

INSTRUCTIONS – NEW PROJECTS

NOTE: The Application Package Template has been formatted accordingly to meet Reviewers requirements. Therefore, do **NOT** change formatting (font size/type/color, section/page breaks, margins, etc.). Simply enter text into each cell according to the instructions for each section of the template below.

1) APPLICATION COVER PAGE (First Page)

Please complete all form fields. Additional information regarding certain requirements that need to be adhered to for this section can be found below:

- **Research Plan Title** (*Limited to 148 characters including spaces*) – once entered on cover page, title will auto-populate to the rest of the document.
- **Principal Investigator** (*Name*) – once entered on cover page, PI Name will auto-populate to the rest of the document.
- **PI & AOR Contact Information to include Addresses** - *Addresses MUST include Street, City, State and Zip +4*
- **Cooperator’s Contribution** - The Cooperator’s contribution must be no less than 20% of the funded amount of the agreement, of which 10% of the 20% must be in direct costs. Resource contribution of the Cooperator shall consist of a sufficient amount of itemized direct costs to substantiate a true stake in the projects as determined by the ADO. The Cooperator’s must be maintained at 20% of the Federal funding throughout the life of the Cooperative Agreements. (Bulletin 04-154, Subpart B, Section 23.b (1).

2) RESEARCH PLAN (Second Page)

a) PROJECT SUMMARY

Each pre-plan of work must contain a Project Summary page, which must be assembled after the APPLICATION COVER PAGE of the pre-plan and should not be numbered. The names and institutions of all of the principal and co-investigators should be listed. The summary is not intended for the general reader; consequently, it may contain technical language relating to Sclerotinia research. This section is considered part of pre-plan of work and is confidential.

The project summary should include a specific description of the activity to be undertaken, and focus on the following:

- *Overall project goal(s) and supporting objectives;*
- *Plans to accomplish project goal(s); and*
- *Relevance of the project to the goals and priority research needs of the Sclerotinia Initiative.*

b) PROJECT DESCRIPTION

The written text of the Project Description may not exceed 5 (single spaced or equivalent) pages and the entire Project Description may not exceed a total of 10 pages including figures and tables. Format using Times New Roman 12 point font with 1 inch margins. Pre-plans exceeding page limits will be discarded.

This section should include:

- **Introduction** - A clear statement of the goal and supporting objective(s) or research questions of the project should be included. The most significant published work in the

b) PROJECT DESCRIPTION Cont'd

Introduction Cont'd - field under consideration, including the work of key project personnel on the current pre-plan, should be reviewed. The current status of research in this field of science should also be described. **Preliminary data pertinent to the planned research should be included in this section.** All work cited, including that of key personnel, should be referenced.

- **Rationale and Significance** - Concisely present the rationale behind the planned research. The specific relationship to the Sclerotinia Initiative's stated goal(s) (see CALL FOR PROPOSALS), broad research objective(s), prioritized research needs (i.e., milestone see CALL FOR PROPOSALS), and ongoing research should be included. If applicable, please indicate if the research proposed could lead to successful acquisition of grant funds from other agencies.
- **Research Methods** - Specifically, this section must include:
 - The hypothese(s) or question(s) being asked;
 - A description of the investigations and/or experiments proposed;
 - Techniques and methodologies to be used, including the feasibility of the techniques (Preliminary data can be included here);
 - Results expected;
 - Means by which experimental data will be analyzed or interpreted;
 - Pitfalls that may be encountered;
 - Limitations to proposed procedures; and
 - A tentative time line to conduct the project.
- **Figures & Tables** - If applicable, please enter figures & tables here. **If not applicable, please DELETE this section from the template.**

c) REFERENCES TO PROJECT DESCRIPTION

All references cited should be complete and conform to an accepted journal format.

d) FACILITIES AND EQUIPMENT

This section should include:

- **Facilities & Major Items of Equipment** – All available for use or assignment to the proposed project during the requested period of support should be described.
- **Non-expendable equipment** – All items necessary to conduct and successfully conclude the project should be listed (**including dollar amounts**).

e) COLLABORATIVE ARRANGEMENTS

If the project requires collaboration or sub-contractual arrangements with other research scientists, corporations, organizations, agencies, or entities, the PI must identify the collaborator(s) and provide a full explanation of the nature of the collaboration.

