BOARD OF REGENTS SUPPORT FUND
RESEARCH & DEVELOPMENT PROGRAM

AWARDS TO LOUISIANA ARTISTS AND SCHOLARS SUBPROGRAM

Guidelines for the Submission of Proposals

FISCAL YEAR 2023-24

Request for Proposals Number 2023-10

IMPORTANT SUBMISSION DEADLINES:

Mandatory Notice of Intent: October 10, 2023, 4:30 p.m. Central

Proposal: November 21, 2023, 4:30 p.m. Central

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https://rsi.laregents.edu

BoRSF RESEARCH & DEVELOPMENT PROGRAM

AWARDS TO LOUISIANA ARTISTS AND SCHOLARS
REQUEST FOR PROPOSALS, FY 2023-24

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 Louisiana Education Quality Support Fund (now known for higher education as the Board of Regents Support Fund and hereinafter 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) stipulation of the Federal Outer Continental Shelf Lands Act. Twenty-five percent of the interest earned from investment of monies 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 interest earned and 75% of 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 for higher education from the Support Fund are to be utilized "...as that money is appropriated by the Legislature and allocated by the Board for any or all of the following higher educational purposes to enhance economic development:

i.   the carefully defined research efforts at public and private universities in Louisiana;
ii. the endowment of chairs for eminent scholars;
iii. the enhancement of the quality of academic, research, or agricultural departments or units within a university; and
iv. 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 Research and Sponsored Initiatives policies affirm that awards in all categories will be based on the following considerations:

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

C. SUBPROGRAM ADMINISTRATOR; QUESTIONS ABOUT THIS RFP

Specific questions concerning this RFP and the requirements set forth herein should be directed to Mr. Bryan Jones, Senior Grant Programs Administrator (bryan.jones@laregents.edu or 225-342-4253). In compliance with R.S. 39:1503, questions will be accepted and answered until October 16, 2023 (or until 4:30 p.m. of the first working day following this date). As soon as possible after that date, all questions asked about this RFP and all answers provided in response to these questions will be collected and posted on the Board of Regents Research and Sponsored Initiatives website (https://rsi.laregents.edu). No inquiries, whether oral or written, will be accepted after the deadline date to ensure that all interested parties receive the same information.

II.   THE AWARDS TO LOUISIANA ARTISTS AND SCHOLARS SUBPROGRAM

A. OBJECTIVES

The Awards to Louisiana Artists and Scholars (ATLAS) subprogram provides support for major scholarly and artistic productions with potential to have a broad impact on a regional and/or national level. These activities will contribute to the Support Fund's comprehensive objective of strengthening the educational, artistic, and research bases of Louisiana institutions. Proposed activities should enable the applicant to seek publication and/or public presentation of the supported work within a limited period of time.

The primary focus of this subprogram is on the scholarly and/or artistic merit of the proposed work. Applicants should describe their projects in terms of their necessity, importance, originality, and likelihood to have an impact on a broad academic and/or artistic community.

B. ELIGIBILITY CONSIDERATIONS AND REQUIREMENTS

1.   <u>ELIGIBLE FACULTY:</u> The ATLAS subprogram is available to Louisiana faculty members who demonstrate outstanding creative ability and/or a strong capacity for productive scholarship and show exceptional promise for future accomplishment in an eligible discipline. Only faculty members employed by an eligible Louisiana institution of higher education may apply. Previous recipients of ATLAS awards are eligible to apply with a new project, though are required to provide an account of the previous funded project, including whether it reached publication/public presentation as planned and, if not, the reason(s) for it not being completed. 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 Research and Sponsored Initiatives 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.   <u>ELIGIBLE INSTITUTIONS:</u> All Louisiana public institutions of higher education and those independent institutions of higher education which are members of the Louisiana Association of Independent Colleges and Universities are eligible to compete in Support Fund programs.

3.   <u>ELIGIBLE ACTIVITIES:</u> The ATLAS subprogram shall support activities related to the completion of an important artistic or scholarly work. The emphasis of this subprogram is on the completion of substantive works, such as major fine art exhibitions, significant works of fiction, poetry, film, and drama, and scholarly monographs. When appropriate to a discipline's traditional publication expectations for major works and with strong justification, projects leading to the publication of substantial journal articles will be considered. ATLAS does not fund early-stage research or data-gathering, completion of minor creative or scholarly projects, or additional work on a previously funded project.

