

# BOR Grant Submission Guide

*(aka: your BOR grant syllabus)*

Nicholls Office of Research & Sponsored Programs



\*\*\*\*\* PLEASE REVIEW THIS GUIDE IN ITS ENTIRETY IF INTERESTED IN SUBMITTING A GRANT TO THE BOR \*\*\*\*\*



# BOR Grant Programs

- ❖ **Research Competitiveness Subprogram (RCS)**- The specific objective of the RCS is to solicit research proposals designed to build and strengthen the fundamental research base and competitiveness of Louisiana's universities. The proposed research must include fundamental (basic) research contributions rather than simply the application of existing knowledge. No applicant may seek more than a total of \$200,000 over a three-year period. The RCS is a stimulus program directed only toward those researchers who are at the threshold of becoming competitive on a consistent basis in the Federal R & D marketplace and who—with some assistance from the Support Fund to implement their plans to overcome whatever barriers they have identified which have stood in their way—clearly have a strong potential for enhancing their competitive status within a limited time span. Junior researchers at the threshold of becoming competitive will be given priority over senior researchers who are changing research fields. The objective of the RCS one-year research component is to stimulate and support faculty on a limited basis in their exploration of novel science and engineering research leading to near-term federal support. The RCS One-year research component provides short-term pilot awards for both tenured and tenure-track faculty.
- ❖ **Departmental Enhancement Subprogram (DEH)**- Based on Constitutional mandates and policies adopted by the Board, the objectives of Enhancement programs are to enhance the infrastructure of academic, research, or agricultural departments/units and to promote economic development. Projects should thus be designed to propel departments forward to enhance existing offerings and foci in accordance with the role, scope, mission, and strategic priorities of the institution and current and prospective direction(s) of the affected department(s)/unit(s). Proposals should clearly indicate how project objectives are linked to the highest academic, research or training priorities of the affected department(s) and institution(s) as well as how Support Fund investments, necessarily limited in scope and duration, will increase the capacity and quality of research, education, and/or training available to faculty and students.



# BOR Grant Programs *continued*

## ◆ **Industrial Ties Research Subprogram (ITRS) w/ Proof of-Concept/Prototyping (PoC/P) (ITRS)-** Industrial Ties Research Subprogram (ITRS)

The specific objective of the ITRS is to fund research proposals with significant near-term potential for development and diversification of Louisiana's economic base. Accordingly, all proposals submitted in this subprogram must show evidence of involvement of the private sector. Applicants who anticipate submitting proposals in non-science or non-engineering areas should see the note at the end of this section.

- ◆ The ITRS is also a stimulus program. To be funded, proposals must provide evidence that the project will: (1) involve significant private-sector or federal funding or, at a minimum, develop a plan to greatly increase the likelihood of receiving federal or private sector funding in the near future; or (2) result potentially in the enhancement or establishment of a Louisiana business or industry which will attract significant revenues to the State. All faculty at Louisiana institutions of higher education, including senior researchers, who have research ideas that might promote significant near-term economic development in Louisiana are encouraged to apply. In the case of proposals in non-science and non-engineering areas (e.g., tourism), private sector involvement is not necessarily a requirement, if the applicant can justify the reason for lack of involvement. The stimulus/leveraging concept is relevant, however, and non-science/non-engineering proposals must, at a minimum: (1) present a plan to leverage Support Fund monies in the manner most appropriate to the proposal; and (2) demonstrate how the project will promote and/or enhance economic development in the State.

## ◆ **Proof-of-Concept/Prototyping Initiative (PoC/P)**

The specific objective of PoC/P is to solicit science and engineering proposals from the State's tenured, tenure-track, or full-time research professors seeking funding to pursue proof-of-concept activities and/or prototype development with research commercialization and technology transfer potential; and contribute to the economic development of Louisiana. Since the goal of PoC/P is to advance innovation toward commercialization, proposals for basic research projects that do not further advance commercial development of an innovation will not be considered.

