

## Check-list of Required Items for Proposed Research Projects

This Check-list is only for use by the PI (i.e. should not be included with submitted Proposed Research Project(s)). Item 1 is required for each Proposed Research Project submitted to a CP. Items 2-3 only need to be uploaded one time to the EPS System.

\_\_\_\_\_ 1. Proposed Research Project (single PDF file sent to CP Chair and NFO; signed hard copy sent to CP Chair)

\_\_\_\_\_ • Plan of Work

\_\_\_\_\_ • Budget Justification

\_\_\_\_\_ • Budget Page (single or multi-PI)

\_\_\_\_\_ • Breeder Form (applicable only to PIs submitting VDHR-related projects)

\_\_\_\_\_ 2. Curriculum Vitae and Publication List (upload to EPS System)

\_\_\_\_\_ 3. Current and Pending Support (CPS) Form (upload to EPS System)

**PLAN OF WORK (PW) – Commodity-based Coordinated Projects**

*Complete this form only if you are proposing research to one of the Commodity-based Coordinated Projects*

<b>Name:</b>	
<b>Institution:</b>	
<b>Mailing Address:</b>	
<b>Phone:</b>	
<b>E-Mail Address:</b>	

Select (e.g. bold, highlight, circle) one of the commodities below for which you are submitting this Proposed Research Project:

Barley

Durum

Hard Winter Wheat

Select (e.g. bold, highlight, circle) the research area for which your proposed project fits:

MGMT

FSTU

GDER

PGG

VDHR

<b>Title of Proposed Project:</b>	
<b>Names of Co-Investigator(s):</b>	
<b>Amount Requesting (FY10 Only):</b>	\$
<b>List FY10 Research Objectives(s) addressed by this proposed research:</b>	

**DESCRIPTION OF PLAN OF WORK**

*(Page 1)*

**PROPOSED RESEARCH PROJECT BUDGET JUSTIFICATION FORM**

<b>Title of Proposed Project:</b>	
<b>Principal Investigator:</b>	
<b>Total Requested Amount for FY10:</b>	<b>\$</b>

**Instructions:** Complete all applicable sections below. If budget category is not applicable, enter 'N/A'.  
Reminder: you are only including funds requested for Year 1 (FY10).

<b>A. <u>Direct Labor (salaries and wages):</u></b> List below the number and titles of personnel, percentage of time/total hours to be devoted to the grant, and rates of pay. Please list according to category (i.e. Senior Personnel, Post-Docs, Graduate Students, etc)	<b><u>\$ per Category</u></b>

<b>B. <u>Fringe Benefits:</u></b> For each category of personnel (i.e. Senior Personnel, Post-Docs, Graduate Students, etc.), list below the fringe rates and amounts.	<b><u>\$ per Category</u></b>

<b>D. <u>Nonexpendable Equipment:</u></b> List below items, dollar amounts below and relevance to proposed research.	<b><u>\$ per Item</u></b>

<b>E. <u>Materials and Supplies:</u></b> Provide below as much detail and specificity as possible for all materials and supplies associated with proposed research. Materials and Supplies should be described according to major categories, e.g., chemical reagents, computer paper and supplies, glassware, lumber, etc.	<b><u>Total \$ Requested</u></b>

<b>F.1. <u>Domestic Travel (DT):</u></b> List below proposed trips individually and describe their purpose in relation to the grant. Also provide dates, destination, and number of travelers where known.	<b><u>Total \$ Requested</u></b>

<p><b>F.2. Foreign Travel (FT):</b> List below proposed trips individually and describe their purpose in relation to the grant. Also provide dates, destination, and number of travelers where known.</p>	<p><b><u>Total \$ Requested</u></b></p>

<p><b>G. Publications Costs/Page Charge:</b> Provide below an estimate number of papers, total pages, and total cost.</p>	<p><b><u>Total \$ Requested</u></b></p>

<p><b>H. Computer (ADPE) Costs:</b> Provide below the type of service and total cost.</p>	<p><b><u>Total \$ Requested</u></b></p>

<p><b>I. Other Direct Costs:</b> Enter below a brief description of any other direct costs not listed above and the total for each cost. The budget justification should address each item and the basis for the estimate.</p>	<p><b><u>\$ per Item</u></b></p>

<p><b>K. Indirect Costs:</b> Provide below your Institution's approved Indirect Cost (IDC) rate for USWBSI/USDA-ARS grants. Please confirm IDC rate with your Sponsored Programs before submitting PRP.</p>	<p><b><u>Total \$ of IDC</u></b></p>

## PROPOSED RESEARCH PROJECT BUDGET PAGE

<b>PROJECT TITLE</b> <i>(Same as 'Cover Page' of the Plan of Work):</i>	<b>FY10 Funds Requested (Year 1)</b>
<b>PRINCIPAL INVESTIGATOR:</b>	
<b>A. Salaries and Wages</b>	
<b>1. No. of Senior Personnel</b>	
a. ___ PI/Co-Investigators ..... →	
<i>Please Note: Make sure explanation is included in 'Budget Justification'</i>	
<b>2. No. of Other Personnel (Non-Faculty)</b>	
a. ___ Research Associates-Post-doctorate Fellows ..... →	
b. ___ Other Professionals ..... →	
c. ___ Graduate Students ..... →	
d. ___ Undergraduate Students ..... →	
e. ___ Secretarial-Clerical ..... →	
f. ___ Technical, Shop and Other ..... →	
<b>Total Salaries and Wages</b> ..... →	
<b>B. Fringe Benefits</b> (If charged as Direct Costs) ..... →	
<b>C. Total Salaries, Wages, and Fringe Benefits (A plus B)</b> ..... →	
<b>D. Nonexpendable Equipment</b> (A detailed explanation listing items and dollar amounts should be included in the Budget Justification.) ..... →	
<b>E. Materials and Supplies</b> ..... →	
<b>F. Travel</b>	
1. Domestic (Including Canada) ..... →	
<b>Do you plan to attend the 2010 National FHB Forum?</b>	
	YES [ ] NO [ ]
2. Foreign (List destination and amount for each trip in the Budget Justification.) ..... →	
<b>G. Publication Costs/Page Charges</b> ..... →	
<b>H. All Other Direct Costs</b> (A detailed explanation listing items and dollar amounts should be included in the Budget Justification.) ..... →	
<b>I. Total Direct Costs</b> (C through I) ..... →	
<b>J. Indirect Costs If Applicable</b> <i>(Not applicable for PIs affiliated with ARS.)</i> ..... <b>IDC Rate</b> ___ %	
<b>K. Total Direct and Indirect Costs</b> (I plus J) ..... →	
<b>L. Total Amount of This Request</b> ..... →	<b>\$</b>
<b>NAME AND TITLE</b> (Type or Print)	<b>SIGNATURE</b>
Principal Investigator	
Authorized Organizational Representative	(Optional)

This form is a modified version of the CSREES-55 Form.

If the Multi-PI Budget Worksheet is used in place of this form, please delete from File 1 before submitting e-version to CP and NFO.

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