

SECTION 3:

FHB MANAGEMENT (MGMT) PROJECT PRE-PROPOSALS – ELECTRONIC SUBMISSION

TABLE OF CONTENTS

SECTION 3: FHB MANAGEMENT (MGMT) PRE-PROPOSALS – ELECTRONIC PRE-PROPOSALS SUBMISSION (EPS) SYSTEM

Introduction

Do I have to submit my FHB Management pre-proposal electronically?42

Overview of EPS Process for FHB Management Pre-Proposals.....42

Important Dates and Deadlines for EPS Process43

Instructions for Creating FHB Management Pre-Proposal

1. File 1 – Forms:

Application of Funding Cover Page43

Project Summary Page44

Current and Pending Support.....44

Budget and Budget Justification44

2. File 2 – Body of Pre-Proposal:

Summary of Progress for Ongoing Related Projects45

Project Description.....45

References to Project Description.....46

Facilities and Equipment.....46

Collaborative or Sub Contractual Arrangements.....47

3. File 3 – Curriculum Vitae and Publication List.....47

Check Lists and Order of Required Items, and Deadlines for FHB Management Project

Pre-Proposals.....48

Forms – FHB Management (MGMT-EPS forms are designated with “FY08 RFP Application – MGMT Forms” in the page footer)

Application of Funding Cover Page

Project Summary Page

Current and Pending Support Page

FY08 MGMT Project Pre-Proposal Budget Justification Form

FY08 MGMT Project Pre-Proposal Budget Page

INTRODUCTION

Do I have to submit my MGMT pre-proposal electronically?

If you are submitting a pre-proposal in the area of FHB Management, and the focus of the proposed research is not on Barley or Hard Winter Wheat, you must complete your pre-proposals following the instructions in this section of the RFP, and submit it via the redesigned EPS System.

OVERVIEW OF THE ELECTRONIC SUBMISSION PROCESS FOR FHB MANAGEMENT (MGMT) PRE-PROPOSALS

The instructions for completing the electronic pre-proposal are very similar to those for submitting a paper copy. The three main differences are that you must pre-register your pre-proposal, your pre-proposal must be organized into three separate files, and that the final submission of your pre-proposal will be done electronically rather than mailing a paper copy. Below are the steps you will take to complete and submit your MGMT pre-proposal:

- a. Complete the web-based '[Pre-registration Form](#)' no later than August 31st. During this step, PIs are providing contact information and general information about their pre-proposal (e.g. Title). This information will be used to setup PI accounts in the EPS system. The URL for accessing the Pre-Registration is http://www.scabusa.org/cgi-bin/pre_reg.cgi. This step must be completed before pre-proposals may be uploaded to the EPS system.
- b. You will complete your pre-proposal following the instructions and using the forms provided in this RFP. **NOTE:** You do not have to complete the 'Pre-Registration' Process before you begin working on your Pre-proposal. Your final pre-proposal must be completed as three separate files based on the following:
 - **FILE 1– FHB Management-EPS Forms** (Application for Funding Cover Page, Project Summary, Current and Pending Support Form (PI and Co-PIs), Budget Justification Form and Single Project Budget Page).
 - **FILE 2– Body of Pre-Proposal**– Contains the following:
 - Summary of Progress for Ongoing Related Project(s)
 - Project Description
 - References to Project Description
 - Facilities and Equipment
 - Collaborative Arrangements
 - Letters of Intent from Collaborators and Co-Investigators (letter from Co-PI will substitute signature on 'Application for Funding Cover Page') – *may be in the form of e-mail messages pasted into Word Document.*
 - **FILE 3– Curriculum Vitae and Publication List** (PI, Co-PIs, project personnel)
- c. Login to the EPS System using the information received following the 'Pre-Registration' (if pre-registered prior to August 1st, you will receive (via e-mail) your login information no later than August 3rd). Following the instructions in the 'Help Document' (included in e-mail containing your access information), proceed to upload the three separate files (MGMT-EPS Forms, Body of Pre-Proposal, and Curriculum Vitae and Publication List) following the simple instructions. The files you upload can be in either MS Word format or Adobe PDF format. The system will automatically convert MS Word files to PDF.