## ◆ **Awards to Louisiana Artists and Scholars Subprogram (ATLAS)-** 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.



# 3 Individual Submissions Required

1. **Notice of Intent-** This is to alert the BOR that you will be submitting a proposal within one of their programs. The project description you submit will allow the BOR to identify external reviewers for your full proposal. A full application will not be available to you unless a NOI is submitted to the BOR.
2. **Internal Review-** The BOR requires that every proposal submitted by each institution has been reviewed and approved by university administration. The internal review requires a project description, a preliminary line item budget, and budget justification. You will be provided via email from ORSP a summary of the administrative review of your proposal. You will be required to upload a PDF of that email as part of your final proposal submission as proof that an internal review took place.
3. **Final Submission-** Your final submission must be uploaded to LOGAN no later than 12:00 NOON on the day that it is due to the BOR. Documents needed will be outlined and provided in LOGAN in your application package. ORSP will submit your proposal in LOGAN once you have uploaded your documents by the deadline (12:00 NOON) and have received all internal routing approvals.

*More detailed information is provided on the following slides*



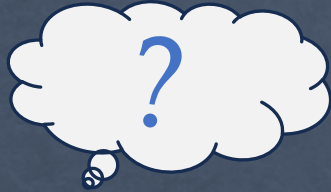
# STEP 1:

## Review ALL Grant Programs and Guidelines

- ◆ Each year, the LA Board of Regents releases their annual grant cycle. This is usually released in June/July with deadlines for proposals in the Fall. ORSP disperses this information during the summer right before the Fall semester. When this information is dispersed, please review and reach out to ORSP if interested or if you have any questions.
- ◆ The Request for Proposals (RFP) for your program will outline all of this for you. Keep this document handy throughout the entire submission process.
- ◆ RFPs can be found here:  
<https://www.nicholls.edu/orsp/board-of-regents-grant-information-forms/>

### ◆ Questions to ask yourself as the PI:

- ◆ Do I, my department, and my college have the capacity to take on the grant that I am proposing?
- ◆ Am I eligible to apply?
- ◆ Will I be able to meet both ORSP and the BOR's deadlines in a timely manner?
- ◆ Are there other similar projects to the one I am proposing currently funded at Nicholls?
- ◆ Have I identified a space to house large pieces of equipment (if requesting)?



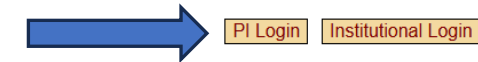


# STEP 2:

## Create a LOGAN Account

- ◆ Now that you have decided on a subprogram, you will need to create a LOGAN account. You can create an account here: <https://rsi.laregents.edu/logan/> using your Nicholls credentials. It will then ask you to select your grant program and open an application.
- ◆ LOGAN is the submission portal for any and all BOR grants/contracts.
- ◆ LOGAN will provide you with any template, required documents, and any contracts/ reports (if awarded).
- ◆ All submissions through LOGAN follow the below flow:
  - ◆ PI > ORSP > BOR
    - ◆ When a PI submits, it flows through ORSP's institutional LOGAN account for final approval before final submission to the BOR. ORSP makes the final submission to the BOR.

### LOGAN: Louisiana Online Grant Automation Network



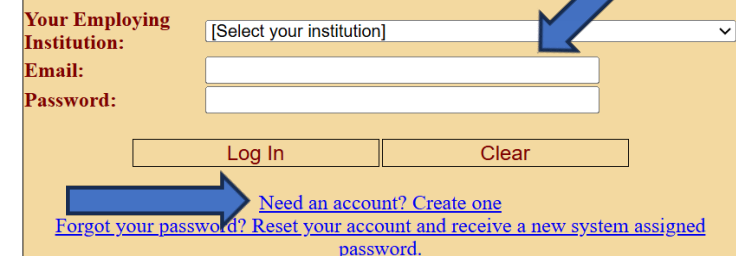
LOGAN Support: <https://rsi.laregents.edu/support/>

| Contact information:                                                                                           | Mailing address:                                                                                       |
|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Board of Regents Office of Sponsored Programs<br>1201 North Third Street,<br>Suite 6-200 Baton Rouge, LA 70802 | P.O. box 3677 Baton Rouge, LA 70821-3677<br><b>Phone:</b> (225)-342-4253<br><b>Fax:</b> (225)-342-3371 |

