

NORTHWEST CENTER FOR SMALL FRUITS RESEARCH

4845 B SW Dresden Ave. • Corvallis, Oregon 97333 • 541-758-4043 • pnwa@comcast.net www.nwsmallfruits.org



June 2009

Please Review Thoroughly – There Have Been Several Changes From Last Year

To: Chairs of Departments with research programs on small fruits, Research and Extension Center Directors, and University and USDA-ARS Small Fruit Researchers

From: Philip Gütt, Program Coordinator on behalf of: Larry Curtis, OSU Agricultural Experiment Station; Gregory Bohach, U of I Agricultural Experiment Station; Ralph Cavalieri, WSU Agricultural Research Center; Sally Schneider, USDA-ARS

Subject: Competitive Research Grant Request for Proposals

Attachments: CSREES Budget Form, CSREES-2008 Assurance Statement, NCSFR Research Priorities, Timeline, Form A: New Project Proposals 1st Year, Form B: Currently Funded Continuing Projects 2nd Year, Form C: Currently Funded Continuing Projects 3rd Year, and OSU Proposal Transmittal Form & Instructions.

All documents are available at www.nwsmallfruits.org/rfp.html

Request For Proposals

This letter is a request for proposals for **FY 2010-2011** funding for small fruits research from the Northwest Center for Small Fruits Research (NCSFR), funded by the USDA-CSREES and USDA-ARS.

ARS and CSREES will fund individual projects for up to \$35,000 for one year. Projects may receive funding for a period of up to three years upon successful review of annual proposals. If a project is funded for one year, there is no guarantee that funds will be available for subsequent years. In some years, highly-ranked proposals have received funding for more than one year, with multi-year funding released in the first year. In a typical year, approximately \$1 million is awarded in competitive funds through the NCSFR for research projects.

FIRST YEAR PROPOSALS: Submission Guidelines

We are seeking proposals in the following areas: Genetics, Production/Physiology, Pest Management, Wine Processing, and Berry & Grape Processing.

- Submit eighteen (18) complete hard copies with all required support documents to the NCSFR administrative office, 4845 B SW Dresden Ave., Corvallis, Oregon 97333.

Note: Before submission, all proposals from universities must first go through their Ag Experiment Station office for approval and include any required signatures. OSU proposals must also go through the OSU research office.

- Plus, submit one (1) electronic copy of your proposal in Microsoft Word format (No PDF Files on #1-4) by e-mail to pnwa@comcast.net. E-mail only **1**) Proposal Cover Page, **2**) 3-Page Proposal, **3**) CSREES Budget Forms **4**) Budget Narrative **5**) PDF version of your institution's signed transmittal form (or signed authorized official transmittal memo). Please do not e-mail any other support documents.
- Deadline: In order to be considered for funding, both electronic and hard copy proposals must be received no later than **Thursday, 8/20/09 Noon**.

First Year Proposals: Submission Requirements

Listed below are all the pages required for submission with each copy of your proposal:

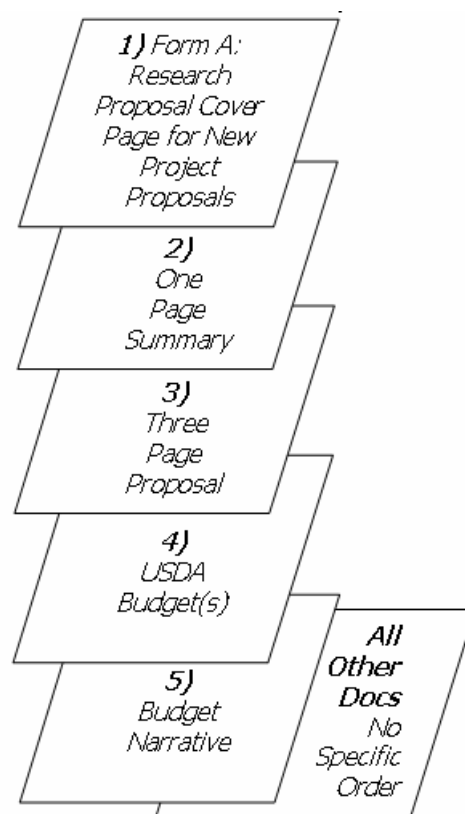
The first set of documents listed below (#'s 1-5) must be in the following order: (see diagram →)