The subprogram provides support for the production of <u>original</u> works of art but does not offer funding for performance or presentation activities not linked to the completion of an original work. Performances of plays, musical compositions, and choreographed works, as well as presentations of artistic works not completed by an awardee as part of the Board of Regents subprogram, are not eligible unless they demonstrate significant new creative engagement on the part of the applicant(s). It is solely the responsibility of the applicant(s) to demonstrate persuasively the extent to which a project meets this requirement.

4.   <u>ELIGIBLE DISCIPLINES:</u> All projects in Creative Arts, Humanities, and Social Sciences are eligible. ATLAS eligibility is determined by the project's topic, and not the departmental or disciplinary affiliation/expertise of the submitting faculty member. Applicants are responsible for conveying in the proposal how the scholarly and/or creative focus of the project relates to the primary category (Creative Arts, Humanities, or Social Sciences) selected.

C. MONETARY LIMITATIONS

An eligible applicant may seek not more than $50,000 over a one-year period. A proposal from multiple eligible faculty members completing a single cohesive project may request support of not more than $50,000 per eligible faculty member. For all projects, the academic-year salary request may not exceed 50% of the applicant's academic-year salary and fringe benefits and leave equivalent to the salary requested must be guaranteed by the institution for all projects requesting salary support from the Board (see RFP Section IV.B.4.d). Summer salary support may be requested provided institutional matching requirements are met and such support is demonstrated to be part of a faculty member's allowed percentage for summer salary. Applicants may request funds for expenses, including student assistants, publication costs, research travel, and equipment. In addition, funds may be requested for travel related to presentations of ATLAS-funded work and for out-of-state consultants to travel to Louisiana to assist in project work; requests to attend conferences at which project-related presentations are not scheduled are not permitted. Applicants should be aware that all budget requests are subject to close scrutiny by review panels and may be reduced or eliminated. All requests must be strongly justified in terms of the project's specific requirements and must be directly applicable to completion of the scholarly or creative project proposed.

D. PROJECT DURATION

No applicant may seek more than one year of support through the ATLAS subprogram for the submitted project.

E. FUNDS AVAILABLE

The FY 2023-24 Support Fund Plan and Budget allocates $400,000 to fund new awards in the ATLAS subprogram. The Support Fund, however, has in recent years received substantially less income than projections indicated; thus the actual amount available for new awards in ATLAS may be reduced.

F. COST SHARING AND MATCHING COMMITMENTS

The submitting institution shall provide the applicant with some reduction of work with full pay during the award year. In addition, the submitting institution is required to match on a 1:1 basis any request for salary support from the ATLAS subprogram. For all leave with pay provided by the submitting institution, if the institution permits this leave to be provided as institutional match, this must be documented on the proposal's budget page.

Any request for salary support from the Support Fund must be accompanied by a guarantee of release time from the institution equivalent to the salary period to be paid by the Board and/or institutional matching. A letter from appropriate institutional authorities detailing and pledging time to be provided as faculty release or leave with pay must accompany the proposal. The proposal should indicate how the total amount of release time from all sources will be sufficient for the applicant to complete the work for which support is requested.

Applicants and their fiscal agents should be aware that cost-sharing and matching commitments of any kind (e.g., private sector, federal, institutional) which 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 money will not be disbursed until appropriate written assurances of all matches and cost sharing promised in the proposal have been received, reviewed, and approved by the Board's staff. Further, campus approval and submission of the proposal 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/or 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. Unless otherwise specified in this RFP, all matching funds must meet the same tests of allowability as Support Fund money which is expended.

G. INSTITUTIONAL SCREENING COMMITTEE

Board policies require that proposals be carefully screened by a campus committee to ensure that no conflict of interest exists (as defined in the "Code of Governmental Ethics," R.S. 1950, Title 42, Chapter 15, as amended) and that only the most meritorious proposals from each campus, which meet objectives and requirements as defined in this RFP, are submitted to the Board.