### PI Login

Note: Login details are case sensitive

**Employing Institution Must be selected**



For technical issues, please contact

[LOGAN Support](#)

[Guidelines for Completing Annual/Interim and Final Reports \(PDF\)](#)



# STEP 3:

## Notice of Intent (NOI) Submission Process

- Each program requires that you submit a NOI about a month or so before the full proposal is due (Enhancement grants do not require a NOI).
- Documents needed for NOI:
  - NOI routing form (separate form from ORSP routing form)
  - Project Summary (template provided in LOGAN)
  - Total funding request amount
  - This will be reviewed and approved by your department head, dean, ORSP, the Provost, and the Internal Screening Committee. ORSP will notify you once your NOI is fully approved internally and will send your approved documents to you.
  - This should be submitted to LOGAN no later than 12:00 NOON on the day it is due to the BOR.
  - Your full proposal application in LOGAN will not be available unless a NOI is submitted.



**NICHOLLS**

**Routing Approval Form for LA Board of Regents  
Notice of Intent**  
(revised July 2026)  
NOTE: The University MUST approve all externally sponsored programs before proposal submission

Nicholls State University  
Office of Research and Sponsored Programs  
167 Elkins Hall, P.O. Box 2083  
Director: [quenton.fontenot@nicholls.edu](mailto:quenton.fontenot@nicholls.edu) / (985) 449-2563  
Contract & Grant Specialist: [mikenzi.parrish@nicholls.edu](mailto:mikenzi.parrish@nicholls.edu) / (985) 448-4496  
Fax: (985) 493-2530  
Nicholls Federal ID#: 72-6011797

ORSP #: \_\_\_\_\_  
Funding Agency Deadline: \_\_\_\_\_

**PRIMARY INVESTIGATOR DATA & PROJECT INFORMATION**

Principal Investigator: \_\_\_\_\_  
Email: \_\_\_\_\_  
Campus Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_  
College: -Select College of the PI- Department: \_\_\_\_\_  
Proposal Title: \_\_\_\_\_  
BOR Program: -Select BOR Program- Requested Funding Amount: \_\_\_\_\_  
Project Summary: (please provide a brief summary of the proposal: 3 line maximum)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Principal Investigator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADDITIONAL APPROVALS NEEDED**

|                                                          |                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Human subjects involved in research? If yes, contact Alaina Daigle at (986)448-4697 or at <a href="mailto:alaina.daigle@nicholls.edu">alaina.daigle@nicholls.edu</a> for approval.                                                                                                                                              |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Non-human vertebrate animal subjects involved? If yes, contact Michele Robichaux at (985)448-4761 or at <a href="mailto:michele.robichaux@nicholls.edu">michele.robichaux@nicholls.edu</a> for approval.                                                                                                                        |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Radiation and/or Biohazards involved? If yes, contact Brian Clausen at (985)448-4783 or at <a href="mailto:brian.clausen@nicholls.edu">brian.clausen@nicholls.edu</a> for approval.                                                                                                                                             |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Does the proposal involve alterations/relocations/renovations of facilities? If yes, a letter or email including the source account # and amount from VP of Facilities is required. Contact Danielle Breaux at (985)449-7041 or at <a href="mailto:danielle.breaux@nicholls.edu">danielle.breaux@nicholls.edu</a> for approval. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Does the proposal use technology fee funds as a match? If yes, a letter or e-mail including the source account # and amount from the Instructional Technology Specialist is required. Contact Randy LeBlanc at (985)448-4419 or at <a href="mailto:randy.leblanc@nicholls.edu">randy.leblanc@nicholls.edu</a> for approval.     |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Will this project require any faculty or staff overload (i.e. adjunct/overload teaching assignments, etc.?)                                                                                                                                                                                                                     |

**APPROVALS**

DEPARTMENT/CENTER APPROVAL: The application identified above has been reviewed by the undersigned. The review included the overall budget request, commitment of time and effort by professional staff, rates of compensation and/or stipend levels, request for equipment and the justification presented, allow ability of direct cost charging, and allocation of adequate space and facilities. (If more than department head or dean's faculty are involved in this project, supplemental approval is required.)

