

REGIONAL GRANTWRITING WORKSHOPS

Request for Proposals

DEADLINE DATES:

Proposals Due: Open Deadline until June 30, 2015



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: January 4, 2011

Previous Revision: none

Notice – As this Request for Applications may undergo revisions during the five-year grant period, please check our web site at www.laregents.org to verify that this version is the most up-to-date.

I. PROGRAM DESCRIPTION

I.A. OVERVIEW

The Board of Regents (BoR) solicits proposals from universities interested in sponsoring grant writing workshops in an effort to help their faculty develop and improve their grantwriting skills. Funding for this program is provided under Louisiana's National Science Foundation (NSF) Experimental Program to Stimulate Competitive Research (EPSCoR) award. The 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

The purpose of the Grant Writing Workshops program is to sponsor activities that afford faculty an opportunity to enhance their grantwriting skills, thereby increasing their competitiveness for securing federal research funding. It is expected that such workshops will feature instructors/presenters with a proven track record of effective grantwriting instruction. The workshop must be regional in extent, i.e., must include faculty participants from **at least one other institution** within the region.

I.C. ELIGIBILITY

Individuals representing the sponsored programs office of 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, are eligible to apply.

I.D. FINANCIAL CONSIDERATIONS

Louisiana EPSCoR will provide up to \$5,000 to host grantwriting workshops. Funds may be used for the support (including travel) of the workshop presenter(s), and materials associated with the workshop, but **not** for administrative services or staff, facilities, or indirect costs. Workshop presenters may receive payment for their services, provided that they are not employed by Louisiana institutions of higher education. Travel expenses must adhere to the current state general travel regulations (Policy and Procedures Memorandum #49). Institutional resources should be used to augment EPSCoR funds as necessary to ensure the success of the workshop.

Because the Louisiana NSF EPSCoR award is funded incrementally on an annual basis, it is recommended that potential proposers contact the EPSCoR office to determine if funds are currently available before a proposal is submitted.

I.E. DEADLINE FOR SUBMISSION OF PROPOSALS

This program has an open deadline from January 4, 2011 until June 30, 2015, contingent upon availability of funds. Proposals must be uploaded onto LOGAN **at least forty-five (45) days before the anticipated workshop date** to allow for processing the application, issuance of a subcontract, and on-campus preparation. Proposals must be submitted electronically in pdf format by an authorized individual of the institution's Office of Sponsored Programs (OSP). The BoR will not accept hard copy submissions. Proposals will be evaluated by the Louisiana NSF EPSCoR Project Director.

I.F. QUESTIONS ABOUT THIS RFP

Questions about this RFP should be directed to Mr. Jim Gershey, Executive Director of Special Programs, at 225-342-4253 or jim.gershey@la.gov.

I.G. REPORTING AND ACKNOWLEDGEMENT

A final report will be due at the end of the contract period, and must include a description of the workshop, a list of workshop attendees, and copies of the promotional and classroom materials associated with the workshop. 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.

NSF has requested that the gender and ethnic/racial status of all workshop participants be recorded as part of NSF's commitment to identify and address any inequities in its programs based on gender, race, or ethnicity. A form will be provided to record this information. Provision of gender/race/ethnicity information is voluntary.

Workshop promotional and instructional materials must acknowledge the support of the Board of Regents and the National Science Foundation EPSCoR program under Cooperative Agreement EPS-1003897.

II. PROPOSAL SUBMISSION AND FORMAT REQUIREMENTS

II.A. REGIONAL PARTICIPATION

Proposals must demonstrate regional participation in the workshop by the inclusion of letters of support from each participating institution.

II.B. ELECTRONIC SUBMISSION

All online submissions must be uploaded as a single PDF document through the LOGAN system.

Instructions for PIs:

1. Go to URL: <https://laregents.org/cgi-bin/logan/home>.
2. Login using your LOGAN credentials.
 - a. If you are new user and do not have a LOGAN login, please click on "New user registration" to register.
 - b. If you have logged into LOGAN before and have forgotten your credentials please send an email to karthik@la.gov.
3. After logging in, click on "Grantwriting Proposals" and use the provided online form to select and upload the PDF document.
4. If upload is successful, send the proposal to your sponsored programs office by clicking the "Send Proposal to OSP/OSR". A proposal number will be assigned after the proposal is successfully sent to the PI's Office of Sponsored Programs/Research.
5. An email confirmation will be sent to the PI with the proposal number.
6. The OSP/OSR will review the proposal, and, if approved, send the proposal to the Board of Regents.

Instructions for the OSP/OSR:

1. Go to URL: <https://laregents.org/cgi-bin/logan/home>.
2. Login using your Institutional credentials.
3. Select "Grantwriting Proposals".
4. Follow simple onscreen instructions to submit the proposal to the Board of Regents, EPSCoR office.
5. An email will be sent to both the PI and OSP/OSR to confirm successful submission of the proposal.

If **both** the PI and the OSP/OSR do not receive confirmation emails within 12 hours, the proposal was not received. Please contact Karthik Poobalasubramanian by phone at (225) 342-4253 or by email at support@la.gov.

II.C. APPLICATION GUIDELINES

The proposal must address the following items:

1. **Date, Time, and Location of Workshop**
2. **Format/Content of Workshop:** Provide a brief summary of the proposed audience and workshop activities, including goals and objectives of the workshop.
3. **Workshop Presenter(s):** Fully describe the presenter's credentials. Instructors/presenters should have a proven track record of effective grantwriting instruction. Provide a copy of the presenter's curriculum vita, along with other supporting documents, such as materials from previous workshops, references, or testimonials.
4. **Participant Selection Process:** Describe the process by which workshop attendees from the participating institutions will be selected/apportioned. The selection process must be fair and equitable.
5. **Sponsoring/Lead Institution:** Provide the name and address of the sponsoring/lead institution.
6. **Institutional Contact(s):** List the name, title, address, phone, fax number, and email address of the submitting individual.
7. **Itemized Budget and Justification:** The budget must include the institution's contribution supporting the workshop as well as funds requested from EPSCoR. Workshop presenters may receive payment for their services provided they are not employed by Louisiana institutions of higher education. Payment for off-site preparation by the presenter(s) is allowed. Indirect costs are not allowed.
8. **Institutional Endorsements:** Include letters of support for the workshop from each participating institution.