NOTE: If a bibliography software program (i.e. Endnotes or Reference Manager) is used to generate any component of your pre-proposal (e.g. ‘References to Project Description’ or ‘Publications’), it is recommended that you convert the files containing those items to a PDF file before uploading to the EPS system.

As the USWBSI does not require signatures by the Authorized Organizational Representatives (AORs) on pre-proposals, institutional AOR’s will not be granted access to the EPS System.

Important Dates for EPS System and deadlines for MGMT Pre-Proposals:

- July 2: Pre-registration of MGMT Pre-Proposals begins.
- Aug 1: EPS System Opens (if you pre-registered prior to this date, you will receive your access information on or within 48 business hours after Aug. 1).
- Aug 31: Pre-registration of MGMT Pre-Proposals ends.
- Sept. 18: Deadline for final submission of MGMT pre-proposal.

INSTRUCTIONS

FILE 1: FHB Management-EPS Forms

Application for Funding Cover Page

The pre-proposal must contain a completed ‘Application for Funding Cover Page’, which will be the first page of the application. In completing this form, please note the following:

- *Title of Proposal (Block 6).* The title of the project pre-proposal must be brief (**80-character maximum**), yet represent the major thrust of the project. Because this title will be used to provide information to those who may not be familiar with the proposed project, highly technical words or phraseology should be avoided where possible. In addition, phrases such as “investigation of” or “research on” should not be used.
- *Principal Investigator/Co-Investigators (Block 10).* List the name of the proposing principal investigator in this block. All other participating scientist should be listed as co-investigators. The co-investigators should be limited to those required for major scientific collaboration.
- *Currently Funded Projects (Block 13).* List the titles of all individual research projects that are currently being funded in FY07 (approx. May 2007 – April 2008) in association with the USWBSI/ARS collaboration.
- *Research Area (Block 16).* Your Project Pre-Proposal should be constructed to address one or more of the priorities included in the FY08 Program Description and Research Priorities. In Block 16, designate with an '**X**' one Research Area whose description and priorities your project is designed to address. Research Area (RA) Program Descriptions and Research Priorities (PD-RP) are included in this application. You can also view them on the Initiative’s Web site at www.scabusa.org/research.html.
- *Signatures.* Sign and date the Pre-proposal Application for Funding Cover Page in the places indicated at the bottom of the page. The principal investigator, and if applicable, all co-investigators, must sign all project pre-proposals. Signatures for co-investigators may initially be represented by faxed copies of the cover page, but PI’s should arrange for the Networking &

Facilitation Office (NFO) to receive a cover page with ink signatures of all co-investigators as soon as possible.

Project Summary Page

Each project pre-proposal must contain a completed Project Summary Page, which will be the second page of the project pre-proposal. The names and institutions of all of the principal and co-investigators should be listed on this form (if space for this information is insufficient, please enter “see attached” and provide the information on a separate sheet immediately following the Project Summary Page). The project summary itself must fit within the space indicated. The summary is not intended for the general reader; consequently, it may contain technical language relating to Fusarium head blight research. The project summary should be self-contained, include a specific description of the activity to be undertaken, and focus on the following:

- Overall project goal(s)
- Project Objectives (list in numbered format) and Expected Outcomes;
- Plans to accomplish project goal(s) within period of proposed work (**one-year duration**); and
- Relevance of the project to the goals of the U.S. Wheat and Barley Scab Initiative with specific reference to the research priorities listed in the FY08 Program Descriptions and Research Priorities (PD-RP).

A concise, informative project summary is essential. Project Summaries are considered part of the pre-proposal and are therefore confidential. The complete Project Summary should fit within the space allocated in the form.

