SECTION 2:

FHB MANAGEMENT's COORDINATED PROJECT FOR INTEGRATED MANAGEMENT (IM-CP)

Proposed Research Projects

Category 2: FHB Management Coordinated Project for Integrated Management (IM)

INTRODUCTION

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

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

Integrated Management Studies (IM)	Integrated management strategies for FHB and DON including tillage practices, crop sequences, and other cultural practices targeting *Fusarium*-infested residues.

Overview of Submission Process for MGMT's Integrated Management Coordinated Project (IM-CP):

1. PIs submit a **Letter of Intent (LOI)** to the Coordinator of the IM-CP (see page 27), with a copy of the LOI sent to the NFO.   **Deadline:** July 14

2. IM-CP committee notifies all PIs who submitted Letters of Intent to their CP whether their proposed research has been accepted into the CP's FY18-19 Pre-Proposal.   **Deadline:** August 15

3. CP Coordinator distributes protocols to PIs accepted into CP.   **Deadline:** August 23

4. 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

5. PIs submit electronic version (PDF format) of the '**Proposed Research Project'** to the Coordinator of the MGMT IM-CP and the NFO.   **Deadline:** September 19

6. PIs upload their CV/Publications Lists, and Current and Pending Support (CPS) Form (PDF format) to the EPS System.   **Deadline:** September 19

7. NFO receives MGMT IM-CP FY18-19 Pre-proposal from CP Coordinator.   **Deadline:** October 27

INSTRUCTIONS

PRE-SUBMISSION - LETTER OF INTENT (LOI)

If you plan to participate in the FHB Management Integrated Management Coordinated Project, you must submit a Letter of Intent to the CP Coordinator (see table below) by **July 14th.** The LOI, which may be in the form of an e-mail, must include address the following:

- *One page (single spaced) maximum;*
- *Name of PI and co-PIs, and the proposed title;*
- *Indicate if this is a <u>continuing</u> or <u>new</u> project;*

- *Reasons proposed component is needed;*
- *Goals in the USWBSI's [USWBSI Action Plan](#) addressed by this proposed research;*
- *Research needs in the USWBSI's [Program Description and Research Priorities for FHB Management](#) addressed by this research;*
- *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;*
- *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 Coordinator of the MGMT IM-CP and the NFO must receive the Letters of Intent (may be in the form of an e-mail) by **July 14, 2017**. LOIs should be submitted electronically via e-mail.

Contact Information for the Integrated Management Coordinated Project (IM-CP) Coordinator and NFO:

Integrated Management Studies (IM)
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
Plant & Soil Sciences Bldg.
1066 Bogue St, RM 372
East Lansing, MI 48824
E-mail: nfo@scabusa.org

2. MGMT IM-CP COORDINATOR'S 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 FY18-19 Coordinated Project Pre-Proposal.

Deadline: August 15, 2017

<u>Note</u>: If your proposed research was rejected by the MGMT IM-CP, you may submit an individual project pre-proposal for consideration following the instructions for Category 3 (page 33).

3. PRE-REGISTRATION PROCESS FOR THE EPS SYSTEM

All PIs submitting a proposed research project to the Integrated Management 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.*

Step 1: <u>Setting up User access to EPS System</u>: All PIs and Co-PIs submitting a proposed research project for the first time must complete this step in order to have access to the EPS System. Complete the user registration form at https://scabusa.org/user/register. NOTE: This step must be completed before you can complete step 2. If you are unsure if you already have a user account, contact the NFO.

Step 2: <u>Proposed Research Form</u>: 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 - https://scabusa.org/pre_reg.php.

Important Dates and Deadlines for the EPS System:

August 1:   Pre-registration Process begins. Upon successful completion of the pre-registration process, PIs and Co-PIs will receive their EPS access information via email on or within 48 business hours.
August 3:   EPS System Opens
August 31:   Pre-Registration Process ends.
Sept. 19:   Deadline for final submission of supporting documents.

4. PROPOSED RESEACH PROJECT (PRP)

Title of Proposed Research Project

The title of the project pre-proposal must be brief (**85-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.