In addition, each Collaborator should have the following submitted:

- **Sub-award budget & budget justification** - see item "h" and "i" below
- **Evidence (letter of intent)** - to assure the collaborators involved have agreed to render this service for the particular project objective(s).

If the project does NOT require collaboration or sub-contractual arrangements with other research SYs, please DELETE this section from the template.



f) CURRICULUM VITA & PUBLICATIONS LISTING

The CV and Publication List should not exceed 3 pages in total length per investigator (PI, Co-PI and/or Co-Investigators).

To assist reviewers in assessing the competence and experience of personnel who expect to work on the project in a significant fashion (e.g. expectation of co-authorship on ensuing publications) the following should be included:

- **Curriculum Vita (CV).** 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 given, or personal data such as birth date, marital status or community activities.
- **Publications List.** A list of all publications in refereed journals during the past five years, including those in press should be provided for each project member for whom a CV is provided. List only those non-refereed technical publications that have relevance to the proposed project.

A reminder page has been entered on the template to remind you to include the Curriculum Vita and Publications Listing following the Collaborative Agreements Section.

g) CURRENT & PENDING SUPPORT FORM (CSREES-663)

All pre-plans of work must contain a completed Current and Pending Support Form (CSREES-663) listing other current public or private support to which key personnel identified in the pre-plan has committed portions of their time. 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.

A reminder page has been entered on the template to remind you to include the CSREES-663 Form.

h) COOPERATIVE AGREEMENT BUDGET FORM (REE-454)

Please complete the Cooperative Agreement Budget Form (REE-454) columns titled “ARS to Reimburse” and “Cooperator Contributions”. Annual budgets are also required if submitting a multi-year plan.

Funding will be provided as either Non-Assistance Cooperative Agreements (NACA) to cooperating non-ARS institutions (overhead cannot be included) or direct fund transfers to ARS participants. No funds will be provided for PI or Co-PI salaries.

A PI is defined as the lead scientist(s) on the project who is a full time employee of USDA-ARS or a cooperating institution. Postdoctoral associates, graduate students, undergraduate students, and technical support staff are not considered Principal Investigators.

Additionally, funds provided through Non-Assistance Cooperative Agreements cannot be used for purchase of non-expendable items of greater than \$5,000 in value. Sclerotinia Initiative funds will be approved for travel only to domestic Sclerotinia related meetings and workshops, and for Sclerotinia research activities.

The Cooperator’s contribution must be no less than 20% of the funded amount of the agreement, of which 10% of the 20% must be in direct costs.



h) COOPERATIVE AGREEMENT BUDGET FORM (REE-454) Cont'd

Cooperator's contribution Cont'd: Resource contribution of the Cooperator shall consist of a sufficient amount of itemized direct costs to substantiate a true stake in the projects as determined by the ADO. The Cooperator's must be maintained at 20% of the Federal funding throughout the life of the Cooperative Agreements. (Bulletin 04-154, Subpart B, Section 23.b(1).

For questions regarding Non-Assistance Cooperative Agreements, please contact Marcie Currie-Gross, USDA-ARS, Ft. Collins, CO; 970-492-7022; marcie.currie-gross@ars.usda.gov

i) BUDGET JUSTIFICATION

Include a 1-2 page Justification for each of the budget items.

j) SYNOPSIS

A page with title and a one paragraph synopsis of the pre-plan of work should be attached after the budget justification. This will be a non-confidential document that would become part of a database of research created as a result of the Sclerotinia Initiative.

3) SUMMARY & NACA INFORMATION

This information is required for ARS administrative staff to enter agreement information into the ARIS system. Please ensure information listed below for each item is adhered to:

- **Objective:** *(Limited to 3200 characters including spaces.)*
- **Approach:** *(Limited to 3200 characters including spaces.)*
- **Statement of Mutual Interest:** *(Please provide information in red, all other data in this section is canned language required in the NACA and should not be altered).*
- **Mutual Agreements:** *(Please provide information in red, all other data in this section is canned language required in the NACA and should not be altered).*
- **Cooperator Agrees to:** *(Canned language, should not be altered).*
- **ARS Agrees to:** *(Canned language, should not be altered).*