Current and Pending Support

All project pre-proposals must contain a completed Current and Pending Support Page listing other current public or private support to which key personnel (PI and Co-PIs only) identified in the pre-proposal have committed portions of their time, whether or not salary support for person(s) involved is included in the budget. Analogous information must be provided for any pending proposals that are being considered by, or that will be submitted in the near future to, other possible sponsors, including other USDA Programs or agencies, and the USWBSI. Concurrent submission of identical or similar proposals to the other possible sponsors will not prejudice pre-proposal review or evaluation by the USWBSI for this purpose. However, a project pre-proposal that duplicates or overlaps substantially with a **proposal already reviewed and funded (or to be funded)** by another organization or agency will not be recommended under this program. The third column (‘Requested/Award Amount’) on the ‘Current and Pending Support Page’ has been divided into two sub-columns: Total \$ Amount and PI \$ Allocation. For each grant/proposal listed, **include both the total (‘Total \$ Amount’) and the amount you have or may receive (‘PI \$ Allocation’)**.

Budget and Budget Justification

Please complete the new ‘**FY08 MGMT Project Pre-Proposal Budget Justification Form**’ by following the instructions on the form, and also the ‘**FY08 MGMT Project Pre-Proposal Budget Page.**’ USDA-ARS does not set a limit on the amount of indirect costs that can be allowed. However, the USWBSI’s review process will focus on the **competitiveness** of **total** project costs (direct and indirect). Because Fusarium head blight is such a severe problem for the

U.S. wheat and barley industries, the USWBSI encourages institutions to limit indirect costs to 5%. Excessive indirect cost rates may prejudice the Steering Committee's final funding recommendations to USDA-ARS.

Tuition remission is **permitted** under USDA-ARS **extramural agreements** with any type of recipient organization (i.e. universities). If tuition remission is budgeted as a direct cost, it should be included in the "Other Direct Costs" category of the Budget Page (Section H).

FILE 2: Body of FHB Management Pre-Proposal

Summary of Progress for Ongoing Related Project(s) – *Limit to a single page per project.*

The purpose of this section is to enable PI's to demonstrate that they have made (or are moving towards) effective use of funds for ongoing USWBSI-recommended projects **related to** the current pre-proposal. This includes projects which were initially funded this year (FY07). Include the following information for each **relevant** ongoing project:

- Project Title;
- brief summary of activities (including non-data generating items such as hiring of personnel, equipment acquisition, etc.), any results and/or accomplishments made to date (include actual data documenting progress made since FY06 funding was awarded); and
- any information that will help reviewers understand how the current pre-proposal builds upon the ongoing project.

Project Description

The Project Description should provide a clear statement of the work to be undertaken and must include: research objectives for the **period of the proposed work** and expected significance; relation to longer-term goals of the PI's project; and relation to the present state of knowledge in the field, to work in progress by the PI under other support and to work in progress elsewhere.

The Project Description should outline the general plan of work, including the broad design of activities to be undertaken, and, where appropriate, provide a **clear description** of experimental methods and procedures, and plans for preservation, documentation, and sharing of data, samples, physical collections, curriculum materials and other related research and education products.

- i. **Format:** Brevity will assist reviewers and USWBSI/NFO staff /reviewers in dealing effectively with pre-proposals. **Therefore, the written text of the Project Description must be five pages or less (single spaced or equivalent); ten pages or less in total including figures and tables.** The Project Description should be formatted using Times New Roman (Normal type except headings and 12 point or higher) with one-inch margins. **NOTE:** Bold formatting should only be used for section headings or used minimally to emphasize importance or significance. Conformance to the format requirements will be strictly enforced.

- ii. **Content:**

- *Title.* Same as Funding Cover Page (**80-Character Maximum**).
- *Introduction.* A clear statement of the goal(s) and supporting objectives or research questions of the proposed project should be included. **These are one-year projects; include**

only those research objectives which can be accomplished within one year. The most significant published work in the field under consideration, including the work of key project personnel on the current application, should be reviewed. The current status of research in this field of science should also be described **including, but not limited to, any ongoing USWBSI-recommended work currently underway. Preliminary data pertinent to the proposed research may be included in this section.** Present and discuss published literature that is directly related to, and supports, the proposed research (research objectives, materials and methods)

