



## Preliminary Information for LSU Participation in a Significant Joint Project

### Proposal Submission

LSU participation in a collaborative project with external entities for which no recognized alternative review process presently exists should provide the following information where applicable to the Chancellor (or equivalent) for review. This process serves to move initiatives for collaboration in economic development and other joint venture projects quickly and smoothly to a point of decision. Because the university's obligations under state and federal law and regulation are complex, it is critical to the success of these ventures that the campus identifies any complicating issues early so they can be resolved quickly and without unnecessary delays. Explicit information on the issues outlined below will greatly facilitate problem resolution and enhance the ability of LSU to be a dynamic and entrepreneurial participant in the state's economic development agenda. In recent experience, vague and imprecise information about significant projects have delayed approvals and created unnecessary difficulties in the process of negotiating a successful conclusion to important initiatives.

When chancellors (or equivalent) determine that the collaboration described below has been sufficiently developed and is likely to be in the best interests of the campus, they will endorse and transmit the following document to the System President at the earliest reasonable time. It is important that participants understand the requirements of Article VII, § 8.F.3 of the Board's Bylaws that no public announcement or formal or informal commitment to a proposed collaborative project should take place without the Chancellor's endorsement of the project, preparation of the following information, and prior consultation with the President.

### Proposal Development

The purpose of this document is to assist the campus in making its *preliminary* evaluations of proposals for LSU to participate in significant projects involving cooperation with private businesses, government agencies, non-profit entities, and other non-LSU entities. It should be completed by a designated LSU campus employee using information obtained from university participants in the collaboration and the proposing entity or agency, or independently where required. After initial completion, the campus should review this information in accordance with its own procedures. Final action is subject to the Board Bylaws and state law. The information requested in this document will serve to expedite consideration of such proposals.

It will likely assist the various participants in proposed joint projects to receive a copy of the **General Policy Statement for Participation in Significant Joint Projects**. Posting this document on campus and university websites will help ensure that everyone interested in developing joint venture has a clear understanding of how to move them quickly to full consideration and potential approval within the context of a public academic institution.

The campus-designated employee should begin the completion of this form at the earliest practical stage of discussions. Submitting the form will initiate discussions within the campus administration and with any affected departments to assure that the proposed project is consistent with institutional priorities and evaluate whether it should proceed to the development of a more formal proposal in accordance with campus and Board policies. This will allow for efficient screening of proposals, so that more time and resources can be directed to those project proposals with a greater chance of being accepted. It also avoids misunderstandings of what specific information is required to obtain further consideration. While it is the campus' responsibility to develop the information and complete the form, the potential joint project participants should be fully informed of the nature and quality of the information needed. Moreover, much of the information required for a successful proposal will come from the collaborating partners.

This form is to be used for transactions in which it is proposed that LSU (through a campus) will participate jointly with an outside agency, non-profit entity, or private business. This includes economic development

projects, some cooperative endeavor agreements, non-traditional financing arrangements to fund construction of LSU facilities, construction or lease of facilities which will be jointly occupied by LSU and outside entities, and similar projects, whether directly through LSU or through an affiliated entity. *This form is not intended to substitute for already established review procedures used for such purposes as sponsored research grants, applications for research grants, the licensing of intellectual property, routine leases and capital improvement projects for internal LSU projects, proposals for academic affiliation, and similar matters of a more routine nature.*

Once the Chancellor determines that a proposal merits further and more detailed consideration, the campus will assign personnel to review the matter and participate, as appropriate, in developing it more fully as required by the Board Bylaws. A determination to proceed with developing the proposal more fully does not constitute provisional or final recommendation or approval of the project by the campus or the LSU Board. Approval of the project itself is subject to the requirements of the Bylaws and Regulations of the LSU Board of Supervisors and state law based upon a written recommendation from the Chancellor and a full review of the completed final proposal and a submission in accordance with Article VII of the Bylaws.

Information for this form should be included in the space provided. Where available and when appropriate, campus personnel can attach detailed schedules. If additional detail is not yet available when the campus first submits a preliminary proposal, the campus may add additional information later as part of the process of developing the proposal for subsequent review and consideration by the campus chancellor. Once campus chancellors determine that sufficient detail is available, they can submit the proposal to the president for review and consideration for placement on the Board agenda. In accordance with Board bylaws, the president will place the item on the agenda or, if appropriate, consult with Board leadership to determine if the item is ready for formal consideration.

This form has two sections to be completed. Section 1 outlines the information likely to be needed for a full project proposal; Section 2 provides a framework for information about the entities (companies, agencies, and individuals) key to the proposal. To comply with the state's Ethics Code, question 9 in Section 2 requires a certification regarding any participation by LSU personnel in the company or the project, and reminds LSU participants that the institution has a *continuing duty* to promptly notify LSU of any change in the LSU participants.

In some prospective joint ventures involving LSU and private enterprise, confidential proprietary information may be involved. While the university has clear obligations under state law to provide information to the public, under some relatively narrow circumstances, the university can maintain confidentiality about ongoing discussions related to certain transactions. However, even when information required for approval may need to be withheld from preliminary discussions, by the time a proposal is presented to the president for review and possible consideration by the Board, the information outlined below will almost certainly be required. For any issues related to confidentiality or appropriateness of information disclosure, campus participants should consult with the System office of General Counsel.

