



**U.S. Wheat & Barley  
Scab Initiative**

**MINUTES  
USWBSI Steering Committee Meeting  
May 31, 2001, 9:30 AM – 4:30 PM  
Comfort Inn West, Indianapolis, IN**

Members Present: Tom Anderson, Louis Arnold, Chris Bowley, Lynn Dahleen, Mike Davis, Ruth Dill-Macky, Elias Elias, Tom Hohn, Rich Horsley, Bill Laskar, Gary Lemme, Pat Lipps, Art Loeffler, Anne McKendry, Marcia McMullen, Gene Milus, Herb Ohm, Mike Pate, Greg Shaner, Rick Siemer, Rick Vallery, Rick Ward and Les Wright

Members Absent: Jack Eberspacher, Mike Ellis, Pat Hart, Lawson Jones, Steven Leath, Larry Lee, Brad Miller, Jackie Rudd, and Marvin Zutz (MN Barley Council)

Additional Support: Sue Canty

Meeting called to order at 9:45 PM.

1. Members introduced themselves, indicated what company/organization they are associated with, and their involvement with the USWBSI.
2. Mike Davis gave update on budget. Cautiously optimistic that the \$800,000 will be restored to the Initiative's FY02 budget.
3. Rick Ward gave an overview of initiative including the planning and budgeting process.
4. Policies and Procedures.

The SC made several suggestions for changes or additions to the policies and procedures. Please see attached draft policies and procedures for changes (highlighted in red). Once the suggested changes are incorporated, an updated draft will be distributed to the SC via e-mail as well as posted on the Scab website for review.

5. The SC reviewed the draft research area program descriptions and research priorities (PD/RP) and made the following recommendations:
  - a. Format: The SC decided that the PD/RP should all follow a standard format. The PD should be in paragraph form. The RP should be listed as bullets (no numbers) and should include the following sentence:

“The [Committee Name] research area of the U.S. Wheat and Barley Scab Initiative supports research efforts addressing one or more of the following priorities:”
  - b. Content
    1. Chemical and Biological Control - Some of the research priorities were missing from the packet, so the SC could not adequately review them. However, after reviewing some of the other PD/RP, McMullen and Milus (RAC members) agreed that some changes needed to be made to their priorities.
    2. Food Safety, Toxicology and Utilization – After several revised drafts, the SC decided that the PD/PR still needs to be expanded include the impact of Fusarium on nutritional quality. A draft with the recommended changes will be sent to both Pat Hart (Chair) and Paul Schwarz (Vice-Chair) for revision.
    3. Germplasm Introduction and Enhancement – The last paragraph will be removed, but a revised version will be added to the RFP Application Kit.

The RAC chairs will submit the reformatted and updated versions to the Networking & Facilitation Office (NFO) by Friday, June 8, 2001.

6. The Initiative is in the process of reorganizing progress reports to act as support documents of pre-proposal. Discussions with USDA-ARS are ongoing regarding the reporting requirement of that agency.
7. Procedure for Development of Comprehensive Research Plans and Associated Budgets
  - a. Request for Pre-proposal (RFP) Application Kit – The SC would like to see the following changes made:
    - i. Project Description
      1. Add guidelines for formatting (i.e. 12 pt. Font, 1” margins)
      2. Rational and Significance – The following statement will be added:

“If applicable, please indicate if the research proposed here could lead to successful acquisition of grant funds from other agencies.”

3. Although the statement below has been included in previous RFP's, it has not always been adhered to or enforced.

“Pre-proposals that exceed this page number limit (written text 5 single-spaced pages – 10 total including figures and tables) will not be considered.”

The SC endorsed this statement as part of the RFP Application Kit and review process. Any pre-proposals received by the NFO that exceed the page limit will not be considered for funding.

- b. Review of pre-proposals
    - i. Funding caps for RAC
      1. The concept of continuing with setting funding caps to facilitate with the review process was discussed and endorsed by the SC.
      2. Although several ideas were discussed, no process for setting the caps was determined.
    - ii. The EC will work with the RAC chairs to finalize the review guidelines and forms.
    - iii. RAC Membership and Vacancies

The RAC Chairs shall submit a proposed list of committee members to the SC by August 1, 2001. Committee membership should comply with the USWBSI Policies and Procedures.
6. The SC reviewed and informally endorsed the general format for the 2001 National Fusarium Head Blight Forum to be held December 8-10, 2001 at the Holiday Inn Cincinnati- Airport. A detailed agenda is still being developed.

Meeting adjourned at 3:45 PM.