



Board of Regents

BoRSF Guidelines:

Cost Sharing Requests for Campus-Based Proposals to Federal Funding Agencies

April, 2008

Louisiana Board of Regents
1201 North Third Street, Suite 6-200
Baton Rouge, Louisiana 70802
(225) 342-4253

I. OVERVIEW

The Board of Regents will consider the commitment of Board of Regents Support Fund (BoRSF) monies as cost sharing (matching funds) for campus-based proposals to federal funding agencies that have the potential to advance the goals of the BoRSF in promoting academic enhancement and economic development in Louisiana.

This document provides guidelines for the preparation and submission of requests for such cost sharing.

II. ELIGIBILITY

Faculty members at any of Louisiana's public institutions of higher education, as well as accredited independent institutions of higher education that are members of the Louisiana Association of Independent Colleges and Universities, are eligible to submit requests for cost sharing.

The Board will consider the commitment of matching funds for proposals to federal agencies that:

- request a minimum of \$5 million in federal funds;
- have clear potential to promote academic enhancement and economic development in the State; and
- exhibit the meaningful involvement of multiple institutions.

III. FINANCIAL CONSIDERATIONS

Cost sharing commitments are made from unexpended monies in the BoRSF. The amount of funds available for this purpose will vary depending upon prior commitments and the income from the Louisiana Education Quality Trust Fund. Applicants are advised to contact the Sponsored Programs Section of the Board of Regents prior to preparing a request to determine if funds are available. The expenditure of BoRSF matching funds is limited to Louisiana institutions.

Typically, requests for cost sharing should be limited to 10% of the requested federal funding amount; however, the Board of Regents will consider requests in excess of 10% under exceptional or compelling circumstances.

Institutional cost sharing (cash and/or in-kind) provided by participating campuses is required. Applicants are encouraged to consider methods of cost sharing which will add value to existing and/or proposed academic enhancement and economic development activities.

IV. REQUEST FORMAT

The request must contain the following elements, in the order presented here:

1. **Cover Sheet** (Use the form attached to these guidelines.)
2. **Project Description** that includes a discussion of:
 - the proposed federally funded project, including clearly defined goals and objectives;
 - the relevance of the project to Louisiana and to the BoRSF goals of academic enhancement and economic development;
 - the campus/institutional partners involved;
 - the management structure for the project; and
 - how the provision of BoRSF cost sharing adds value to the project.

3. **Budget Narrative**

State the amount of BoRSF cost sharing requested and provide a description of how the BoRSF funding will be allocated. Indirect costs charged to BoRSF funds will be limited to 25% of salaries, wages, and fringe. All proposed subawards should be identified. The amount of institutional cost sharing must also be identified.

3. **Signatures**

The letter must be signed by the principal investigator and co-signed by an authorized representative of the lead institution's sponsored programs office.

4. **Attachments**

The following items must be attached to the request:

- vitae of the principal investigator and co-principal investigators
- letters of support from the participating institutions
- copy of the relevant federal request for proposals

V. SUBMISSION OF REQUEST

The request must be submitted as a single portable document format (pdf) file. The file should be sent by email to kerry.davidson@la.gov.

VI. DEADLINES AND CONSIDERATION BY THE BOARD

Requests will be considered by the Board of Regents Sponsored Programs Committee, which meets every month except July and November. Requests must be received no later than the first Thursday of the month in which the request will be considered. It is expected that the principal investigator or his/her designee will attend the Sponsored Programs Committee meeting to answer any questions which may arise.

VII. QUESTIONS ABOUT THESE GUIDELINES

Specific questions concerning these guidelines should be directed **in writing** to Mr. Jim Gershey, Executive Director of Special Programs, by email to jim.gershey@la.gov. A compilation of all questions asked about these guidelines and all answers provided in response to those questions will periodically be posted on the BoR Sponsored Programs website.

Request for BoRSF Cost Sharing

NAME OF PRINCIPAL INVESTIGATOR (PI):		NAME OF LEAD ORGANIZATION:		
PI DEPARTMENT AND MAILING ADDRESS:		PI PHONE NUMBER and EMAIL ADDRESS:		
TITLE OF PROPOSAL TO FEDERAL AGENCY:				
FEDERAL AGENCY AND PROGRAM TO WHICH PROPOSAL WILL BE SUBMITTED:				
DURATION IN YEARS OF PROPOSED PROJECT:		TOTAL FEDERAL FUNDING REQUEST:		
		\$		
LIST PARTICIPATING INSTITUTIONS/CAMPUSES:				
COST SHARE REQUESTED: Year 1	Year 2	Year 3	Year 4	Year 5
\$	\$	\$	\$	\$
RELEVANCE OF PROPOSED PROJECT TO LOUISIANA AND THE BoRSF GOALS OF ACADEMIC ENHANCMENT AND ECONOMIC DEVELOPMENT:				
LIST CO-PRINCIPAL INVESTIGATOR(S) NAME, TITLE, INSTITUTIONAL AFFILIATION:				