



Category 2

**FHB Integrated Management
Coordinated Project (IM-CP)**

Category 2 Instructions

FHB Integrated Management Coordinated Project (IM-CP)

Research Alignment

Does my proposed research belong in the FHB Integrated Management Coordinated Project? Yes, if the primary focus of your proposed research involves the following:

Integrated Management Studies	Integrated management strategies for FHB and DON including tillage practices, crop sequences, and other cultural practices targeting <i>Fusarium</i> -infested residues.
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Category 2 Contact Information (Coordinated Project Coordinator)

FHB Integrated Management Coordinated Project (IM-CP)		
Integrated Management Studies	Pierce Paul, Ohio State Univ	paul.661@osu.edu

Key Deadlines


Category 2: FHB Integrated Management Coordinated Project (IM-CP)	Step 1: Letters of Intent (LOI) online form submitted by PIs	July 1, 2021
	Step 2a: IM-CP Coordinator notifies all PIs who submit Letters of Intent on status and next steps	July 29, 2021
	EPS System Opens	August 3, 2021
	Step 2b: If accepted, IM-CP Coordinator sends protocols to PI's accepted into the IM-CP	August 19, 2021
	Step 3: If accepted, deadline for PIs to submit FY22 Pre-Proposal(s) and supporting documents via EPS System	September 21, 2021
	Pre-Proposal Review and Funding Determinations	Oct-Dec 2021
	PIs Notified of Awards	January 2022

PI Steps for Category 2 Submission Process

1. Pre-Submission – Letter of Intent (LOI)

If you plan to participate in the FHB Integrated Management Coordinated Project, you must submit a Letter of Intent that adheres to the following:

- Proposed project title
- Name of PI and Co-PIs
- Indicate the anticipated length (2-year or 4-year) and if this is a new or continuing project with USWBSI
- Reasons proposed component is needed
- Goals in the [USWBSI Action Plan](#) addressed by this proposed research
- Research needs from the USWBSI 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 mission of the USWBSI
- Include a statement that demonstrates that the PI/Co-PIs are capable of carrying out the proposed research based on past research productivity and expertise in the relevant field(s) of research
- Projected total amount of budget request for Year 1 of project

	Submission Deadline:	Letter of Intent form must be submitted online by July 1, 2021
	Submission Link:	Category 2 Online Letter of Intent Form



2. Letters of Intent (LOI) Review & Notification

After committee review, the CP Coordinator will notify all PIs who submitted Letters of Intent whether their proposed research has been accepted into the Coordinated Project by July 29, 2021. If accepted into the IM-CP, the Coordinated Project Coordinator will send the standard protocols to all PIs by August 19, 2021.

NOTE: If your proposed research was not accepted by the FHB Integrated Management-CP, you may submit an individual project pre-proposal for consideration following the instructions for Category 3.

3. Pre-Proposal Submission Requirements

All PIs notified of acceptance to submit a pre-proposal into the FHB Integrated Management Coordinated Project must complete the online pre-proposal submission via the [USWBSI EPS System](#). PIs are encouraged to review the form once it is available to familiarize yourself with all the required components. PIs will also be able to start the submission process, save and return as needed until the deadline for submission is reached. Requirements for this online submission tool must include and adhere to the following:

Principal Investigator Contact Information

- Last Name
- First Name
- Email Address
- Institution
- Department
- Address
- Work Phone

Sponsored Programs Contact Information

- Last Name
- First Name
- Email Address

Project Title of Proposed Research

The title of the project pre-proposal must be brief (**85-character maximum** including spaces and punctuation), 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. Keep in mind titles should be **broad in scope**, allowing for **changes in project objectives annually** as needed if awarded.

Research Category

Select the Category 2 FHB Integrated Management Coordinated Project (IM-CP)

Project Type

Indicate if this is a new project or a continuing project that was previously or currently awarded.

Project Duration

New this year (for FY22), PIs will have the option to select the duration of the project for either a 2-year or 4-year term. The USWBSI is encouraging longer term (4-year) projects to reduce the significant processing requirements for the USDA-ARS, USWBSI-NFO, University Sponsored Programs Offices and PIs to establish new agreements. Please note, the USWBSI has always awarded funding annually and will continue to do so, providing your project duration, if awarded, does not commit the USWBSI to the full-term budget. Annual performance reports and renewal review/approval will continue to be required for each year of the project. The submitted duration simply allows the USDA-ARS to establish the agreement with those terms in place, allowing for continual amendments for the duration of the term. If you have questions about determining the term length of your project please contact the USWBSI Networking and Facilitation Office for assistance, nfo@scabusa.org or call 517.290.5023.



PI and Co-Investigator Background Information – Upload Required

To assist peer reviewers in assessing the competence and experience of the proposed collaborators. The items listed below should be included for the PI and Co-Investigators 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. (**Note:** Accommodations may be requested if one of your Co-PIs is a PI on a USWBSI pre-proposal and is unable to provide their CPS form to you prior to the pre-proposal submission deadline; contact the USWBSI-NFO for assistance.) The PI will need to upload the following items for the PI and Co-Investigators:

- **Curriculum Vitae (CV) with Publication List**

Curriculum Vitae. The CV 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, or personal data.

