

SECTION 1:

**FHB MANAGEMENT
COORDINATED PROJECT
PRE-PROPOSALS**

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Note: All MGMT Coordinated Projects Pre-Proposals forms may be viewed and downloaded from the RFP Website: http://www.scabusa.org/research_rfp09.html.

INTRODUCTION

Does my proposed research belong in an FHB Management Coordinated Project (CP)?

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

Uniform Fungicide and Biocontrol Trials (F/BC)	Fungicides, biological control agents, and application technologies for chemical and biological agents.
Integrated Management Studies (IM)	Integrated management strategies for FHB and DON including tillage practices, crop sequences, and other cultural practices targeting <i>Fusarium</i> -infested residues.

Overview of Submission Process for Coordinated Project Pre-Proposals:

If you are submitting proposed research to the Fungicide/Biocontrol Trial or the Integrated Management Studies Coordinated Projects, below are the main components (in order of completion) of the submission process:

1. **Pre-Submission:** PIs submit a **Letter of Intent (LOI)** to the Coordinated Project Committee contact (next page), with a copy of the LOI sent to the NFO. **Deadline:** August 1st.
2. Coordinated Project Committee Leaders pre-register for the electronic submission of their coordinated project pre-proposal. **Deadline:** August 29th.
3. PIs submit a '**Proposed Research Project**' to the Coordinated Project committee leader – deadline to be set by individual Coordinated Project committee after LOIs are received. **NOTE:** Although all Proposed Research Projects will be forwarded to the NFO for processing and review, there is no guarantee that all submitted Proposed Research Projects will be included in the final Coordinated Project Pre-Proposal.
4. PIs and Co-PIs upload CV and Publication Lists, and completed Current and Pending Support Forms to the Electronic Pre-Proposals Submission (EPS) System. Individuals will receive instructions for accessing the EPS System no later than September 1st. **Deadline:** September 23, 2008.
5. Coordinated Project Committee assembles required components into a final **Coordinated Project Pre-Proposal** and submits to the NFO via the Electronic Pre-Proposals Submission (EPS) System. **Deadline:** September 23, 2008.

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

If you plan to participate in one of the FHB Management Coordinated Projects, you must submit a Letter of Intent to the CP leader (below) of the appropriate Coordinated Project committee by **August 1st**. The LOI, which may be in the form of an e-mail, must include the following:

Names of PI and co-PI(s), a proposed title, and a synopsis that describes the following:

- *Reasons proposed component is needed;*
- *Goals in the USWBSI's action plan addressed by this proposed research;*
- *Research needs in the USWBSI's action plan addressed by this research; and*
- *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*

Deadline:

Both the leader of the Coordinated Project Committee and the NFO must receive the Letter of Intent by August 1, 2008.

Mailing Information for CP Contacts and NFO:

<u>FHB MANAGEMENT COORDINATED PROJECTS</u>	
Uniform Fungicide/Biocontrol (F/BC) Trials Carl Bradley University of Illinois Dept. of Crop Sciences 1102 S. Goodwin Ave. Urbana, IL 61801 E-mail: carlbrad@uiuc.edu	Integrated Management (IM) Studies Pierce Paul 1680 Madison Ave. Dept. of Plant Pathology Ohio State University Wooster, OH 44691 E-mail: paul.661@osu.edu
Networking & Facilitation Office ATTN: Sue Canty USWBSI-NFO 380 Plant & Soil Sciences Bldg. East Lansing, MI 48824-1325 E-mail: scabusa@scabusa.org	

2. PRE-REGISTRATION OF COORDINATED PROJECT PRE-PROPOSAL

(This step to be completed only by the Coordinated Project Leader)

Coordinated Project Leaders must complete the web-based '[Pre-Registration Form](#)' no later than August 29th in order to submit the final Coordinated Project Pre-Proposal via the Electronic Pre-Proposal Submission (EPS) System. During this step, the CP leaders are providing contact information and general information about the coordinated project pre-proposal (i.e. CP Title, CP PIs, etc.). This information will be used to set up CP Leader and 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 can be uploaded to the EPS system.

3. PROPOSED RESEARCH PROJECT

Plan of Work:

A Plan of Work must be submitted with your proposed research project. This plan must describe the details of your proposed research including how the proposed research differs from the **required standard protocols** that have been established for the coordinated project to which you are submitting your Proposed Research Project. This document should not exceed 3 pages in length (starts with 'Plan of Work' Form as page 1) and should describe in clear, concrete terms the substance of your proposed research. The Coordinated Project Committee leader will send the standard protocols to all PIs who submitted a Letter of Intent no later than mid-August along with submission instructions and the deadline for when Proposed Research Projects must be submitted to the Coordinated Project Committee.

Budget Justification (Year 1 and 2):

Please complete the '**Proposed Research Project Budget Justification Form**' by following the instructions on the form. As previously stated, the Initiative has adopted two-year projects, therefore your proposed research project should include 'Year 1' and 'Year 2' budget requests.

Indirect Cost Rate: The USWBSI's review process focuses on the **competitiveness of total project costs (direct and indirect)**. Fusarium head blight is a severe problem for the U.S. wheat and barley industries, and the USWBSI's resources are limited. Therefore, institutions are advised to limit indirect costs to 5%; in no case are indirect cost rates to exceed 10%.

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 Proposed Research Project Budget Justification Form (Section I).

Submission Deadline: The individual coordinating committees will set this deadline following receipt of Letters of Intent, and inform the cooperating scientists of the deadline and submission instructions no later than mid-August.

4. CV AND PUBLICATION LIST, AND CURRENT AND PENDING SUPPORT

Curriculum Vitae (CV) and Publication List (Maximum four pages per Scientist):

A Curriculum Vitae and Publication List (CV/Pubs) for each applicable individual must be included with the pre-proposal. These items will assist the peer reviewers in assessing the competence and experience of the proposed project staff. All PIs and Co-PIs must submit a CV/Pubs document.

