

SECTION 1:

COMMODITY-BASED AND VDHR-UNIFORM NURSERY COORDINATED PROJECTS –

Proposed Research Projects

INTRODUCTION

Does my proposed research belong in a Commodity-based or VDHR-Uniform Nursery Coordinated Project?

Yes, if the primary focus of your proposed research involves the following:

Commodity-based Coordinated Projects	Barley (BAR)
	Durum (DUR)
	Hard Winter Wheat (HWW)
VDHR-Uniform Nursery Coordinated Projects	Spring Wheat Region - States included in this CP: ID, MN, ND, SD, MT
	Northern Soft Winter Wheat - States included in this CP: NY, MI, OH, IN, IL, MO, KY
	Southern Soft Red Winter Wheat - States included in this CP: NC, VA, AR, GA, LA

NOTE: If you are working on spring or soft winter wheat and your state is not listed above under one of the VDHR Uniform Nursery CPs, please contact the Networking and Facilitation Office (NFO) for guidance on submission of your pre-proposal.

Overview of Submission Process for the Commodity-based and VDHR-Uniform Nursery Coordinated Projects:

Whether you are proposing research to the Barley, Durum, Hard Winter Wheat CPs or one of the VDHR - Uniform Nursery CPs, below are the main components (in order of completion) of the submission process:

1. PIs submit a **Letter of Intent (LOI)** to the Chair of the CPC (see Table 1, page 7), with a copy of the LOI sent to the NFO. **Deadline: July 8**
2. CP committees notify all PIs who submitted Letters of Intent to their CP whether their proposed research has been accepted into the CP’s FY16-17 Pre-Proposal. **Deadline: August 7**
3. PIs and Co-PIs complete the Pre-Registration Process for uploading their CV/Publication Lists and Current and Pending Support Form to the EPS System. **Deadline: August 31**
4. PIs submit (via email) electronic version of the ‘**Proposed Research Project**’ to the Chair of the CPC and the NFO. **Deadline: September 11**
5. PIs upload their CV/Publication Lists and Current and Pending Form to the EPS System. **Deadline: September 11**
6. CPC Chairs submit electronic version of CP’s FY16-17 Pre-Proposal to the NFO. **Deadline: October 9**

INSTRUCTIONS

1. PRE-SUBMISSION - LETTER OF INTENT (LOI)

If you plan to participate in one of the Coordinated Projects, you must submit a Letter of Intent to the Chair of the appropriate CP Committee (see below) by **July 8th**. The LOI must adhere to the following:

- *One page (single spaced) maximum;*
- *Name of PI and co-PIs, and the proposed title;*
- *Indicate if this is a continuing or new project;*
- *Identify the research area (MGMT, FST, GDER, PBG or VDHR) in which your project fits (applicable to Commodity-based CPs only).*
- *Synopsis that describes the following:*
 - *the CP’s research priority which your project fits;*
 - *the problem being addressed, approaches for solving the problem and the rationale for using these approaches; and*
 - *the outputs of the project and how those outputs will be used by researchers, extension educators, or stakeholders to accomplish the overall goal of the USWBSI.*

NOTE: *If it does not fit one of the CP’s stated research priorities (refer to CPs’ or VDHR Program Descriptions and Research Priorities/Objectives - http://scabusa.org/pdfs/rfp/fy16-17_pd-rp.pdf), then suggest a new objective;*

- *Include a statement that demonstrates that the PI/Co-PI’s are capable of carrying out the proposed research based on past research productivity and expertise in the relevant field(s) of research; and*
- *Projected total amount of budget request.*

Deadline: Both the Chair of the relevant Coordinated Project Committee (CPC) and the NFO (scabusa@scabusa.org) must receive the Letter of Intent by **July 8, 2015**. LOIs should be submitted electronically via e-mail.

Contact Information for Coordinated Project Committee Chairs:

COMMODITY-BASED COORDINATED PROJECTS		
Barley	Durum	Hard Winter Wheat
Phil Bregitzer USDA-ARS 1691 S. 2700 W. Aberdeen, ID 83210 PH: (208) 317-3147 Email: Phil.Bregitzer@ARS.USDA.GOV	Shaobin Zhong North Dakota State University Dept. of Plant Pathology NDSU Dept # 7660 PO Box 6050 Fargo, ND 58108-6050 PH: (701) 231-7427 Email: shaobin.zhong@ndsu.edu	Bill Berzonsky Bayer CropScience Bayer CropScience Research Station 925 County Road 378, Rm. 417 Beaver Crossing, NE 68313 PH: (402) 523-6824 Email: bill.berzonsky@bayer.com
VDHR–UNIFORM NURSERIES COORDINATED PROJECTS		
Spring Wheat Parents	Northern Soft Winter Wheat	Southern Soft Winter Wheat
Jochum Wiersma University of Minnesota Northwest Experiment Station 2900 University Ave. Crookston, MN 56716 PH: (218) 281-8629 Email: wiers002@umn.edu	Eric Olson Michigan State University Dept. of Plant, Soil & Microbial Scs. Plant & Soil Science Bldg. 1066 Bogue St., RM 382 East Lansing, MI 48824 PH: (517) 353-0142 Email: colson@msu.edu	Esten Mason University of Arkansas Dept. of Crop, Soil and Envir. Scs. 115 Plant Sciences Bldg. Fayetteville, Arkansas 72701 PH: (479) 575-5725 Email: esten@uark.edu

2. CP COMMITTEES' RESPONSE TO RECEIVED LETTERS OF INTENT

The CP Coordinator will notify all PIs who submitted Letters of Intent whether their proposed research has been accepted into the CP FY16-17 Pre-Proposal.