Publication List. A chronological list of all publications in refereed journals during the past five years, including those in press, should be included with each project members CV, non-refereed technical publications that have relevance to the proposed project may be included.

NOTE: The CV and Publication List should be uploaded as one PDF file and must not exceed four pages per scientist. CV/Pubs for collaborators or sub-contractors are not required.

- **Current and Pending Support (CPS) Form.** Download the current CPS form from the FY22 RFP web page at https://scabusa.org/research_rfp-fy22/forms_templates. All PIs submitting a Pre-Proposal 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.

Project Pre-Proposal Materials – Upload Required

The following materials should be developed and uploaded as one PDF file in the order noted and adhering to the requirements as specified. Begin by downloading the 'Project Pre-Proposal Form' from https://scabusa.org/research_rfp-fy22/forms_templates.

Project Summary

Fill in the Project Summary Page (limited to 2 pages), using Calibri or Times New Roman 12 point font, and must include the following:

- Project Title (same as what is included in the submission form)
- Project PI, Institution and Co-PI(s), Institution(s)
- Project Summary

The text for this portion of the project summary **should not exceed 400 words** and should focus on the following (**all four bullets below must be addressed**):

- Overall project goal(s)
- Project Objectives (list in numbered format) and Expected Outcome(s) for each objective
- Approaches that will be used to accomplish project goal(s) within the period of proposed work
- Statement of Mutual Interest (i.e. how will stakeholders/end-users benefit from this research)

Additionally, you should include these items in the Project Summary section (this will not be counted toward the 400-word count requirement).

- Abbreviated (but tentative) Project Schedule/Timeline for the full project duration (i.e. all years)
- Total Estimated Requested Amount for each year of the project

Project Description

The Project Description 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 Project Description should be formatted using Calibri or Times New Roman, 12 point or higher, black colored font with one-inch margins. Bold formatting should only be used for section headings or used minimally to emphasize importance or significance. **NOTE:** Digital images inserted into the Project Description must fit within the five (5) page limit. The **maximum size of images** to be included is 1200 x 1500 pixels, using 256 colors. Figures must be legible when printed on an 8.5" x 11" page (100% scale). Conformance to the format requirements will be strictly enforced.

The Project Description should not exceed five (5) pages in length (including tables and figures) and should describe in clear, concrete terms the substance of your proposed research including the following:

- Title. Same as what is included in the submission form and Project Summary
- USWBSI Research Priority Alignment. Relevance of the project to the goals of the U.S. Wheat and Barley Scab Initiative with reference to the applicable priorities listed in the FY22 Program Descriptions and Research Priorities (PD-RP) should be clearly stated. Research Priorities can be accessed at <https://scabusa.org/research>.
- 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 proposed research is trying to fill.
- Research Materials and Methods. Specifically, this section must include:
 - The hypotheses or questions being asked
 - 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 projects were accepted into the CP by August 19, 2021.)
 - 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.)
 - Results expected
 - Means by which experimental data will be analyzed or interpreted
 - Means of applying results or accomplishing technology transfer, where appropriate
 - Pitfalls that may be encountered
 - Limitations to proposed procedures
 - A detailed (but tentative) schedule/timeline for conducting major steps involved in these investigations and/or experiments for Year 1 (in alignment with Year 1 Budget).

NOTE: Failure to address each of the issues in the bullet list will diminish the likelihood of the success of your pre-proposal being recommended for funding.

References to Project Description

Reference information is required of references cited in the Project Description. PIs must follow accepted scholarly practices in providing citations for source materials. While there is no established page limitation for the references, this section must include bibliographic citations only, and must not be used to provide parenthetical information outside of the project description.

Facilities and Equipment

All facilities and major items of equipment available for use or assignment to the proposed project during the requested period of support should be described. In addition, items of nonexpendable equipment necessary to conduct and successfully conclude the proposed project should be listed (including dollar amounts), and, if funds are requested for their acquisition, justification should be included in the Budget Justification Worksheet.



Budget Materials

PIs will need to provide the following detailed budget documentation. New this year, an Excel template with built-in formulas, space for your justification narrative, and auto-generation of the Budget Summary page has been created. Double checking that all of your details transferred as intended and all totals match is advised.

Budget Type

Select 'Single Budget' with award going to only one individual (i.e. PI). The 'Multi-PI Budget' is only for awards from ARS that go to multiple individuals (i.e. separate agreements/awards). Please note, two templates have been developed, make sure to select the "Single Budget Version" for your budget type.

Budget Request

You will need to enter the final budget requested dollar amount for Year 1 of your project, as well as an estimated budget for the duration of the project term (depending on your selection of a 2-year or 4-year project). The full duration amount is just an estimate and can be a multiplication of first year for the term or if you anticipate adjustments we encourage the PI to adjust as expected. A detailed Budget Justification Worksheet & Budget Summary will not be required beyond the first year.



