

# **SECTION 1:**

## **COORDINATED PROJECTS - PROPOSED RESEARCH PROJECTS (PRPs)**

## INTRODUCTION

### Does my proposed research belong in a Commodity- or VDHR-based Coordinated Project (CP)?

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

|   |  |
|---|--|
| <b>Commodity-Based Coordinated Projects:</b><br>(includes proposed research in all research areas that focus on this commodity)   | Barley (BAR)   |
| <b>Commodity-Based Coordinated Projects:</b><br>(includes proposed VDHR research on Durum or Hard Winter Wheat)   | Durum (DUR)  |
|   | Hard Winter Wheat (HWW)  |
| <b>VDHR Uniform Nursery Coordinated Projects:</b><br>(all proposed VDHR research not submitted to one of the Commodity-Based CPs must be submitted to one of the Uniform Nursery CPs) | <b>Spring Wheat Region</b> - States included in this CP: MN, ND, SD, MT                      |
|   | <b>Northern Soft Winter Wheat</b> - - States included in this CP: NY, MI, OH, IN, IL, MO, KY |
|   | <b>Southern Soft Red Winter Wheat</b> - -States included in this CP: NC, MD, VA, AR, GA, LA  |

### Overview of Submission Process for Coordinated Project Pre-Proposals:

Whether you are proposing research to the Barley, Durum, Hard Winter Wheat CPs or one of the VDHR - Regional Uniform Nurseries 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 6), with a copy of the LOI sent to the NFO. **Deadline: July 1**
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 FY12 Pre-Proposal. **Deadline: August 1**
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 electronic version (PDF format) of the ‘**Proposed Research Project**’ to the Chair of the CPC and the NFO. **Deadline: September 2**
5. PIs upload their CV/Publication Lists, and Current and Pending Form (PDF format) to the EPS System. **Deadline: September 20**
6. CPC Chairs submits electronic version of CPC’s completed forms and updated PRPs to the NFO (deadline indicates date NFO must receive the pre-proposal). **Deadline: October 5**

## 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 Table 1, page 6) by **July 1<sup>st</sup>**. 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, FSTU, GDER, PBG or VDHR) in which your project fits (applicable to commodity-based CPs only).*
  - *Synopsis that describes the following:*
    - *the research objective 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 objectives (refer to CPs' or VDHR Program Descriptions and Research Priorities/Objectives - [http://scabusa.org/pdfs/fy12-rfp\\_pd-rp.pdf](http://scabusa.org/pdfs/fy12-rfp_pd-rp.pdf)), then suggest a new objective; and*
- *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.*

**Deadline:** Both the Chair of the relevant Coordinated Project Committee and the NFO must receive all Letters of Intent by **July 1, 2011**. LOIs may be submitted electronically via e-mail.

#### Mailing Information for CPC Chairs:

| <b>COMMODITY-BASED COORDINATED PROJECTS</b>   |  |   |
|---|--|---|
| <b>Barley</b>   | <b>Durum</b>   | <b>Hard Winter Wheat</b>  |
| Kevin Smith<br>Dept. of Agronomy and Plant Genetics<br>411 Borlaug Hall,<br>1991 Upper Buford Circle<br>University of Minnesota<br>St. Paul, MN 55108<br><br>smith376@umn.edu | Xiwen Cai<br>Dept. of Plant Sciences<br>Box 5051, 166 Loftsgard<br>North Dakota State University<br>Fargo, ND 58105-5051<br><br>xiwen.cai@ndsu.edu | Bill Berzonsky<br>Rm. 248A NPB, Box 2140C<br>South Dakota State Univ<br>Brookings, SD 57007-2141<br><br>William.Berzonsky@sdstate.edu |
| <b>VDHR – REGIONAL UNIFORM NURSERIES</b>  |  |   |
| <b>Spring Wheat Parents</b>   | <b>Northern Soft Winter Wheat</b>  | <b>Southern Soft Winter Wheat</b>   |
| Karl Glover<br>Plant Science Dept.<br>Box 2207A, NPB 247<br>South Dakota State University<br>Brookings, SD 57007<br><br>Karl.Glover@sdstate.edu                               | Clay Sneller<br>Dept. of Hort. and Crop Science<br>1680 Madison Ave.<br>Ohio State University/OARDC<br>Wooster, OH 44691<br><br>sneller.5@osu.edu  | Jose Costa<br>2102 Plant Sciences Building<br>University of Maryland<br>College Park, MD 20742<br><br>costaj@umd.edu                  |

## 2. CP COMMITTEES' RESPONSE TO RECEIVED LETTERS OF INTENT

The CP Committee Chair will notify all PIs who submitted Letters of Intent whether their proposed research has been accepted into the CP FY10 Pre-Proposal. PIs have the option, if their proposed research has been rejected by the CP, to submit an individual pre-proposal (follow instructions for Category 3, page 29) for consideration.