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 (**all four bullets below must be addressed**):

- 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 FY18-19 Program Descriptions and Research Priorities (PD-RP) should be clearly stated
- *Research Materials and Methods.* Specifically, this section must include:
  o The hypotheses or questions being asked;
  o A description of the investigations and/or experiments proposed **in the sequence** in which the investigation or experiments are to be performed (NOTE: The Coordinated Project Coordinator will send the standard protocols to all PIs whose proposed research were accepted into the CP by August 23.);
  o 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.)**;
  o Results expected;
  o Means by which experimental data will be analyzed or interpreted;
  o Means of applying results or accomplishing technology transfer, where appropriate;
  o Pitfalls that may be encountered;
  o Limitations to proposed procedures; and
  o A tentative schedule/timetable for conducting major steps involved in these investigations and/or experiments.

  NOTE: Digital images inserted into the Plan of Work must only be included within the page limits (4 pages). The **maximum size of images** to be included should be approximately 1200 x 1500 pixels using 256 colors. Figures must be readable as printed on an 8.5" x 11" page at normal (100%) scale.

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 the '**Proposed Research Project Budget Form'**. 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:

USWBSI: Because Fusarium head blight is such a severe problem for the U.S. wheat and barley industries, the USWBSI's review process focuses on the **competitiveness of total projects costs** (i.e. direct and indirect) to maximize total funding used for research.

USDA-ARS: Per U.S. Code Title 7, Chapter 64, Subchapter X, Section 3310: Limitation on indirect costs for agricultural research <u>shall not exceed</u> 22 percent of the total Federal funds.

<u>NOTE</u>**:** Indirect Costs are not applicable to ARS PIs (currently ARS PIs based in CA, KS, MN, MT, NY, NC, and ND are funded under the USWBSI).

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, Subtitle A, SEC. 5102 (a) (1) (I) in support of the Small Business Act. The current rate for the SBIR fee is 3.2%.

This fee is charged to <u>only</u> projects that are funded through an <u>extramural agreement</u> 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] = 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 .032 = $1,104 (SBIR fee amount)
> > Step 2: 34,500 + 1,104 = 35,604 (Total Amount of Requested)

Submission Deadline

Both the Coordinator of the Integrated Management Coordinated Project (IM-CP) **and** the NFO must receive the electronic version (via email) of the Proposed Research Project (PRP) by **September 19, 2017**.

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

Curriculum Vitae and Publication List (CV/Pubs)
(Maximum four pages for CV with Publication List 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 <u>must not exceed four pages per scientist</u>. 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. <u>CV/Pubs for all secondary scientists should be included in the PI's file.</u> The CV/Pubs 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 19, 2017**.

Current and Pending Support (CPS) Form

CPS form can be downloaded from the FY18-19 RFP web page at https://scabusa.org/research_rfp18-19.

All project pre-proposals must contain completed Current and Pending Support Forms for PI and all Co-PIs listing other current public or private support to which key personnel 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 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')**.

Submission Instructions: PIs and Co-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 converted to PDF format before uploading to the EPS System by **September 19, 2017**.

IMPORTANT DATES/DEADLINES

Pre-Submission

➢ PIs submit Letters of Intent (LOI)   **July 14, 2017**
➢ CP Coordinator respond to PIs regarding acceptance   **August 15, 2017**
   of LOIs into CP.
➢ CP Coordinator sends the standard protocols to all PIs whose proposed   **August 23, 2017**
   research was accepted into the CP.

Pre-Registration/EPS System

➢ STEP 1: Setup User access to EPS System *(First time submitters only)*
➢ STEP 2: Complete Proposed Research Form (*NOTE*: *This step should not be completed until you have received a response from the CP Coordinator to your Letter of Intent.*)

Pre-Registration Begins: **August 1, 2017**
EPS System Opens: **August 3, 2017**
Pre-Registration Ends: **August 31, 2017**

Final Submission of PRP

PI Check-list of Required Items for Proposed Research Projects
Submitted to the Coordinator of MGMT-CP

➢ Project Summary Form *(should not exceed 400 words)*
➢ Plan of Work *(should not exceed four pages)*
➢ Budget Justification Forms *(details required for all sections and subsections where funds are being requested)*
➢ Budget Page *(e-signature required)*

Submission Deadline - E-version received by CP Coordinator   September 19, 2017
                                   and the NFO:

Submission of Supporting Documents

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

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

Submission Deadline (uploaded to EPS System)   September 19, 2017