P.I. Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
(P.I. DEANS OFFICE APPROVAL as needed: Approval is given for the proposed activity to be undertaken in this school/college by the personnel identified in the proposal, and for any cost sharing.)

P.I. Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
Sponsored Research Office: \_\_\_\_\_ Date: \_\_\_\_\_  
Provost of Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

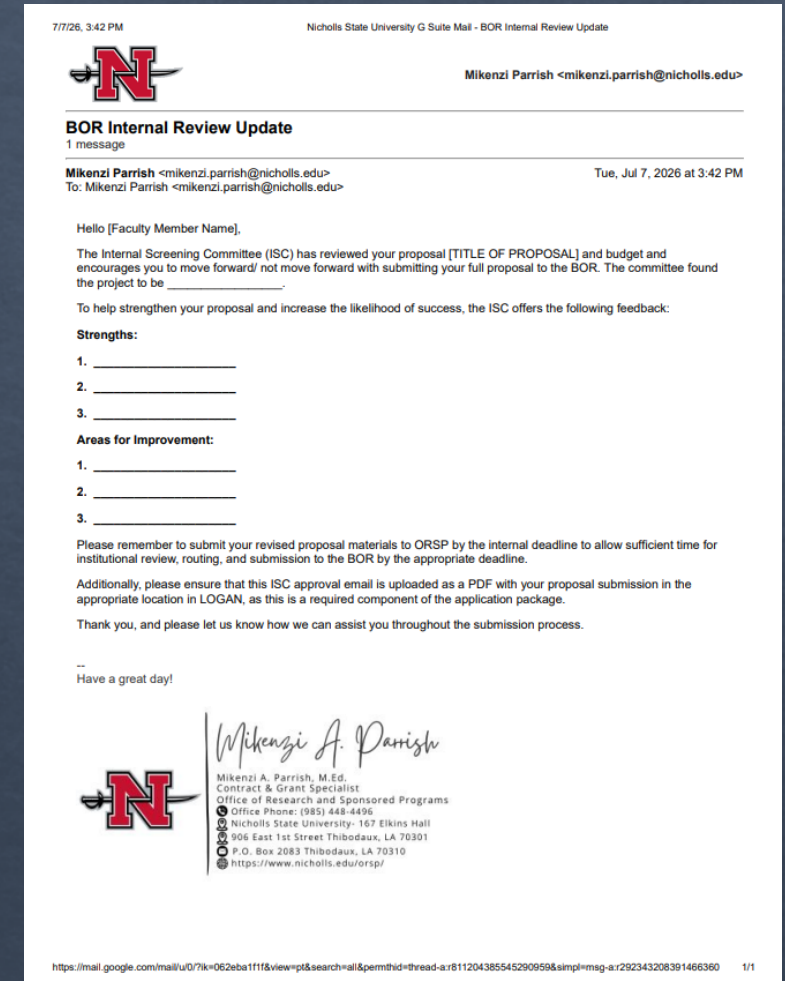
NOI Routing Form



# STEP 3:

## Internal Review Submission Process

- ❖ Internal Review documents are submitted to ORSP at the same time you submit your NOI, and are 2 separate processes. The following documents are needed for your internal review:
- ❖ A line item preliminary budget & budget justification
  - ❖ This can be slightly changed before your final budget submission, but it should be very similar.
  - ❖ Project Summary (can be the same project summary submitted with NOI).
- ❖ Once all Internal Review documents are digitally submitted to ORSP, our office will meet with the Deans of the colleges who have proposals being submitted to review each proposal.
- ❖ Your dean will provide feedback on what you have submitted, and decide on whether the proposal should/should not be submitted to the BOR.
- ❖ This feedback will be sent to you via email from ORSP and will need to be saved as a PDF and uploaded in LOGAN as part of your final proposal application.