Deadline: August 7, 2015

Note: If your proposed research was rejected by one of the CPs, you may submit an individual project pre-proposal for consideration following the instructions for Category 3 (page 34).

3. PRE-REGISTRATION PROCESS FOR EPS SYSTEM

All PIs submitting a proposed research project to a Commodity-based or VDHR-Uniform Nursery Coordinated Project must complete the Pre-Registration Process so that they may upload their CV/Publication Lists and Current and Pending Support forms to the EPS System. However, PIs should wait to complete the Pre-Registration Process until after they have received a response from the CP Committee Chair concerning their submitted Letter of Intent (LOI) – *refer to item 2 above*.

Step 1: Setting up User access to EPS System: All PIs and Co-PIs must complete this step in order to have access to the EPS System. Complete the user registration form at <http://scabusa.org/user/register>.

NOTE: This step must be completed before you can complete step 2.

Step 2: Proposed Research Form: Information submitted on this form pertains to the proposed research being submitted. You must complete a separate form for each proposed research project being submitted. After logging in on the USWBSI's home page, click on the link below and then follow the instructions included on the form - http://www.scabusa.org/pre_reg.php.

Important Dates and Deadlines for the EPS System:

- August 3: Pre-registration begins. Upon successful completion of the pre-registration process, PIs and Co-PIs will receive their EPS access information on or within 48 business hours.
- August 5: EPS System Opens
- August 31: Pre-Registration Process ends.
- Sept. 11: Deadline for final submission of supporting documents.

4. PROPOSED RESEARCH PROJECT (PRP)

NOTE: There are two versions of the Proposed Research Project forms: 1) Commodity; and 2) VDHR-Uniform Nurseries. Make sure to download the appropriate version from the FY16-17 RFP web page at http://scabusa.org/research_rfp16.

Project Summary

Each project proposed research project must contain a completed Project Summary Page, which will be the second page of the proposed research project. The text for the project summary **should not exceed 400 words**. The project summary should include a 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; and
- Statement of Mutual Interest (i.e. how will stakeholders/end-users benefit from this research).

The Project Summary should be concise and focused; specific details of the experimental design, materials and methods, etc. should be elaborated on in the Plan of Work.

Plan of Work

The Plan of Work should immediately follow the Project Summary. This plan must describe how your work specifically fits into the overall Coordinated Project and identify any linkages to other work plans that are part of the Coordinated Project. The Plan of Work should be formatted using Times New Roman, 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.

The Plan of Work should not exceed four (4) pages in length and should describe in clear, concrete terms the substance of your proposed research including the following:

- *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 FY16 Program Descriptions and Research Priorities (PD-RP) should be clearly stated.
- *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/timetable for conducting major steps involved in these investigations and/or experiments.

Budget Requests (Year 1 and 2)

Please complete the ‘**Proposed Research Project Budget Justification Form**’ by following the instructions on the form. PI will also complete a budget using either ‘**Proposed Research Project Budget Form**’ or the ‘**FY16-17 Multi-PI Budget Worksheet**’ (MS Excel file). If the ‘Multi-PI Budget Worksheet’ is used, please remove the PRP budget page from the ‘Proposed Research Project’ forms prior to submission. In most cases, your proposed research project should include a

‘Year 1’ and ‘Year 2’ budget request. **NOTE:** In the majority of cases, the total for direct and indirect costs for Year 1 and Year 2 should be the same amount.

Tuition Remission: 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).

Indirect Cost (IDC) Rate Policy: The USWBSI’s review process focuses on the **competitiveness of total** project costs (i.e. direct and indirect). Because Fusarium head blight is such a severe problem for the U.S. wheat and barley industries, the USWBSI has set the rate limit for indirect costs at 5%.

Small Business Innovated Research (SBIR) Fee: In the event your proposed research is recommended for funding, the SBIR Fee will be assessed prior to the award made by USDA-ARS. The SBIR fee is mandated by Congress under Public Law 112-81, SEC 5102 in support of the Small Business Act. The fee rate is below:

FY16 – 3.0%

FY17 – 3.2%

This fee is charged to only projects that are funded through an extramural agreement with ARS (i.e. not applicable to ARS PIs). When applicable, PIs are advised to incorporate the Small Business Innovated Research (SBIR) fee into their budget request. Below is the formula to calculate the fee including an example:

Step 1: Total of Direct and Indirect Costs X SBIR Fee % [e.g. 0.032 for FY17] = SBIR Fee Amount.