Submission of the proposal by the institution through the Board's online system (LOGAN) 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 subprogram's objectives and eligibility requirements as described in this RFP; and (3) is in the format required by the Board.

H. ASSESSMENT OF PROPOSALS BY OUT-OF-STATE EXPERTS

Board policies stipulate that proposals forwarded to the Board of Regents for funding consideration will undergo a merit review by out-of-state experts in the targeted disciplinary areas. Considerable care will be taken to ensure that these reviewers are (1) experts in their fields and (2) impartial evaluators. The review will involve two stages:

1. Subject-Area Reviews
    Three review panels, one representing each broad primary category (Creative Arts, Humanities, and Social Sciences) in which proposals are submitted, evaluate groups of proposals submitted in their disciplines and provide a report and recommendations for funding to the final panel for consideration. At the subject-area stage, proposals will be assigned only to the panel of the primary submission category selected by the applicant.

2. Final Panel Evaluation
    A team of out-of-state experts prepares a report which rates all proposals submitted for consideration and ranks those recommended for funding. In arriving at its conclusions, this panel considers the proposal in the context of the subprogram's objectives and guidelines as well as comments and recommendations from the subject-area review. The final panel may suggest budgetary revisions as it deems necessary and appropriate, taking into consideration recommendations of subject-area reviewers.

See Appendix A of this RFP for the criteria used to evaluate proposals submitted to ATLAS.

I. FINAL SELECTION OF PROPOSALS TO BE FUNDED

After receiving recommendations of out-of-state experts, the Board of Regents decides which proposals will be funded. Board of Regents staff, acting on behalf of the Board, sets documentary requirements for the processing and execution of contracts developed from proposals approved for funding by the Board.

J. DEBRIEFING

Copies of evaluation materials submitted by reviewers will posted in the LOGAN accounts of unsuccessful applicants in July 2024.

K. TIMETABLE

Contingent upon Board and Legislative action, the following schedule for submission, assessment, and approval of proposals through the ATLAS subprogram will apply for FY 2023-24. If any of the following dates fall on a Saturday, Sunday, or holiday, the deadline(s) will be extended to 4:30 p.m. Central of the next working weekday:

October 10, 2023, 4:30 p.m. Central	Deadline for receipt of mandatory notice of intent via LOGAN
October 16, 2023	Last day that potential applicants may ask questions about the RFP
November 21, 2023, 4:30 p.m. Central	Deadline for receipt of proposals via LOGAN
November 2023 - March 2024	Proposals transmitted to and reviewed by out-of-state experts
April 2024	Reports and recommendations of out-of-state experts published
April 2024	Final action by the Board

May - June 2024	Contracts negotiated and executed
June 1, 2024	Contract Start Date
July 2024	Dissemination of debriefing information to unsuccessful applicants

L. EVALUATION OF FUNDED PROJECTS AND REPORTS REQUIRED

Board policies require that institutions receiving monies from the Support Fund report periodically on the utilization of these monies. All projects supported by the Support Fund will be reviewed at least annually. Data and information collected for review will vary depending upon the type of activity involved, but information necessary to assess the effectiveness of each project will be gathered. Periodically, the Board of Regents will conduct a comprehensive review and evaluation of each funded project. One Progress report and one Financial Status report, due upon completion of the project, will be required of the awardee.

M. PREVIOUS SUBMISSIONS AND REQUESTS FOR CONTINUATION FUNDING

Applicants unsuccessful in previous competitions are encouraged to resubmit proposals. All applicants should note, however, that submission of a proposal in a previous funding cycle does <u>not</u> relieve the applicant of the requirements set forth in this RFP of submitting a notice of intent and full proposal in the current cycle if he/she wants the same or a similar proposal to be considered for funding. This rule holds true regardless of whether the proposal was among those that were considered meritorious and recommended for funding by an external review panel. Additionally, the fact that a proposal was <u>recommended</u> for funding in a previous year is not an indication that the proposal will automatically be funded in another competitive cycle.

