



Departmental Enhancement Subprogram

Program Objective: 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. Each proposal must be identified as one of three types based on its primary impact: (1) research, (2) education, or (3) workforce. Any activity is eligible if the applicant can argue convincingly that it is strongly linked to the submitting unit's strategic priorities and will substantially enhance academic, research, or agricultural activities of the particular department(s) or unit(s) involved.

Program Types:

- Comprehensive:** These projects provide significant enhancement to address multiple departmental priorities or holistic departmental approaches and support the institutional role, scope and mission through a variety of means. The expectation is for up to three Comprehensive Enhancement proposals to be awarded.
 - For projects lasting up to five years (start date June 1, 2023)
 - Maximum request is \$1,000,000 (not to exceed \$300,000 in the first year or \$200,000 in subsequent years)
 - Eligible departments/units limited to one submission
 - May also participate with other units in up to one campus-wide proposal
- Targeted:** These projects provide focused enhancement that addresses a critical departmental priority and reflects the institutional role, scope and mission through a concentrated but tangibly effective effort (e. g., purchase of major equipment).
 - For projects lasting one year (June 1, 2023–June 30, 2024)
 - Maximum request is \$200,000
 - Eligible departments/units are not limited in the number of proposals but must provide a rank-order list of all proposals submitted on its behalf

PI Eligibility:

- Only faculty members of an eligible Louisiana institution of higher education may act as PI or co-PI.

Eligible Disciplines:

- Engineering A (Chemical, Civil, Electrical)
- Chemistry
- Computer & Information Sciences
- Business
- Education
- Earth & Environmental Sciences
- Arts
- Mathematics

Funding Guidelines:

- PI salary & payroll benefits (25% academic year + 2 summer months)
- Student and support personnel
- Travel
- Supplies
- Equipment
- Software
- Other expenses

Office of Research Budgetary Guidelines:

PIs must use the Excel budget spreadsheet provided on the [Office of Research's website](#). These spreadsheets contain additional budget information and will automatically calculate the correct payroll benefits, F&A costs, and the composite budget page.

SUBMIT EARLY!

The Office of Research must review and submit ***all proposals for the University*** by the listed deadline.

Proposals will be processed in the order they are received.
Proposals received on the day of the deadline may not be submitted at all.

Relevant Deadlines:

| | |
|----------------------|---|
| Friday, September 9 | UNO Grant Services Request form due by 4:30pm in SharePoint |
| Monday, September 26 | UNO Proposal Routing form due by 4:30pm in SharePoint |
| Monday, October 17 | BoR Questions Final Date by 4:30pm via email or phone |
| Monday, October 24 | BoR Proposal due by 4:30pm in LOGAN |

For more information, you can access the DENH RFP [here](#).

With any questions, contact: Kendy Martinez (kbmarti1@uno.edu), John Bishop (jbishop@uno.edu), and/or Julie Landry (jelandr1@uno.edu).

DENH Checklist – Comprehensive

1. Confirm Eligibility

- Faculty member of an eligible Louisiana institution of higher education
- Your department does not currently have an active Comprehensive grant
- Project budget is under \$1,000,000 and can be completed in five years

2. Administrative

- LOGAN account created
- [Grant Services Request form](#) submitted by Friday, September 9
- [Proposal Routing form](#) submitted by Monday, September 26
 - [Budget Template](#) filled out
 - Budget Justification explains budget

3. Final Proposal Submission (completed in LOGAN)

- Single Proposal Narrative PDF (25 pages max) with numbered pages and 1-inch margins includes:
 - “The Current Situation” section, which includes the requested data based on project category
 - “Mission Statement” section
 - “Rationale” section
 - “Project Goals & Objectives” section
 - “Work Plan” section
 - “Impact” section
 - “Physical Enhancements” section
 - “Evaluation” section
 - “Sustainability” section
 - “Faculty & Staff Expertise” section
- Uploaded or entered into LOGAN:
 - Cover Page form
 - Project Summary form (2,500 characters max including spaces)
 - Proposal Narrative PDF
 - Previous BoR Support Fund Awards
 - Current & Pending Support form
 - Biographical Sketch form
 - Budget form
 - Budget Justification/Narrative PDF
- Submitted electronically via LOGAN by 4:30 PM on Monday, October 24, 2022

DENH Checklist – Targeted

1. Confirm Eligibility

- Faculty member of an eligible Louisiana institution of higher education
- Project budget is under \$200,000 and can be completed in one year

2. Administrative

- LOGAN account created
- [Grant Services Request form](#) submitted by Friday, September 9
- [Proposal Routing form](#) submitted by Monday, September 26
 - [Budget Template](#) filled out
 - Budget Justification explains budget

3. Final Proposal Submission (completed in LOGAN)

- Single Proposal Narrative PDF (15 pages max) with numbered pages and 1-inch margins includes:
 - “The Current Situation” section, which includes the requested data based on project category
 - “Mission Statement” section
 - “Rationale” section
 - “Project Goals & Objectives” section
 - “Work Plan” section
 - “Impact” section
 - “Physical Enhancements” section
 - “Evaluation” section
 - “Sustainability” section
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