- *Curriculum Vitae.* The Curriculum Vitae 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 CV and Publication List combined must not exceed four pages per scientist.

Uploading Instructions: PIs and Co-PIs are responsible for uploading their own Curriculum Vitae and Publication List to the EPS System. CV/Pubs for all secondary scientists should be included in the PI's file. The CV/Pubs file will only need to be uploaded one time regardless if the PI/Co-PI is connected to multiple pre-proposals. File must be uploaded to the EPS System by **September 23, 2008**.

Current and Pending Support:

All PIs who submit proposed research to a Coordinated Project must complete a Current and Pending Support (CPS) Form 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 and all 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')**.

Uploading Instructions: PIs and Co-PIs are responsible for uploading their own CPS Form to the EPS System following the instructions in the 'EPS Help Document'. The CPS Form will only need to be uploaded one time regardless if the PI/Co-PI is connected to multiple pre-proposals. File must be uploaded to the EPS System by **September 23, 2008**.

5. COORDINATED PROJECT PRE-PROPOSALS

(This section is to be completed by the Coordinated Project Committee.)

Application for Funding Cover Page:

The Coordinated Project 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 Coordinated Project Pre-Proposal (Block 1).* 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.
- *Total Funds Requested (Block 4):* Fill in the total amount of the Coordinated Project Pre-Proposals for both 'Year 1' and 'Year 2'.
- *Coordinated Project Committee Leader's Contact Information (Block 6):* Provide complete contact information (sub sections a-d) for the CPC Leader.
- *Coordinated Project Committee Leader and Members (Block 5).* List the name of the leader of the Coordinated Project Committee in this block. All other members of the Coordinated Project Committee should also be listed in this block ('b' through 'e').

- *Coordinated Project Designation (Block 7).* In Block 15, designate one Coordinated Project by marking an 'X' to the right of the selected project.

List of Collaborators:

The Coordinated Project pre-proposal must contain a completed 'List of Collaborators' Form, which will be the second page of the Coordinated Project pre-proposal. The names and institutions of all of the cooperating scientists (i.e. PIs) should be listed on this form.

Outline of Coordinated Project:

Insert an overall description of the Coordinated Project that describes the objectives and outlines the manner in which all of the research activities are integrated.

Coordinated Project Committee's (CPC) Recommendation:

Upon completion of review of all submitted proposed research projects (PRP), the Coordinated Project Committee must place each Proposed Research Project into a recommendation category: I) Recommend for inclusion with Coordinated Project Pre-proposal; or II) Not Recommended for inclusion with Coordinated Project Pre-Proposal. A 'Recommendation' form must be completed for each PRP by following the instructions on the form.

Project Description:

Following the 'Coordinated Project Committee's Recommendation', insert the required standard protocols to be used by all cooperating scientists followed by the individual Proposed Research Projects (includes Plan of Work and Budget Justification Form) submitted by the cooperating scientists. Please order alphabetically by last name within each CPC's Recommended Category (I or II), and then in order by Category (i.e. Category I PRPs followed by Category II PRPs).

Uploading Instructions: Combine the following items (as ordered below) into a single MS Word File and upload the file to the EPS system following the instructions in the 'EPS Help Document':

- Application for Funding Cover Page.
- List of Collaborators Form (list all Principal Investigators included in CP Pre-Proposal).
- Outline of Coordinated Project.
- Coordinated Project Committee's Recommendation.
- Project Description (individual Proposed Research Projects):
 - Category I (Alpha ordered by last name)
 - Category II (Alpha ordered by last name)

Combined Budget Worksheet:

Please complete the combined '**Coordinated Project Pre-Proposal Budget Worksheet**' following the instructions included in the file. This budget worksheet provides for both the individual budgets for all cooperating PIs as well as a combined budget indicating the total requested amount for the Coordinated Project. This form may be downloaded as a stand-alone file from the Scab Website at http://www.scabusa.org/pdfs/fy09_rfp_cp-budget_multi.xls.

Uploading instructions for ‘Combined Budget Worksheet’: This file will be uploaded to the EPS System separate from the Coordinated Project Pre-Proposal. You must first convert the entire Excel File (all worksheets) into a single PDF file and then upload the converted file to the EPS system following the instructions in the ‘EPS Help Document’.

CHECK LIST AND DEADLINES FOR COORDINATED PROJECTS Pre-Submission

- Letter of Intent

**Submission Deadline (received by CPC
Leader and the NFO):**

August 1, 2008

**Pre-Registration Deadline for EPS System
(completed by CPC Leader):**

August 29, 2008

Check List of Required Items for Proposed Research Projects Submitted to Coordinated Project Committee

- Proposed Research Project
 - Plan of Work
 - Budget Justification Form

Submission Deadline: To be set by CP Committee following receipt of all Letters of Intent (LOI).

- Current and Pending Support Page.
- Curriculum Vitae and Publication List.

Submission Deadline (uploaded to EPS System):

September 23, 2008

Check List and Order of Required Items for Final Coordinated Project Pre-Proposal *(To be completed by CP Committee)*

- Body of Coordinated Project Pre-Proposal (File 1)
 - Application for Funding Cover Page.
 - List of Collaborators Form (list all Principal Investigators included in CP Pre-Proposal).
 - Outline of Coordinated Project
 - Coordinated Project Committee's Recommendation
 - Project Description (individual Proposed Research Projects - Categorized and ordered by PI last name)
- Combined Coordinated Project Pre-Proposal Budget Worksheet. (File 2)

Submission Deadline (uploaded to EPS System):

September 23, 2008