Eligibility and Proposal Development Guidelines

The Office of Research & Economic Development is committed to nurturing and supporting high impact, interdisciplinary and large-scale research and instruction programs at LSU. As part of this mission, ORED will provide administrative and technical support for the development and submission of major grant proposals seeking funding for research and instruction activities that are in keeping with the goals outlined in the Strategic Plan and the LSU Flagship 2020 Agenda.

Some examples of supported activities are:

- Problem-oriented studies in which an interdisciplinary approach is required to address complex societal problems
- Establishment or renewal of multi-disciplinary and/or multi-institutional research centers of excellence
- Major instrumentation requests for large-scale research facilities
- Creation of interdisciplinary research and training programs for undergraduate and graduate students

With this new initiative, it is our goal to create a supportive environment for emerging multidisciplinary initiatives, facilitate research collaboration with local, national, and international partners, promote research initiatives within the 7 focal areas identified in the Strategic Plan, and enable partnerships with industry, state agencies, and other stakeholders.

Eligibility

Proposal development support is currently limited to high impact proposals that could substantially increase the LSU research portfolio, enhance research infrastructure, and enable multidisciplinary teams to work on important societal problems. To request the support of this office, please submit documentation providing the following information:

1. Name of funding agency and program, RFP/RFA (provide the URL or submit the PDF with your request), due date, and estimated requested funds.
2. Briefly describe the intellectual contribution of the project and the potential benefit to the university.
3. Identify which of the seven priority research focal areas will be supported by this project. If multiple areas will be supported, please indicate so.
4. Explain how the project is multi-disciplinary and/or multi-institutional in nature. Identify the departments or units that will be involved in this project. If multi-institutional, identify the collaborating institutions.
5. Describe the long-term impacts of the project for both LSU’s research mission and the State of Louisiana.
6. If applicable, describe how the proposed project will either establish a major national center of excellence or lay the foundation for establishing one in the near future.
7. If the proposed project was previously submitted for funding but was not successful, reviews from prior submissions should be included as well.

Requests for support should be submitted jointly to Matthew Lee at mlee@lsu.edu and Gus Kousoulas at vtgusk@lsu.edu and will be evaluated by ORED senior leadership. Factors for consideration will include allotted time for proposal development, qualifications of the PI, the long-term benefits to the university, and distribution of ORED support across all focal areas. (Recipients of ORED Major Proposal Planning Grants are automatically eligible to receive proposal development support. No additional documentation is required.)

Proposal Development

The proposal development team will be led by the PI with the direct assistance of the Proposal Development Specialist. Senior Associate Vice Chancellor Matt Lee and Associate Vice Chancellor Gus Kousoulas will be involved as needed to mediate and resolve any administrative issues and facilitate the grant writing process. The proposal development team will be joined by any co-investigators, significant collaborators and mentors, the Technical Writer and department or unit administrative personnel as needed. For large-scale efforts, a timeline of 6-9 months is recommended, as this will also allow time for additional internal/external review prior to submission.

The Proposal Development Specialist will be responsible for proposal project coordination. The Proposal Development Specialist is available to work with the PI throughout the proposal development process and can provide the following forms of assistance:

- Create and maintain a contact list of collaborators working on the proposal
- Schedule and attend planning meetings, create and distribute agendas and action items as needed
- Draft a project timeline for the team with target dates for each phase of the proposal development process
- Ensure compliance with the requirements of the RFP and sponsor guidelines
- Create budgets and budget justifications and liaison with external collaborators to obtain budgets and institutional commitments
- Draft letters of commitment/support as needed, collect biosketches, facilities and resources information, etc.
- Complete proposal forms and obtain institutional signatures and approvals
- Closely work with ORED senior administrators to ensure timely execution of each project.

The Technical Writer will be responsible for the technical editing of proposals. The Technical Writer is available to work with the PI throughout the proposal development process and can provide the following forms of assistance:
• Provide basic style guidelines for the creation of all portions of the proposal, including citation methods
• Create a file naming and track changes system to help track versions of proposal documents
• Edit all documents for flow, sentence structure, syntax, grammar, and style
• Ensure that all cross references are accurate throughout the document
• Format and paginate document, create table of contents, check bibliography and notation for consistency and correctness
• Make available templates and sample formatting as requested for the creation of all proposal documents
• Review proposal to ensure it meets all preparation guidelines

ORED has designated space in David Boyd Hall to support proposal development activities in a team setting. A conference table with video-conferencing capabilities and two computer workstations are available to facilitate working meetings and to provide a collaborative work environment. Use of this space is allocated on a priority basis.