Budget Justification Worksheet & Budget Summary – Upload Required

Utilizing the Excel '**Budget Justification Worksheet & Budget Summary Template – Single PI version**' (available at https://scabusa.org/research_rfp-fy22/forms_templates), complete all the budget justification sections and follow the instructions included in the file. Once finalized, upload the Excel Template into your submission.

NOTE: For all line item categories and subcategories where funds are being requested, **descriptive details must be provided** (in the blue segments of the template) that justify the amount being requested.

Tuition Remission: Tuition remission is **permitted** under USDA-ARS **research grant agreements** with any type of recipient organization (i.e. universities). However, for PI's currently funded under a Non-assistance Cooperative Agreement (NACA), tuition remission is NOT allowed.

Indirect Cost (IDC) Limitation Policy: 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 project costs** to maximize total funding used for research.

As part of the 2018 Farm Bill - Agriculture Improvement Act of 2018 – signed into law (Public Law 115-334) on 12/20/18, a fixed Indirect Cost Limitation of 10% has been set for the USWBSI ([See Title VII, Subtitle C, Section 7303](#), page 332 of bill; page 336 of PDF). This is a limitation on the reimbursement of indirect costs and represents the maximum amount of grant dollars available to recover indirect costs. PIs must calculate the allowable IDC % per their institutions NICRA/F&A rate agreement to determine which calculation generates the lowest IDC amount for reimbursement, in accordance with the 10% limitation of Total Federal Funds Awarded. Universities may voluntarily elect to use a percentage below 10% for pre-proposals submitted to the USWBSI, however they **cannot charge a rate higher than 10%**. A formula is included in the template to determine the 10% limitation amount, PIs will need to enter their allowable NICRA/F&A rate for comparison, the lower amount will automatically carry forward.

NOTE: Indirect Costs are not applicable to ARS Scientists and PIs currently funded under Non-Assistance Cooperative Agreements (NACAs).

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 being 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 only to projects that are funded through a grant agreement or a NACA with USDA-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. The formula to calculate the fee is included in the template.

 **IM-CP Trials Summary Form** – Upload Required

If you are submitting a Pre-Proposal for Category 2 focusing on the integrated management strategies for FHB and DON including tillage practices, crop sequences, and other cultural practices targeting *Fusarium*-infested residues, you must also complete an 'IM-CP Trials Summary Form.' The purpose of the form is that it will allow the review panel to readily see what site specific decisions were made by the PI in developing their trials. This form can be downloaded from the USWBSI's Website at https://scabusa.org/research_rfp-fy22/forms_templates under 'Category 2 Forms'.



Submission Deadline: The Pre-Proposal must be submitted via the USWBSI EPS system by **September 21, 2021.**


Submission Link: [Access the USWBSI EPS Pre-Proposal Submission Form](#)



PI Required Items Checklist for Category 2 Submission Process

- Submit Letter of Intent online form, requires approval by IM-CP Coordinator before proceeding to Pre-Proposal Submission Process
- If approved, initiate Pre-Proposal Submission via the [USWBSI EPS System](#)
- Use the [templates and forms](#) provided for required uploads
- Prepare materials for submission upload per specifics outlined in instructions
 - PI Contact Information
 - Sponsored Programs Contact Information
 - Project Title (keep broad in scope, 85 character maximum)
 - Research Category
 - Project Type (note if new or continuing project)
 - Project Duration (new this year select either a 2-year or 4-year project)
 - PI and Co-Investigator Background Information (collect from your Co-PIs and upload)
 - CV(s)/Publication List(s)
 - Current & Pending Support Forms
 - Project Materials (upload as one PDF meeting requirements noted)
 - Project Summary (should not exceed 400 words)
 - Project Description (should not exceed five pages including tables and figures)
 - References to Project Description
 - Facilities and Equipment
 - Budget Materials
 - Budget Type
 - Budget Request
 - Budget Justification Worksheet & Budget Summary Template(s) (prepare in Excel template and upload; justification narrative details required for all sections and subsections where funds are being requested; e-signature required on the Budget Summary page)
- IM-CP Trials Summary Form

Category 2: FHB Integrated Management Coordinated Project (IM-CP)	Step 1: Letters of Intent (LOI) online form submitted by PIs	July 1, 2021
	Step 2a: Notification by IM-CP Coordinator on LOI status	July 29, 2021
	EPS System Opens	August 3, 2021
	Step 2b: IM-CP Coordinator sends protocols	August 19, 2021
	Step 3: If accepted, FY22 Pre-Proposal(s) submitted by PIs	September 21, 2021
	Pre-Proposal Review and Funding Determinations	Oct-Dec 2021
	PIs Notified of Awards	January 2022



Letter of Intent Submission Link: [Category 2 Online Letter of Intent Form](#)
Pre-Proposal Submission Link: [Access the USWBSI EPS Pre-Proposal Submission Form](#)
Forms & Templates for Upload: [All USWBSI FY22 RFP Forms & Templates to Prepare & Upload](#)