



Proof-of-Concept/Prototyping Initiative (PoC/P)

Program Objective: The specific objective of PoC/P is to solicit science and engineering (S&E) proposals from the State's tenured, tenure-track, or full-time research professors seeking funding to enable 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. Proposals must support proof-of-concept and/or prototype development related to an innovation which has been previously disclosed and is actively managed by the institution's Technology Transfer Office (TTO) and has high potential for commercialization and technology transfer to an existing or spin-off company.

Project Parameters:

- For projects lasting one year (June 1, 2023–June 30, 2024)
- Minimum request is \$10,000; maximum request is \$40,000
 - The average award in FY 2022 was \$39,999, with awards ranging from \$39,998 to \$40,000

Eligibility:

- Only tenured, tenure-track, or research professors employed on a full-time basis by an eligible Louisiana institution of higher education may act as principal or co-principal investigators.
- PIs and Co-PIs can serve on a maximum of 2 ITRS proposals, 2 P-o-C/P proposals, or a combination of 2 projects at any one time.
- All disciplines/focus areas are eligible; however, preference will be given to the following target areas:
 - Advanced Materials & Manufacturing
 - Life Sciences & Bioengineering
 - Digital Media & Enterprise Software
 - Coastal & Water Management
 - Clean Technology & Energy

ITRS Funding Guidelines:

- PI salary & payroll benefits (up to 1 academic or summer month)
- Student and support personnel
- Travel
- Supplies
- Publication costs
- Equipment (must include at least 25% cash match)
- Other expenses
- 25% F&A rate calculated only on salaries, wages, and payroll benefits

Cost Share:

- If requesting funds for equipment, proposal must include at least 25% in cash match for the equipment
- Unrecovered F&A may be included as cost share

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:

Thursday, September 8	UNO Grant Services Request form due by 4:30pm in SharePoint
Monday, September 12	BoR Notice of Intent due by 4:30pm in LOGAN
Monday, October 3	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 31	BoR Proposal due by 4:30pm in LOGAN

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

With any questions, contact Kendy Martinez (kbmarti1@uno.edu), John Bishop (jbbishop@uno.edu), and/or Rebekah Cossaboom (rmcossab@uno.edu).

PoC/P Checklist

1. Confirm Eligibility

- Tenured, tenure-track or research professors employed on a full-time basis
- Project is research based; budget is under \$40,000 and can be completed in one year
- Project **supports** proof-of-concept and/or prototype development related to an innovation which has been previously disclosed and is actively managed by the institution and has high potential for commercialization and technology transfer to an existing or spin-off company.
- Project is **not** for basic research that does not further advance commercial development of an innovation

2. Administrative

- LOGAN account created
- [Grant Services Request form](#) submitted by Thursday, September 8, 2022
- [Proposal Routing form](#) submitted by Monday, October 3, 2022
 - [Budget Template](#) filled out
 - Budget Justification explains budget

3. Notice of Intent (completed in LOGAN)

- Cover Page – title of project, investigator name, amount requested
- Project Summary (1 page max)
- Submitted electronically via LOGAN by 4:30 pm on Monday, September 12, 2022

4. Final Proposal Submission (completed in LOGAN)

- Single Proposal Narrative PDF (10 pages max) with numbered pages and 1-inch margins includes:
 - “Rationale of the Project” section
 - “Research Plan” section
 - “Involvement & Qualifications of Investigators, Other Faculty, & Students” section
 - “Institutional Capabilities & Commitment” section
 - “Bibliography” (not included in page limit, 2 pages max)
- Single Appendix PDF (10 pages max) includes:
 - Attachments/Supplemental Information
 - Letter of Support from Chair, Dean, or Director (**required**)
 - Letters of Support from potential users, developers, etc. (strongly encouraged)
- Uploaded or entered into LOGAN:
 - Cover Page form
 - Project Summary form (250 words max)
 - Goals & Objectives PDF (1 page max)
 - Proposal Narrative PDF

Current & Pending Support form

History of Support form (for last five years)

Biographical Sketch form (2 pages max)

Appendix PDF

Submitted electronically via LOGAN by 4:30 PM on Monday, October 31, 2022