# Preliminary Proposal for LSU Participation in a Significant Joint Project

Collaborating Entity (company, government agency)Name & Address	LSU Contact & Title
	LSU Contact Phone
Collaborator's Contact Persons	LSU Contact Email
Collaborator's Contact Phones	Proposal Date
Collaborator's Contact Emails	Signature of LSU Contact

## Section 1 – Project Summary

In the space provided on the form, provide concise information on each topic. Where indicated or helpful, attach supplemental tables and other documents providing more detailed information.

<p>1. Describe the project for involving LSU participation . Attach, on 8 ½" x 11" paper, a more detailed explanation if additional space is required.</p>

2. LSU Contributions – Briefly describe commitments of LSU institution resources anticipated . When significant resources are involved, a detailed schedule including estimated values, expected construction costs if any, and other information will be helpful. Please indicate which entities are responsible for the estimates of the institutional resources and whether an LSU contact or an collaborating entity contact provided the rationale for the estimates.

Resources	Value or Amount	Explanation
<input type="checkbox"/> Construction or renovation of facilities		
<input type="checkbox"/> Shared or dedicated use of facilities		
<input type="checkbox"/> Purchase or use of equipment		
<input type="checkbox"/> Faculty time		
<input type="checkbox"/> Physical Plant staff time		
<input type="checkbox"/> Computing staff time		
<input type="checkbox"/> Other staff time		
<input type="checkbox"/> Other resources		

3. Identify sources for funding any anticipated LSU capital costs. Elaborate in detail in paragraph 7, below.

4. Identify sources for anticipated additional LSU operational costs. Elaborate in detail in paragraph 7, below.

5. Many projects anticipate growth and expansion. Where this is appropriate provide strategic and market analysis demonstrating the basis for anticipating project success. In this analysis briefly describe the key predictions or variables which will likely determine the success of the project (attracting customers, patients or students, obtaining financing, hiring the right personnel, inventing a new technology, etc.). Where appropriate, attach a schedule detailing the key variables and identifying the basis for any predictions regarding anticipated use of resulting products or services by customers, patients, students, etc.

6. Financial Plan – Briefly describe the financial plan for the project, including expected revenues and expenses for at least the first 5 years. Attach a detailed financial *pro forma*. The *pro forma* should specifically identify the most significant expenses anticipated for the project, such as facility costs, leadership personnel, equipment costs, software, other operating costs, etc. and indicate the sources of funding and the distribution of revenue. In the event there are contingencies involved, regarding possible deficits or additional contributions to revenue or other financial risks, identify those risks and the cooperating entities responsible for covering any such contingencies or risks.

## Section 2 – Corporate Information

For each of the cooperating entities other than LSU, provide the following information as appropriate. A Company refers to any legal entity, including corporations, partnerships, LLSs, not-for-profits, etc. If the entity has not yet been legally formed, provide the following information for the anticipated new entity. In the case of cooperation with a state or local government agency, only sections 1-3, 4, and 9 will apply.

1. Legal name of legal entity, as it appears in the records of the Secretary of State; or anticipated name of new entity.	
2. Headquarters Address	3. Louisiana Address, if different
4. Owners – List the names of all individuals with a profit interest in the company (does not apply to publicly-traded corporations). Indicate the legal form of the company (i.e., corporation, non-profit corporation, partnership, LLC, etc.)	
5. Management – List the names and titles of key management officers, such as CEO, CFO, etc.	
6. Consultants – List the names of any individuals or companies being paid primarily to assist with, or whose compensation (in whole or part) is contingent upon, obtaining LSU or state participation in this project.	

7. Board of Directors – List the names of the members of the board of directors of the company.	
8. Legal Entity History and General Information – Briefly describe the history of the entity, including what industry it is in, when it was started, approximate number of current employees, etc.	
9. LSU Personnel Participation – List the names and titles of any LSU employee or known member of the LSU Board of Supervisors, and any member of the immediate family of any such employee or member of the Board (as defined in the Louisiana Code of Ethics, R.S. 42:1101 <i>et seq.</i> ) who either: (1) has or is expected to obtain an ownership or other profit interest in the company, (2) has or is expected to make an investment in the company or this project, (3) is or is expected to become employed by, or a consultant to, the company, (3) is on or is expected to join the board of directors of the company, or (4) has or is expected to obtain any other substantial economic interest in the company or any aspect of this project. If no such individuals exist, simply answer “None.”	
<p><i>I certify that I have exercised reasonable diligence to determine whether any LSU personnel or their immediate families have a financial interest in the company or this project, as described in the answer to question 9 above, and that the information contained in the answer to question 9 is true and accurate to the best of my knowledge. I agree that I will provide additional information to LSU promptly if the answer to question 9 should change, or if I discover that the answer provided was inaccurate. I understand this diligence is required by the Ethics Code.</i></p>	
Signature & Date	Printed Name & Title