Step 2: Add the SBIR Fee Amount to the Total Amount for Direct and Indirect Costs to get the ‘Total Amount of Request.’

Example: Direct and Indirect Total: 34,500
 Step 1: 34,500 X .03 (FY16) = \$1,035 (SBIR fee amount)
 Step 2: 34,500 + 1,035 = 35,535 (Total Amount of Requested)

Multi-PI Budget Worksheet: The ‘Multi-PI Budget Worksheet’ was developed for use by PIs whose proposed research includes components at multiple institutions. In such cases, if a ‘Multi-PI’ proposed research project is recommended for funding, the awards would go directly to the individuals’ institution from USDA-ARS. This form should be used in place of the Single Budget Page, as it provides for both the individual budgets as well as the total requested amount for the proposed research. However, when using this form, separate Budget Justification Forms must be included for each individual budget request. The ‘Multi-PI Budget Worksheet’ and ‘Budget Justification Form’ can be downloaded from the Scab Website at http://scabusa.org/research_rfp16 under ‘SPECIAL FORMS’ on the FY16-17 RFP web page. The file contains detailed instructions for completing the budget worksheets. It should be noted that the worksheets contain calculated fields (highlighted in yellow).

Instructions for submitting Multi-PI Budget Worksheet with PRP: Send the multi-budget worksheets in either XLXS or PDF (must contain worksheets for both Years 1 and 2) formats to the CPC Chair and the NFO along with your Proposed Research Project document.

Breeder Form

If you are submitting a proposed research project that focuses on VDHR, you must also complete a ‘Breeder Form.’ This form can be downloaded from the Scab Website page at http://scabusa.org/research_rfp16 under ‘SPECIAL FORMS’ on the FY16-17 RFP web.

Instructions for submitting Breeder Form with PRP: Convert the Breeder Form to a PDF file and either merge it with the other items listed under ‘Proposed Research Project’ into a single PDF, or you may send it as a separate PDF file to the CPC Chair and the NFO.

Submission Deadline

Both the Chair of the relevant Coordinated Project Committee (CPC) **and** the NFO must receive the electronic version of the Proposed Research Project (PRP) by **September 11, 2015**.

5. SUPPORTING DOCUMENTS - ITEMS TO BE UPLOADED TO EPS SYSTEM

Curriculum Vitae and Publication List (*Maximum four pages per scientist*)

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 items listed below 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.

Submission Instructions: PIs and Co-PIs are responsible for uploading their own CV/Pubs to the EPS System. CV/Pubs for all secondary scientists should be included in the PI’s file. The CV/Pubs will only need to be uploaded one time whether or not the investigator is connected to multiple pre-proposals. The file (PDF format) must be uploaded to the EPS System by **September 11, 2015**.

Current and Pending Support (CPS) Form

CPS form can be downloaded from the RFP website at http://scabusa.org/research_rfp16.

All PIs submitting a proposed research project (PRP) must also submit completed Current and Pending Support Forms listing other current public or private support to which key personnel

identified in the PRP 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 the review or evaluation by the USWBSI for this purpose. However, a PRP 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')**.

Submission Instructions: PIs are responsible for uploading their own Current and Pending Support Form to the EPS System. The CPS Form will only need to be uploaded one time whether or not the investigator is connected to multiple pre-proposals. The CPS form must be converted to PDF format before uploading to the EPS System by **September 11, 2015**.

IMPORTANT DATES/DEADLINES

Pre-Submission

- PIs submit Letters of Intent (LOI) **July 8, 2015**
 - CPCs respond to PIs regarding acceptance of LOIs into CP **August 7, 2015**
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Pre-Registration/EPS System

- STEP 1: Setting up User access to EPS System
- STEP 2: Proposed Research Form (*NOTE: This step should not be completed until you have received a response from the CP Chair to your Letter of Intent.*)

Pre-Registration Begins: **August 3, 2015**
EPS System Opens: **August 5, 2015**
Pre-Registration Ends: **August 31, 2015**

Final Submission of Proposed Research Projects (PRP)

PI Check-list of Required Items for PRP Submitted to Coordinated Project Committee

- Project Summary (*should not exceed 400 words*)
- Plan of Work (*should not exceed four pages*)
- Budget Justification Forms (*complete all relevant sections*)
- Budget Page (*e-signature required*)
NOTE: use either Individual or Multi-PI Budget forms; if ‘Multi-PI Budget form is used, upload separately (from the PRP) to the EPS System – XLXS or PDF)
- Breeder Form (*required for all breeding related proposed research projects*)

Submission Deadline - E-version received by CP Chair and the NFO: **September 11, 2015**

Submission of Supporting Documents

Check-list of Required Items to be uploaded to EPS System

- Curriculum Vitae and Publication List (PIs and Co-PIs)
- Current and Pending Support Form (PIs and Co-PIs)

Submission Deadline (uploaded to EPS System) **September 11, 2015**