1. **Form A:** Research Proposal Cover Page: New Project Proposals 1st Year (*make sure to use this years version*)
2. **Summary:** Up to one-page in reader-friendly non-scientist / layperson language including areas relevant to peer review.
3. **Proposal:** Proposals should not exceed three pages with one inch margins and Times Roman 11 point or larger font. Proposals should be concise and convey all expected elements. For multiple year projects, provide a multiple year plan of work. Include references separately (see #11).
4. **USDA Budget Form(s):** For multiple year projects, provide a budget for each year.
5. **Budget Narrative:** On a separate document, provide a concise description of what each spending line reflects (See p. 3 for more)

No specific order required for the rest of the documents:

6. **Cooperators:** Provide details on the contribution each Cooperator will make to your proposed project.
7. **Vitae:** Up to two pages for each PI including representative publications for the last five years.
8. **Bibliography**
9. **USDA Assurance Statement Form**
10. **Proposal Transmittal Form:** Your institution's signed transmittal form (or signed authorized official transmittal memo).
11. **Approval Signatures:** As required from your institution.

Proposal pages must be arranged in this order to be accepted



First Year Proposals: Multiple Year Projects

If you are submitting your proposal for funding of a multi-year project, please provide a multi-year plan of work. Funding beyond the first award is contingent upon satisfactory progress and appropriation of funds by the USDA.

First Year Proposals: Proposal Format (*Do not staple your proposals - use paper or binder clips*)

1. Project Title
2. Name and unit of principal investigators and cooperators, institution, and state.
3. Specific objectives to be achieved during this year along with which specific official listed priority, or lack thereof, you will be addressing.
4. Comprehensive statement describing the procedures proposed to fulfill the stated objectives including: techniques, possible pitfalls, and means by which data will be analyzed.
5. Justification: short statement of the problem, magnitude of problem, importance of work and current research.
6. Literature review: very brief summary of recent notable publications.
7. Expected output and expected results, expected beneficial impacts, and how results will be disseminated.
8. A description of facilities and major instrumentation and equipment currently available for the proposed research project which would be deemed unique for completing the project objectives.
9. Research timetable of proposed milestone events during funded year.
10. If your project involves live vertebrate animal subjects, recombinant DNA, or human subject interviews, surveys or taste panels, gain clearances from the appropriate university review board. Please fill out and include the CSREES Assurance Statement with your proposal.

First Year Proposals: Budget & Budget Narrative

- **Budget**: Submit a budget for each year, plus a summary budget of all requested years required to complete the stated objectives, using the budget forms provided. Remember, no Tuition or Facilities and Administrative Costs (formerly called "Indirect Costs") are allowed since this is a USDA Special Grant. Also, no funds may be used for renovation of research spaces, purchase of fixed equipment, or the planning, repair, purchase or construction of a building or facility.
- **Budget Narrative**: On a separate document, provide a fully itemized summary detailing the items listed below using the bolded headings. Only one document is necessary as long as each year of your proposal is clearly distinguished in the document.
 1. **Salaries** - list the number of personnel for each category with the number of months to be funded by this request, monthly salary rate, and OPE rate for each individual.
 2. **Non-Expendable Equipment** - non-expendable items over \$5,000.
 3. **Materials and Supplies** - list all items and include approximate dollar amounts for lab, office, and field supplies and materials; including computers, programs, and accessories. If there is a substantial amount for this category, please include as much detail as possible.
 4. **All Other Direct Costs** - this category includes: machine repair and maintenance services, printing, mailing, telephone, fax charges, contracted services, and space rental. The costs for each item must be separated out, i.e., not lumped together. All testing services must be listed as number of tests, cost per test, and total cost for the tests.
 5. **Budget Justification** and description for each item of non-expendable equipment proposed for purchase.
 6. **Subcontract** - If the project includes a subcontract which would transfer financial assistance, include a detailed budget on the budget forms provided for all years, plus a summary form for all years, evidence that the collaborators have agreed to render services (letter of collaboration), and an explicit work statement describing expected outputs.
 7. **Travel** - Description and relationship to objectives of all travel costs, broken down by: domestic travel to research sites, and domestic travel to professional meetings. If international travel is requested, the specific purpose of the travel, a brief itinerary, dates, and estimated cost must be provided for each trip.