Requests for continuation of projects funded in a previous competition will not be accepted. <u>This includes requests for continuation through an ATLAS award of research projects in social sciences disciplines previously funded through the Support Fund's Research Competitiveness Subprogram (RCS).</u>

III. PROCEDURES AND DEADLINES FOR SUBMISSION OF NOTICES OF INTENT & PROPOSALS

Note that both notice of intent and proposal submission processes include two steps: submission by the PI to the campus, and campus approval with submission to the Board of Regents; a proposal cannot be accepted by the Board until both steps are completed.

A. NOTICES OF INTENT

Before a full proposal will be accepted, the applicant must first submit a completed notice of intent (NoI) for each potential proposal. This brief document provides preliminary information about the project. Components of the NoI are a cover page requesting the title, investigator, amount requested, other general information, and a narrative project summary that provides an overview of the project. There are no restrictions on the length of the project summary, though it is recommended that the document not exceed one page.

ATLAS notices of intent must be submitted electronically, via the Louisiana Online Grants Administration Network (LOGAN), by <u>4:30 p.m. Central time on October 10, 2023</u>. LOGAN may be accessed at <u>https://rsi.laregents.edu</u> by clicking "LOGAN" in the menu at the top of the page. Because institutional approval is granted by the submission of the proposal to the Board through each institution's Office of Sponsored Programs, signatures are not required.

NOTE: All rules, regulations, and limitations in the RFP for research proposals (e.g., limitations on the maximum amount of funds that may be requested per annum, the number of proposals that may be submitted, etc.) also hold true for notices of intent.

B. PROPOSALS

ATLAS proposals must be submitted electronically, via LOGAN, by <u>4:30 p.m. Central time on November 21, 2023</u>. As with notices of intent, because institutional approval is granted by the submission of the proposal to the Board through each institution's Office of Sponsored Programs, signatures are not required.

If necessary, the title of the proposed project and the amount of funds requested in the notice of intent may be changed <u>slightly</u> when the full proposal is submitted. The substance, subject matter, and/or disciplinary category selected may not change.

C. COMPLETION AND SUBMISSION OF MATERIALS ON OR BEFORE CITED DEADLINES

Submission deadlines are absolute; all campus work on the NoI and proposal, including final approval and submission to the Board of Regents by the designated campus office, must be completed on or before deadline dates and times. The online NoI and proposal submission modules are programmed to close at the deadlines cited in this RFP.

IV.   PROPOSAL REQUIREMENTS AND FORMAT

The following proposal requirements and format must be followed closely. Proposals which do not adhere to these guidelines will not be considered for funding in the year of submission and the applicant will be notified that the proposal has been deemed non-compliant.

<u>NOTE:</u> The applicant is 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.

A. GENERAL REQUIREMENTS AND STIPULATIONS

1.   <u>LIMITATION ON NUMBER OF PROPOSALS THAT MAY BE SUBMITTED:</u> A principal investigator may submit a maximum of <u>one</u> NoI and related proposal per competition to the ATLAS subprogram.

2.   <u>SUBMISSION REQUIREMENTS:</u> The NoI and proposal must be submitted electronically through LOGAN, which may be accessed at https://rsi.laregents.edu by clicking "LOGAN" on the menu at the top of the page. Physical originals and/or copies are not required and will not be accepted <u>except</u> when a submitted work sample is in an electronic file that, due to format or file size, cannot be uploaded to the system or is only available in hard copy. In such cases, eight (8) copies of the sample should be submitted to the Board of Regents, following the guidelines for labeling and submission provided in the LOGAN ATLAS proposal module. Only work samples may be submitted in hard copy; all other proposal documents must be received through LOGAN.

3.   <u>ADDENDA SUBMITTED AFTER RECEIPT OF PROPOSAL:</u> Proposals submitted to the Board must be complete and correct upon transmission. No addenda, corrections, or revisions will be accepted after final receipt of the proposal. 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 <u>must be resubmitted through LOGAN</u> prior to the deadline to be eligible for funding consideration.

4.   <u>GENERAL FORMAT STIPULATIONS:</u> 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.