- *Rationale and Significance.* It is understood that head scab is a devastating disease. **Acknowledgment of this fact should require no more than one sentence.** Concisely present the rationale behind the proposed research; identify the gaps in the knowledge base that your pre-proposal is trying to fill. Relevance of the project to the goals of the U.S. Wheat and Barley Scab Initiative with specific reference to the priorities listed in the FY08 Program Descriptions and Research Priorities (PD-RP). If applicable, please indicate if the research proposed here could lead to successful acquisition of grant funds from other agencies.
- *Research Materials and Methods.* Specifically, this section must include:
 - The hypotheses or questions being asked;
 - A description of the investigations and/or experiments proposed **in the sequence** in which the investigation or experiments are to be performed;
 - Techniques and methodologies to be used in carrying out the proposed project, including the feasibility of the techniques. **(Describe in step by step fashion exactly what techniques, materials and methods will be used.);**
 - Results expected;
 - Means by which experimental data will be analyzed or interpreted;
 - Means of applying results or accomplishing technology transfer, where appropriate;
 - Pitfalls that may be encountered;
 - Limitations to proposed procedures; and
 - A tentative schedule for conducting major steps involved in these investigations and/or experiments.

Please Note: Failure to address each of the issues in the bullet list will diminish the likelihood of the success of your pre-proposal being recommended for funding.

References to Project Description

All references cited in the Project Description should be included in bibliographic format. Although there is no established page limitation for the references, this section must include bibliographic citations only, and must not be used to provide parenthetical information outside of the project description.

Facilities and Equipment

All facilities and major items of equipment available for use or assignment to the proposed project during the requested period of support should be described. In addition, items of nonexpendable equipment necessary to conduct and successfully conclude the proposed project should be listed

(including dollar amounts), and, if funds are requested for their acquisition, justification should be included in the Budget Justification.

Collaborative or Sub Contractual Arrangements

If the nature of the proposed project requires collaboration or contractual arrangements with other research scientists, corporations, organizations, agencies, etc, the applicant must identify the collaborator(s) and provide a **detailed explanation of the nature** of the collaboration. Evidence in the form of a letter of intent from all collaborators must be provided to assure reviewers that collaborators or sub-contractors involved have agreed to render the indicated services. **The letter of intent must include specific details describing the services the collaborator will provide.**

FILE 3: Curriculum Vitae and Publication List

To assist peer reviewers in assessing the competence and experience of the proposed project staff, all personnel who will be involved in the proposed project must be identified clearly. The following should be included for all personnel (PI, Co-Investigators, and secondary scientists (i.e. post-docs, graduate students)) who are expected to work on the project in a significant fashion (e.g. expectation of co-authorship on ensuing publications), whether or not funds are sought for this support:

- *Curriculum Vitae (C.V.)*. The C.V. should be limited to a presentation of academic and research credentials, e.g., educational, employment and professional history, and honors and awards. Unless pertinent to the project, do not include meetings attended, seminars given, or personal data such as birth date, marital status, or community activities.
- *Publication List*. A chronological list of all publications in refereed journals during the past five years, including those in press, should be provided for each professional project member for whom a curriculum vitae is provided. Non-refereed technical publications that have relevance to the proposed project may be included.

The C.V. and Publication List combined must not exceed four pages per scientist. C.V. and Publication Lists for collaborators or sub-contractors are not required.

Check-list and Order of Required Items for MGMT Project Pre-Proposals

- **FILE 1: FHB Management Forms**
 - Application for Funding Cover Page
 - Project Summary Page (*must fit within text box*)
 - Current and Pending Support (CPS) Page (*complete one CPS per scientist*)
 - Budget Justification Form
 - Project Pre-Proposal Budget Page

- **FILE 2: Body of FHB Management Pre-Proposal**
 - Summary of Progress for Previously Funded Project – FY07 (*one page maximum*)
 - Project Description (*five pages or less written text; ten pages or less in total including figures and tables*)
 - References to Project Description
 - Facilities and Equipment
 - Collaborative Arrangements (i.e. description)
 - Letters of intent from each collaborator and/or Co-PI

- **FILE 3: Curriculum Vitae and Publication List** (*maximum of four pages total per scientist*)

- **FY06 Final Performance Report** (*This component will be uploaded by the NFO to the EPS system.*)

RFP DEADLINES FOR FHB MANAGEMENT PRE-PROPOSALS

Pre-Registration Deadline: August 31, 2007, 5:00 PM

Final Pre-Proposal Submission Deadline: September 18, 2007, 5:00 PM