



THE TEXAS A&M UNIVERSITY SYSTEM

Office of the Chancellor

September 8, 2010

MEMORANDUM

TO: Chief Executive Officers
Academic Institutions, Agencies, and Health Science Center
The Texas A&M University System

SUBJECT: Request for Federal Initiatives for 2011 (FY 2012)

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, D.C. The purpose of this memorandum is to announce the call for proposals for federal initiatives for calendar year 2011 (FY 2012).

Through this process, the System's federal relations team will 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:

- The number and size of Congressional earmarks for university projects has declined in recent years. In addition to the overall decline in numbers, Congress is implementing strict qualifying rules for earmarked funds.
- It is anticipated that a maximum of three proposals per system component will be accepted by Congress. However, there is not a limit on the number of competitive grants that can be sought.
- 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 both benefit a Congressman's district or the State of Texas and be aligned with the national priorities.

- Under the new Congressional rules, there is greater transparency on earmark requests, including posting of earmark requests on a sponsoring member's website.
- While the amount of earmarked funding has declined, several federal agencies have received increases in their budgets for research initiatives.
- When an initiative is funded, members of Congress will typically request a brief statement from the highest level official in your organization regarding the proposal.

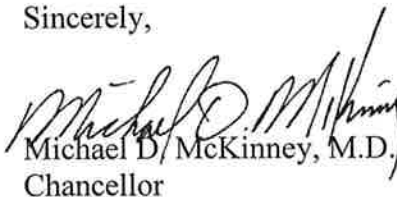
In order to prepare our initiatives for the next session of Congress and for the upcoming fiscal year, proposals for both new and continuing initiatives should be submitted electronically to Linda-Ravey@tamu.edu by **December 1, 2010**. All initiatives must be submitted using the attached two-page format, and all requested information should be included. In the transmittal memo, prioritize the initiatives for your university or agency.

All submitted initiatives will be carefully evaluated for 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 System's office in Washington, D.C.

In addition, we also want to hear from you regarding any federal higher education policy concerns you may have during the year.

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 members. We are enjoying good success across the System, and I am confident we can continue this success in 2011.

Sincerely,



Michael D. McKinney, M.D.
Chancellor

MDM:sc
Attachment
cc:

Ms. Tiffany Britton
Dr. Brett Giroir
Ms. Jenny Jones
Mr. Ron Lacewell
Dr. Theresa Maldonado
Mr. Larry Meyers
Mr. Michael O'Quinn
Ms. Linda Ravey
Chancellor's 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.

With this document, please find *FY 2012 Appropriations Request Form*. Use the following instructions to complete the form.

Title

The title should be sufficiently descriptive and succinct to clearly identify the initiative. Avoid titles that could be misconstrued in the press. 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, a program, initiative or project 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, state, national or international impact, and specifically identify any local interest and potential benefit to a Congressional District or state.

Amount Requested

Include the amount requested from the federal government in FY 2012 *only*. If it is a multi-year initiative, the overall budget request should be listed in **Budget/Cost** section on page 2.

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.

An estimate of the number of jobs created or retained by the funding is required, as well as who will employ them and what Congressional District they will be employed in, and how that estimate was arrived at.

Information regarding any subcontractors that may be employed (including their purpose, amount to be paid, and location) by the project is also required. Note that at least for House Defense Appropriations requests, projects led by or heavily involved with private, for-profits companies who would receive the funding, are prohibited in the House of Representatives.

Additionally, please provide an estimated length of time the project will take to complete if fully funded.

Funding History

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

Anticipated Non-Federal Resources

Provide the amount and source of any anticipated non-federal contribution (including in-kind and competitive and/or private grants). Also, include history of previously solicited competitive grant programs for this initiative. *Members have reacted favorably to efforts that have been made to secure funding through a process outside of earmarks.*

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.

External 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 external/community/federal agency/locally elected officials/ 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. Some Congressional Offices require these letters.

Commercial or Industry Participation Potential

Does this project have potential to develop technology that can become a new company or commercial product? Does it have potential to attract industry partners to support the project research? If so, provide bullet points on the opportunity.

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.

Institutional Information

Please provide information regarding the entity requesting funding. Information to include would be a brief description of the entity (i.e. non-profit higher education institution), where it is located, how many employees, contact information of the head of the entity, and contact information for the requesting entity's representative. Typically this is your designated System Federal Relations team member.

Talking Points

On a separate sheet of paper, please include up to 5 bulleted-points regarding the significance of this proposal with the intention of these being used by a Member of Congress to defend and/or advocate for your proposal.

Summary Brief

On a separate sheet of paper, include the following sections from the guidelines above:

- Title
- Description
- Relevance and Background
- Amount requested

Please make sure that the above information fits on one page and follow traditional text formatting (12 point font). This brief is what will be used to discuss your initiative with Congressional Staff.

FY 2012 Appropriations Request Form

General Information

Institution:

Project Name:

FY 12 Funding Amount Requested:

Institution Contacts

Campus/Agency Government Relations Contact

Name:

Title:

Address:

Phone:

Mobile:

Fax:

Email:

Principle Investigator

Name:

Title:

Address:

Phone:

Mobile:

Fax:

Email:

**Please only list the lead PI for the requesting institution.*

Project Information

Priority Ranking: __ out of __ FY 12 requests for your university/agency.

1) Description of the project:

2) Relevance and Background:

3) Agency/Agencies Targeted:

- 4) External Support:
- 5) Project Activity:
- 6) Institutional Information:
- 7) Project Location(s):

Funding Information

- 1) Amount requested:
- 2) Budget/Cost:
- 3) Funding History:
- 4) Anticipated Non-Federal Resources:

Talking Points

Summary Brief