5. <u>GUIDELINES FOR IDENTIFYING, LABELING AND CERTIFYING THE CONFIDENTIAL NATURE OF INFORMATION CONTAINED IN PROPOSALS:</u> Without assuming any liability for inadvertent disclosure and except for the purposes of evaluation, the Board of Regents will limit dissemination of, or access to, information certified to be of confidential or proprietary nature which falls into a category described by R.S. 44:4(16), as long as the following conditions and assurances have been met and guidelines have been followed:

a. <u>Each page</u> of the proposal and/or work sample which contains information to be protected must be clearly and conspicuously identified and marked as confidential. Revisions, amendments, and addenda will not be accepted after the proposal has been submitted to the Board.

b. A letter must be included with the proposal which:
   i. Briefly explains and certifies the need for confidentiality;
   ii. Contains complete identification and mailing addresses of all entities (faculty or staff members, private or public concerns) which have a right to, or ownership of, the confidential information;
   iii. In the case of public institutions of higher education, provides assurance that this request is in accordance with the rules and regulations adopted by the institution's management board with respect to R.S. 44:4(16); and
   iv. Is signed by all entities identified in IV.A.5.b.ii.

c. The packet of information and the letter described in IV.A.5.a and IV.A.5.b must be reviewed by the chief administrator of the applicant's institution or his/her designee and he/she must certify in writing that the information is of a confidential or proprietary nature which falls into a category described by R.S. 44:4(16). This signed certification must be submitted simultaneously with the proposal.

A person or entity wishing to access documents and/or records as defined previously in this section may request such access by making a specific request to the researcher(s) and any other entity having a proprietary interest. Unanimity among all entities having a proprietary interest is required prior to release of information previously deemed confidential. In cases of denial of a request for access to protected information, the only recourse is an appeal through a court of law. The Board of Regents does not assume any liability for the release of protected information when the release is ordered in accordance with State or federal laws.

B. SPECIFIC REQUIREMENTS AND FORMAT

1. <u>COVER PAGE:</u> The form is available and must be completed in LOGAN.

2. <u>PROPOSAL NARRATIVE:</u> The following narrative sections of the proposal should be uploaded to LOGAN in a single PDF document:

   a. Project Summary
   Succinctly describe exactly what is being requested and what creative project the request will support.

   b. Narrative Account of Career
   Describe in narrative format relevant professional accomplishments, including prizes, honors, and significant grants or fellowships held, including previous ATLAS awards. Provide grantor agencies and inclusive dates for each award or fellowship. This section should not exceed two (2) pages in length.

c. **Context for Project and Work Plan**

Describe the scholarly or artistic context for the planned work, the audience(s) for whom it is intended, and the project's potential significance both within its field of study or art practice and to broader lay audiences. Provide a detailed, but concise, account of the current stage of the project, additional work needed to bring it to completion, and a schedule of work for the award period requested. If the project was previously submitted to ATLAS but not funded, indicate how the project has progressed and changed since the previous submission. Applicants should also provide explanations if little or no progress is made between submissions. In addition, if the applicant received a previous ATLAS grant, the proposal should indicate the status of that project and, if incomplete, why the work is unfinished, along with a timeline for completion, or an explanation of why the project was not/will not be completed as planned. Indicate plans for publicly presenting results of the current project: a book, journal articles, a CD/DVD, performances, gallery shows, online presentation, etc. This section should not exceed three (3) pages in length. Any works cited in this section should be referenced in footnotes, which must contain full bibliographic citations.

d. **Project Goals and Evaluation**

  i. <u>Goals and Objectives</u>: Provide a brief statement indicating the goal(s) of your project.
  ii. <u>Performance Measures</u>: Indicate how the Board of Regents or another entity can determine whether your project has been a success and the degree to which it has achieved its goals.

e. **List of Productions and/or Publications**

A list of completed works by the PI and any Co-PI(s) should be provided as appropriate to the discipline in which the proposal is submitted. There is no page limit, but the list should be concise and directly relevant to the project. Entries should be listed chronologically, beginning with the most recent. The following information should be included for each entry, depending on the type of materials referenced:

* <u>Publications</u> (scholars, scientists, creative writers): full bibliographic references
* <u>Exhibitions</u> (installation artists): title (if applicable), dates, venue(s), and a list of works exhibited
* <u>Performances</u> (performance artists): title, date and venue first performed, list of performers at debut, and video/audio recording(s)
* <u>Compositions</u> (composers, arrangers): title, date(s) published and/or first performed, lists of performers at debut, and recording(s)
* <u>Films or videos</u> (filmmakers, performance artists): titles, dates of completion and dates of major public showings