Example of what should be uploaded to  
LOGAN for Internal Review (PDF)



# STEP 5:

## Full Proposal Submission

- ◇ Your application in LOGAN will outline all required documents for submission.
- ◇ Your final budget and budget justification will need to be fully routed and approved before you can submit your full application to the BOR. The Controller's Office has not seen your proposed budget yet and will need to review and approve before submission. The following documents **MUST** be routed to ORSP **NO LATER THAN** 2 weeks before the full proposal is due to the BOR:
  - ◇ [ORSP Routing Form](#)
  - ◇ Budget
  - ◇ Budget Justification
    - ◇ If your project is a 2 or 3 year project, you must have a budget and justification for each year, as well as a cumulative budget and justification.
    - ◇ BOR-specific budget templates found here: <https://www.nicholls.edu/orsp/board-of-regents-grant-information-forms/>
  - ◇ Any other supporting documentation you have available (ex. Match Commitments, Letters of Support, etc.).
    - ◇ We do not need your full proposal narrative for routing.
- ◇ ORSP will notify you via email when you have received all necessary approvals for submission to the BOR and will send you a copy of your fully approved documents.
- ◇ Your full application **MUST** be uploaded to LOGAN and sent to ORSP no later than 12:00 NOON on the day it is due. ORSP will review and either sent it back to you for adjustments or submit to the BOR.



# How Deadlines Work

**NO EXCEPTIONS!!**

- ◆ ORSP requires that everything being submitted to the BOR is submitted to ORSP at least 2 WEEKS BEFORE it is due to the BOR. This is the same for any grant routed through ORSP. This is because:
  - ◆ Your documents are carefully reviewed and internally approved by: your department, college, ORSP, the Provost, and the Controller's Office. Proposals MUST be approved by all referenced parties BEFORE submission to the agency.
  - ◆ Submitting documents to ORSP 2 weeks before the BOR deadlines ensures that we are able to review, make any changes, and submit without rush. Because your proposal passes through so many offices on campus before being approved to submit, we want to ensure each of these individuals are able to carefully review.
    - ◆ This also avoids last minute submissions if any of these individuals are out of office.
  - ◆ All documents that you upload to LOGAN must be submitted by ORSP by 4:30PM on the day they are due. This means that all submissions should be uploaded by the PI to LOGAN no later than 12:00 NOON in case the proposal needs to be sent back to the PI for changes.
  - ◆ Failure to comply to these deadlines risks your proposal not being submitted on time, or getting all of your internal approvals in time.
  - ◆ A Schedule of Deadlines to both ORSP and the BOR is posted here: <https://www.nicholls.edu/orsp/board-of-regents-grant-information-forms/>



# Contact

## ◆ Nicholls ORSP Contacts

### ◆ Mikenzi Parrish

◆ [mikenzi.parrish@nicholls.edu](mailto:mikenzi.parrish@nicholls.edu)

◆ (985) 448-4496

### ◆ Quenton Fontenot

◆ [quenton.fontenot@nicholls.edu](mailto:quenton.fontenot@nicholls.edu)

◆ (985) 449-7062

## ◆ Board of Regents Program Contact

### ◆ Bryan Jones

◆ [bryan.jones@laregents.edu](mailto:bryan.jones@laregents.edu)

◆ Last day for questions directed to Bryan Jones: October 15, 2026

◆ ORSP is always available to help you along the way, especially when it comes to building your budget and ensuring that you meet all grant requirements.

◆ You can set a meeting with us by contacting us via email or by using this booking link:  
<https://forms.gle/LAFRXbDFbzXsVjsY7>