

Review Summary for Proposed Research Projects submitted to a Commodity-based or VHDR-Uniform Nursery Coordinated Project (CP) – Category 1: 4-step process

OVERVIEW OF STEPS:

- Step 1:** Submitted Letters of Intent (LOIs) are reviewed for acceptance into the CP.
- Step 2:** Proposed Research Projects (PRP) accepted into the CP are reviewed by the CP committee.
- Step 3:** Review of CP Pre-Proposal by the Networking & Facilitation Office (NFO) for conformance to instructions provided in the FY18-19 Request for Pre-Proposals.
- Step 4:** Review of CP Pre-Proposal by Executive Committee (EC)

SUMMARY OF EACH STEP IN REVIEW PROCESS:

Step 1: Submitted Letters of Intent (LOIs) are reviewed for acceptance into the CP.

CP Committee reviews submitted LOIs for acceptance into the Coordinated Project. Review is based on how well the proposed research fits within the goals, objectives and research priorities of the CP.

Step 2: PRPs accepted into the CP are reviewed by the CP committee.

Each Coordinated Project is assigned a funding working cap set by the Steering Committee. Once the CP committee has reviewed each submitted Proposed Research Project (PRP) for conformance to its corresponding Letters of Intent, the committee must assign each PRP to one of the following recommended funding categories:

- 1. Category I - Recommended for inclusion in CP Pre-Proposal within the working cap.**
These are the PRPs recommended for inclusion in the final CP Pre-Proposal whose combined recommended budget **does not** exceed the working cap for their coordinated project.
- 2. Category II - Recommended for inclusion in CP Pre-Proposal, but outside of the working cap:**
These are the remaining proposed research projects recommended for inclusion in the final CP Pre-Proposal but not included in Category I. Each PRP in this category should be assigned a unique **priority rank** from 1 to n*, with no duplication of rank. Include the recommended funding level on the recommendation form.
- 3. Category III - Not recommended for inclusion in CP Pre-Proposal.**

Step 3: Review of Pre-Proposal by the Networking & Facilitation Office (NFO) for conformance to instructions provided in the FY18-19 Request for Pre-Proposals.

All components (individual PRPs and CP committee documents) of the Pre-Proposal are carefully reviewed by the NFO for conformance to the RFP guidelines. The NFO may return, without review, any PRP that is not consistent with the instructions detailed in the RFP.

* 'n' = the number of Category II PRPs.

Step 4: Review of Coordinated Project by Executive Committee (EC).

The EC is responsible for reviewing every component of the CP Pre-Proposal, including the individual PRPs. The EC will follow the same process as the CP Committees and Review Panels for reviewing the individual proposed research projects and the CP Pre-Proposal respectively. The EC will regard the recommendations of the CP Committees and Review Panels as advisory and retains the ability to:

- Increase or decrease the actual amounts recommended for individual PRPs; and
- Change the CP Committee's recommended funding category for any given PRP.

The small percentage that is held back from the 'working caps' will be allocated by the EC in a manner aimed at achieving overall balance in the final plan. Any changes made to the CPC's funding recommendation will be based on the EC's own reading of the PRPs, the advice from the Review Panels, and any other factors which influence the soundness of the final comprehensive research plan submitted for recommendation to USDA-ARS.