**Deadline: August 1, 2011**

## 3. PRE-REGISTRATION PROCESS FOR EPS SYSTEM

All PIs submitting a proposed research project to one of the Coordinated Projects 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 concerning their submitted Letter of Intent (LOI) – *see item 2 above*.

- 1) **Proposed Research Form:** Information submitted on this form pertains to the proposed research being submitted. Follow the instructions included on the form - [http://www.scabusa.org/cgi-bin/pre\\_reg.cgi](http://www.scabusa.org/cgi-bin/pre_reg.cgi).
- 2) **User Registration Form:** The submission of this form will setup the PI's user account within the EPS System. Form may be accessed at <http://scabusa.org/eps/register.php>. You may have already completed this step if you have created a user ID for the Scab Website (i.e. Discussion Boards, Chat, Photo Album etc.)

**Deadline: August 31, 2011**

## 4. PROPOSED RESEACH PROJECT (PRP)

### Plan of Work:

A Plan of Work must be submitted with your proposed project. 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. This document should not exceed 3 pages in length and begins with the 'Plan of Work' Form (downloaded at [http://scabusa.org/research\\_rfp12.html](http://scabusa.org/research_rfp12.html)) as page 1 (text for Plan of Work should begin on page 1 below form fields). The Plan of Work should describe in clear, concrete terms, the substance of your proposed research including experimental design, materials and methods, and timeline for completing research. The timeline for the Plan of Work should be two years.

**Format:** The Plan of Work should be formatted using Times New Roman (Normal type except headings), 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.

### 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 '**FY12 Multi-PI Budget Worksheet**' (MS Excel file). If the 'Multi-PI Budget Worksheet' is used, please remove the budget page from the 'Plan of Work' forms. Your proposed research project should include a 'Year 1' and 'Year 2' budget request. **NOTE:** In the majority of cases, total request for Year 1 and Year 2 should be the same amount.

***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 proposed research project is recommended for funding, the awards would go directly to the individual institutions 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. This form can be downloaded from the Scab Website at [http://scabusa.org/research\\_rfp12.html#fy12\\_rfp](http://scabusa.org/research_rfp12.html#fy12_rfp) under ‘SPECIAL FORMS’. The file contains detailed instructions on completing the budget worksheet which contains calculated fields.

***Instructions for submitting Multi-PI Budget Worksheet with PRP:*** You must convert the Excel budget worksheet 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 to the CPC Chair and the NFO as a separate PDF file.

***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 (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%.

***NOTE:*** There are two versions of the Proposed Research Project forms: 1) Commodity-based; and 2) VDHR – Uniform Nurseries. Make sure you download the appropriate version.

### **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 RFP website under ‘SPECIAL FORMS’.

***Instructions for submitting Breeder Form with PRP:*** You must 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 to the CPC Chair and the NFO as a separate PDF file.

### **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 2, 2011**.

## **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. File must be uploaded to the EPS System by **September 20, 2011.**

### **Current and Pending Support (CPS)**

*CPS form can be downloaded from the RFP website at [http://scabusa.org/research\\_rfp12.html#fy12\\_rfp](http://scabusa.org/research_rfp12.html#fy12_rfp).*

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. File (PDF format) must be uploaded to the EPS System by **September 20, 2011.**

**NOTE:** Upon successful completion of the 'Pre-Registration Process', the user will receive a confirmation e-mail that will include a 'Help Document' for navigating the EPS System.

## IMPORTANT DEADLINES

### Pre-Submission

- PIs submit Letters of Intent (LOI)  
**Submission Deadline (received by Chair  
of CP Committee and NFO):** **July 1, 2011**
  - CPCs respond to PIs regarding acceptance of LOIs into CP **August 1, 2011**
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### Pre-Registration

- Proposed Research Form: Information submitted on this form pertains to the proposed research being submitted and will be used by the NFO to configure the EPS System for each PI. **NOTE: This step should not be completed until you have received a response from the CPC to your Letter of Intent.**
- User Registration Form: The submission of this form will set up the PI's user account within the EPS System.

**Registration Deadline:** **August 31, 2011**

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### Final Submission of PRP

#### PI Check-list of Required Items for Proposed Research Projects Submitted to Coordinated Project Committee

- Plan of Work (should not exceed three pages; starts with 'Plan of Work' Form as page 1)
- Proposed Research Project Budget Justification Forms (complete all relevant sections)
- Proposed Research Project Budget Forms (add e-signature and date)

**Submission Deadline - E-version received by CPC Chair  
and the NFO):** **September 2, 2011**

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### Submission of Supporting Documents

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

- Curriculum Vitae and Publication List
- Current and Pending Support Form

**Submission Deadline (uploaded to EPS System)** **September 20, 2011**