



THE TEXAS A&M UNIVERSITY SYSTEM

Office of the Chancellor

September 9, 2009

MEMORANDUM

TO: Chief Executive Officers
The Texas A&M University System

SUBJECT: Request for Federal Initiatives for 2010 (FY 2011)

The Texas A&M University System continues with its efforts to actively seek federal funding, impact legislative policy decisions, and strengthen our presence in Washington, DC. The purpose of this memorandum is to announce the call for proposals for federal initiatives for calendar year 2010 (FY 2011).

Through this process, the Vice Chancellor for Federal Relations and Commercialization, the federal relations team, and the Washington office consider, review and make decisions on the portfolio of initiatives to be presented to Congress and/or the federal agencies for inclusion in the FY 2011 Budget. The process typically calls for initiatives to be considered as Congressionally directed spending items (i.e., "earmarks") or as agency proposals. If an initiative does not meet the qualifications of an earmark or if substantial political support cannot be identified, funding via unsolicited proposals and competitive grants at the federal agencies may be considered.

Over the past several years, the system has been very successful in our federal efforts. The success is evident in both the amount of federal funding, which has been secured for the system's initiatives, as well as legislative provisions, which were implemented by the federal government for the benefit of the system. In order to continue with our success, we must closely follow and respond to the changes in Washington. As we prepare for another cycle of federal activity efforts, the following issues are important to consider:

- It is expected that the number and size of Congressional earmarks for University projects and in general will continue to decline next year. In addition to the overall decline in numbers, Congress is implementing strict qualifying rules for earmarked funds.
- Earmarks are typically short-term, project-specific initiatives through a limited number of federal agencies with no assurance of being funded on a multi-year basis. Earmark requests must meet strict criteria and exhibit political support in order to be requested by Congress. Earmarked initiatives are expected to benefit a Congressman's district (or a Senator's state) and should demonstrate a difficulty in getting funding through the competitive process at the Federal Agencies.

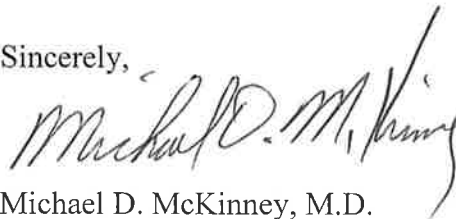
- While the amount of earmarked funding is declining, several federal agencies have received increases in their budgets for research initiatives. Thus, we should increase our efforts with the federal agencies.

In order to prepare our initiatives for the next session of Congress and for the upcoming fiscal year, proposals for both new and continuing initiatives should be submitted to the Vice Chancellor for Federal Relations and Commercialization electronically to gdiedrich@tamu.edu by **November 1, 2009**. All initiatives must be submitted using precisely the two-page format described in the attachment, and all requested information must be included. In the transmittal memo, prioritize the initiatives for your system component.

Following project submission, our Washington office will carefully evaluate each initiative and determine the feasibility of federal funding. Meetings and/or visits to your institutions may take place in order to gain better understanding of your initiatives. No Texas A&M System initiatives will be submitted to Congress outside of the congressional deadlines or without the involvement of the Vice Chancellor for Federal Relations and Commercialization and the Washington Office.

I appreciate the work of you and your colleagues with the federal initiative process. These are important contributions in building the strengths and capabilities of all of our system components. We are enjoying good success across the system, and I am confident we can continue this success in 2010.

Sincerely,

A handwritten signature in dark ink, appearing to read "Michael D. McKinney". The signature is fluid and cursive, with the first name "Michael" being the most prominent.

Michael D. McKinney, M.D.
Chancellor

MDM:sc
Attachment

cc: Mr. Guy Diedrich
Ms. Jenny Jones
Mr. Ron Lacewell
Mr. Larry Meyers
Mr. Michael O'Quinn
Ms. Cathy Reiley
SO Executive Committee

FEDERAL INITIATIVE SUBMISSION GUIDELINES

Please carefully follow these instructions. All initiatives must be submitted electronically, in Microsoft Word format, one initiative per electronic file.

On the first page, please provide information that sufficiently describes your initiative (in the following four categories):

Title

The title should be sufficiently descriptive and succinct to clearly identify the initiative. Note that initiatives to establish or fund *centers*, *institutes*, or other such “long-term” entities do not have much likelihood of receiving Congressional funding. However, an initiative could be housed under a general center umbrella.

Description

Use one or two sentences to briefly summarize the initiative. The description should be clear to a person who does not have specialized knowledge in the particular technical, scientific or policy area.

Relevance and Background

Describe the need and scope of the initiative, and the anticipated results and/or benefits. Indicate regional, national or international impact, and specifically identify any local interest and potential benefit. In addition, include a clear explanation of why this project is to be considered for an earmark and cannot be funded through the competitive grants process (for instance: agency does not have a competitive program or office that satisfies the need/expertise of the issue/problem; issue is unique to the local area and does not have a broad national implication, etc.)

Amount Requested

Include the amount requested from the federal government in FY 2011 *only*. If it is a multi-year initiative, the overall budget request should be listed in **Budget/Cost** section on page 2.

Please make sure that the above information fits on one page and follows traditional text formatting (12 point font, 1 inch border).

On the second page:

Budget/Cost

Provide a detailed break-down (program, equipment, salaries, etc) of the full cost of the project (for all years), including funding received from non-federal sources. The break-down must include a detailed budget in order for Congress to accept certain projects.

Additionally, please provide an estimated length of time the project will take to complete assuming requested funding is received.

Funding History

If requesting continuing funding, provide previous amounts, by fiscal year (for at least the last three years).

Anticipated Non-Federal Resources

Provide the amount and source of any anticipated non-federal contribution (including in-kind).

Agency/Agencies Targeted

List the Agency (e.g. Department of Education) and program office if known (e.g. Fund for the Improvement of Education) which will be targeted for funding. Sometimes an initiative is suitable for funding from multiple agencies. Our Washington office is available to assist in identifying an appropriate agency.

Outside Support

It is strongly encouraged that you seek letters or other statements of support for any initiative submitted to Congress. These letters help justify the need for a particular project. Please list any outside / private entities who are willing to express their support for the project. Our Washington office will work with you on the format and timeline of these letters / statements.

Project Activity

It has become common practice in Congress to request regular updates on accomplishments of previously earmarked projects, especially when requesting continued funding. If submitting a request for a continuing project, please describe project activity to date. Examples may include: contacts made with community A; MOU signed with school district X; reached ### students; laboratory outfitted with new equipment, etc. If previously earmarked funding is not yet received from the agency at the time of project submission, indicate so and describe proposed plan of work.