First Year Proposals: Peer Review and Grant Management Committee Review

The peer review for proposals will be coordinated through the NCSFR. Each proposal will be peer-reviewed by a panel and evaluated on the basis of scientific quality of the proposed research and how the research aligns with our current research priorities. After the peer review, the Grant Management Committee comprised of AES, ARC, ARS directors and industry representatives will review the results and make funding recommendations to ARS and CSREES. **Please Note:** *If an approved project receives duplicate funding from another source, NCSFR may opt to reduce or eliminate the project funding.*

SECOND YEAR PROPOSALS: Submission Requirements

Proposals that were funded last year after competitive peer review will be renewed for the second project year. Materials to submit:

- a. Form B: Research Report Cover Page: Currently Funded Continuing Projects 2nd Year
 - b. A one page Progress Report. Please Note: You MUST use the exact title as the previous year.
 - c. The original 3-page proposal.
 - d. The original Budgets and Budget Narrative: Budgets for each year, plus a summary Budget of all requested years required to complete the stated objectives, using the budget forms provided.
 - e. Your institution's signed transmittal form (or signed authorized official transmittal memo).
- **Submit ten (10) hard copies** to the NCSFR administrative office, 4845 B SW Dresden Ave., Corvallis, Oregon 97333.
 - **Plus, submit electronic copies** of all the above materials by e-mail to pnwa@comcast.net (no PDFs)

Deadline: Both electronic & hard copy reports must be received no later than **Thursday, 8/20/09 Noon**

THIRD YEAR PROPOSALS: Progress Review, Submission Requirements

Proposals that have received funding for two years will be reviewed by the Peer Review panel for progress only. Materials to submit:

- a. Form C: Research Report Cover Page: Currently Funded Continuing Projects 3rd Year
 - b. A one page Progress Report. Please Note: You MUST use the exact title as the previous year.
 - c. The original 3-page proposal.
 - d. The original Budgets and Budget Narrative: Budgets for each year, plus a summary Budget of all requested years required to complete the stated objectives, using the budget forms provided.
 - e. Your institution's signed transmittal form (or signed authorized official transmittal memo).
- Submit eighteen (18) hard copies to the NCSFR administrative office, 4845 B SW Dresden Ave., Corvallis, Oregon 97333.
 - Plus, submit electronic copies of all the above materials by e-mail to pnwa@comcast.net (no PDFs)

Deadline: Both electronic and hard copy reports must be received no later than **Thursday, 8/20/09 Noon.**

Independent/Private Industry Researchers & USA Requirements

If you are an independent/private industry Principal Investigator, in order to be eligible for funding consideration you must meet the following criteria:

1. For CSREES funding eligibility, your proposals must include a university Co-PI.
2. For ARS funding eligibility, your proposals must have a USDA-ARS researcher as either Co-PI or Cooperator.

Please note that proposals can not be accepted from researchers outside the United States.

Reporting

1. Only scientists who have reached their last year of NCSFR funding will be required to do an oral report at the annual conference. Small Fruits Initiative funded scientists will also be giving oral reports. All funded scientists will also be required to bring a poster to the conference for an afternoon Poster Session where conference attendees will be able to talk with scientists about their projects one-on-one.
2. All funded scientists will continue to be required to submit both an Abstract and Proceedings Report, along with an Impact Statement and Scientific Citations. **The deadline is Noon, Friday, July 31, 2009.** More details are available on our website www.nwsmallfruits.org/rfp.html.

Etc.

Any questions related to preparation of reports and proposals should be directed to our office.

Please bring this announcement to the attention of interested scientists in your unit.

Thank you for your assistance and good luck with your proposals.