3. <u>PROSPECTUS AND EXAMPLE OF WORK</u>: The applicant must submit a substantial example of the work in progress for which funding is sought, as well as a prospectus and/or chapter list describing the completed work as planned. The example of work should be representative of the applicant's proposed project. If previously published or presented work (e.g., a journal article) is provided, it must be an integral part of the proposed project and its place in the larger project clearly explained. Examples of work may include:

* <u>Scholars, scientists, and creative writers</u>: Full chapter or other significant writing sample directly related to the work for which support is requested
* <u>Visual artists</u>: Images of works completed/in progress that are relevant to the project
* <u>Composers/musicians</u>: Full/partial score(s), written work and/or, if available, recordings relevant to the project
* <u>Performance artists/filmmakers</u>: Audio and/or video files containing a representative sample of the work in progress and/or script excerpts

Examples of work must be uploaded to LOGAN except in unusual circumstances (see Section IV.A.2 for additional information). Examples of work and other materials submitted to the Board of Regents will not be returned to the submitting institution or investigator.

No appendices may be submitted with the proposal.

4. <u>BUDGET AND BUDGET NARRATIVE:</u> (See RFP Section II.F, which details the matching commitment requirements.)

    a. **Format**
The project budget form is provided through LOGAN. A narrative justification must be uploaded which fully explains in terms of project needs and goals every item for which the expenditure of Support Fund money is proposed. An explanation of each item of institutional cost sharing and/or matching support should also be included.

In addition, the submitting institution must upload a formal letter providing a guarantee that the principal investigator(s) will receive some reduction of work with full pay should the project be recommended for funding. (See RFP Section IV.B.5, which details the guarantee of faculty leave requirement.)

<u>NOTE:</u> All matching funds for which the principal investigator has received a commitment from an external source and which are cited in the text of the proposal must be listed on the budget page and explained in the budget justification.

    b. **Project Activation Date and Anticipated Date of Completion**
The project activation date is June 1, 2024, and the termination date may be no later than June 30, 2025.

No-cost extensions may be requested to complete project activities per Louisiana R.S. 39:1615. This statute specifies that "contracts 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."

Due to the subprogram's focus on completion of major projects within a limited period of time, extensions to ATLAS projects may not exceed one (1) year.

    c. **Disallowed Budgetary Items**
Support Fund money may not be used to support regular, ongoing operating costs of existing or proposed programs, entities, or projects.

Support Fund money may not be used to pay indirect costs. Institutions may include indirect costs as part of matching commitments. Indirect costs should be calculated using the submitting institution's negotiated federal rate.

The scope of the ATLAS subprogram also does not permit: (1) purchase of office furniture or routine office equipment (e.g., standard desktop computers or printers); (2) construction of facilities; (3) maintenance of equipment, whether existing or purchased through the Support Fund; (4) routine renovation, expansion in size, or upgrading of facilities; (5) payment of faculty from the submitting institution to train other faculty at the same institution, or faculty at other institutions who are a part of an inter-institutional project; (6) honoraria for faculty and staff at

Louisiana institutions, whether they are involved in or external to the proposal; and/or (7) activities or costs related to advertisement and promotion of the completed work. If costs described in this paragraph are needed by the project, these should either be paid as part of institutional or other match, or donated by the faculty concerned.

Support may not be requested for shortfalls or deficits in budgets, scholarships or tuition, augmentation of salaries of individuals employed by the submitting institution, or unspecified contingencies. Finally, funds may not be requested for those proposed centers or institutes requiring Board approval prior to establishment which have not yet been approved by the Board of Regents.

Discounts received for equipment purchases are not eligible as part of the institutional match.

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.

All costs for telephone, faxing, e-mail, telegraph, and postage are disallowed. Costs of printing project status and/or fiscal reports for the Board of Regents are disallowed.

d.   Funds for Principal Investigators and Support Personnel
The Principal Investigator(s) may request partial salary support at an annual amount not to exceed one-half (½) of the academic-year salary plus one-half (½) of summer salary. Requests for salary support are to be based on the investigator's regular compensation for the continuous period which, under the policy of the institution concerned, constitutes the basis of the investigator's salary. Submitting institutions are required to match on a 1:1 basis all salary requests from the ATLAS subprogram.

