

**I. PROPOSED BUDGET:**

<u>Line Item</u>	<u>Support Fund Money Requested</u>	<u>Institutional Match (Stipulate whether In-Cash or In-Kind)</u>
A. Stipends	\$ _____ (@ \$10,000 per student)	\$ _____ (@ \$10,000 per student minimum)
B. Educational Support	\$ _____	
1. SREB Membership & Administrative Support)	\$ _____ (@ \$5,000 per student)	
2. Additional Support (If approved)	\$ _____	\$ _____
C. Other Match (Identify)		\$ _____
1.		_____
2.		_____
D. Total Costs	\$ _____	\$ _____

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Authorized Fiscal Officer

\* The justification page for this budget, including a breakdown of all categories, must be attached to this form.