Principal Investigator(s) may request summer salary support provided institutional matching requirements are met. The proposal should indicate how the total amount of release time from all sources will be sufficient for the applicant to complete the work for which support is requested.

If support personnel are requested as part of the proposal budget, the principal investigator must secure the Board's prior approval to compensate these personnel at higher levels than those requested in the proposal and/or specified by the funding stipulations for a grant.

Coauthors or collaborating researchers/creative partners who are not employed at Louisiana institutions may not receive salary support, honoraria, or consulting fees through ATLAS.

Applicants must certify that (1) Support Fund monies will not supplant State funds and (2) full-time employees will not, under any circumstances, receive funds in excess of 100% of their regular salaries through Support Fund monies. Institutions may supplement this amount in the form of an institutional match.

e.   Support for Students
If funds for graduate or undergraduate student support are requested, the students' roles in accomplishing objectives of the subprogram must be identified, and the budget must clearly show the amount of time they will be involved and the rate of pay.

Graduate assistant funding requested from the Board or pledged as an institutional and/or private match must be maintained in full if a proposal is recommended for funding, unless otherwise stipulated in the final report of the review panel. If suitable graduate students are not available, the principal investigator must secure the Board's prior approval to reallocate these funds.

Support Fund money may not be requested to pay fringe benefits or tuition for graduate assistants or undergraduate student workers. Fringe benefits and tuition for graduate and/or undergraduate students may be provided as part of an institution's match.

f. **Equipment, Travel and Other Expenses**
Applicants may request funds for expenses, including publication costs, travel, and equipment. All items requested must be necessary for the completion of the project as proposed and strongly justified. The budget justification should include detailed descriptions of all support requested. For equipment, makes and model numbers should be provided when available. Travel may be requested for out-of-state consultants to travel to Louisiana to assist in project work, provided such requests are well justified. Requests to attend conferences to present ATLAS-funded work are strongly discouraged; travel expenses for conferences at which project-related presentations are not scheduled or for the primary purpose of meeting with current or potential publishers and/or agents/representatives are not permitted. <u>All travel requests must adhere to State regulations and travel-related expenses must be charged at State rates set forth in the Louisiana Travel Guide (PPM 49), including exemptions granted by the Division of Administration.</u> Travel charges must be detailed in the proposal, and the budget justification should include breakdowns of actual costs, when known, or provide estimates for and explanations of all charges, including transportation costs, lodging, meals, and additional expenses. Lump-sum requests for travel funds should not be presented without detailed explanation. If foreign travel is included in the approved budget, permission must be obtained from the Division of Administration, as stipulated in PPM 49. Applicants should note that any tangible items purchased with ATLAS funds, including equipment, supplies, and software, shall be owned and retained by the submitting institution and under no circumstances shall become personal property of the principal investigator or other institutional faculty or staff.

5. <u>GUARANTEE OF FACULTY LEAVE:</u> (See RFP Section II.F, which details the matching requirement.) A formal letter signed by an authorized institutional representative indicating course load reductions and/or leave with pay committed by the institution in support of the project must be submitted with the proposal. The leave with pay provided by the institution shall be commensurate with salary support requested from ATLAS and, if possible, provided as match.

APPENDIX A

CRITERIA FOR REVIEW

Merit Review Criteria for ATLAS Projects

Project Summary: Principal concerns of the project and its intended audience(s)

Criterion 1: The significance of the project as described to its current field of study or art practice and to broader academic and/or lay audiences, including postsecondary students

Criterion 2: The strength of the proposal's conceptualization, organization, and plans for project execution

Criterion 3: The quality of the applicant's previous work and/or promise of quality based on the applicant's preparations for the current project

Criterion 4: The feasibility of the proposed plan of work and likelihood that the applicant will complete the project within a limited timeframe

Recommendation for Funding: Indicate how strongly you would recommend this project for funding by the Board of Regents. If you believe the project should be funded, provide an analysis of the budget request. If cuts to the requested budget are suggested, indicate line item(s) to be cut and provide a total recommended funding amount.