



AES Competitive Grants FY 2016 Request for Proposals

Deadline: 9/14/2015 to Dept. Heads/Chairs

Eligibility: UW faculty and extended term academic professionals with independent research programs.

The mission of the College of Agriculture and Natural Resources is to serve the educational and information needs of students, Wyoming citizens, and the global scientific community. This mission is carried out through the college's tripartite functions: higher education (instruction), discovery of knowledge (research), and dissemination of knowledge (outreach). The college's research and outreach programs are issue-oriented and focus on agricultural sustainability and profitability, natural resource management, and family and community resources.

The Wyoming Agricultural Experiment Station (AES) requests research proposals, integrated with education and/or outreach, that address strategic issues facing Wyoming. Eligible applicants include UW faculty and extended term academic professionals with independent research programs. Post-doctoral researchers/fellows are not eligible. The purpose of the AES Competitive Grants Program is to encourage discovery and transfer of knowledge to achieve the long-term national priorities listed below. Proposals must convincingly show how results will assist in meeting the following USDA National Institute of Food and Agriculture (NIFA) priorities:

1. **Global Food Security and Hunger** – Boost U.S. agricultural production, improve global capacity to meet the growing food demand, and foster innovation in fighting hunger by addressing food security.
2. **Climate Change** – Generate knowledge to develop an agriculture system that maintains high productivity in the face of climate changes. This will help producers plan for and make decisions to adapt to changing environments and sustain economic vitality, and take advantage of emerging economic opportunities offered by climate change mitigation technologies.
3. **Sustainable Energy** – Contribute to the goal of energy independence by developing clean and renewable energy technologies, designing sources of bio-energy production, and producing value-added bio-based industrial products.
4. **Childhood Obesity, Nutrition, and Health** – Ensure that nutritious foods are affordable and available, and provide guidance so that individuals and families are able to make informed, science-based decisions about their health and well-being.
5. **Food Safety** – Reduce the incidence of food-borne illness and provide a safer food supply by addressing and eliminating causes of microbial resistance to contaminants, educating consumer and food safety professionals, and developing food processing technologies to improve safety.
6. **Rangeland and Forest Ecosystems** – Protect and enhance the natural resource base associated with rangelands and forest ecosystems. Provide science-based knowledge and education on the sustainability of natural resource systems that support economic use and long-term health of the system.

Special consideration will be given to projects that:

- address one or more objectives listed in the *Production Agriculture Research Priorities* document (www.uwyo.edu/uwexpstn under Important Links);
- include research conducted at AES Research and Extension Centers;
- are multi-departmental and/or demonstrate multi-college efforts;
- have principal investigators who are untenured faculty;

but not to the exclusion of high quality research.

This program is intended to enhance the competitiveness of AES research by providing seed grant funds to establish the validity of novel exploratory ideas as a basis for further funding. It is not intended to supplement funding of well-established projects. Principal investigators of funded projects are expected to seek external funding during the period of funding by AES. Proposals with principal investigators who have been previously funded by this program in the past three years must provide information on external funding pursued and secured to continue the initial research.

SUBMITTING A PROPOSAL

Failure to follow formatting and guidelines is grounds for rejection: proofread your proposal carefully.

Submit the proposal to your department head/chair electronically in a *single PDF file* no later than 5pm, Monday, September 14, 2015. Department heads/chairs must forward the single PDF file to aes@uwyo.edu no later than 5pm, Tuesday, September 15, 2015.

Funding: Funding for this program is largely provided through formula grants received from the National Institute of Food and Agriculture (NIFA). Accordingly, projects receiving funding through the AES Competitive Grants Program must focus on NIFA priorities. *Failure to convince reviewers, panelists, or NIFA, that the application meets NIFA priorities will result in immediate disqualification.* Projects must be approved by NIFA before funds will be released. Annual reports, yearly Field Days Bulletin reports, and a termination report will be required for approved projects. Funds must be spent according to the budget parameters documented in the proposal budget pages and budget justification.

Assurances: Assurances must be obtained before the start of any research project that requires IACUC, IRB, or IBC review. To ensure approval is obtained before the project is submitted to NIFA, investigators must submit appropriate forms no later than the date of the proposal submission deadline. Forms are available on the Office of Research and Economic Development website (www.uwyo.edu/research) under Compliance: Animal Care or Human Subjects; IBC documents can be found on the EHS website at www.uwyo.edu/ehs/programareas/biologicalsafety/institutionalbiosafetycommittee.html.

Proprietary Information: For those investigators proposing research that may lead to patentable inventions please note the following instruction: Each page of the proposal that contains potentially proprietary information should have the following header placed in **BOLD** and **CAPITAL LETTERS**: **“THIS PAGE CONTAINS UNIVERSITY OF WYOMING CONFIDENTIAL/PROPRIETARY INFORMATION.”** In addition, it is the author’s responsibility to inform AES that the proposal may contain potentially confidential and proprietary information in the letter transmitting the grant application to the UW AES office.

Investigator Financial Interest Disclosure: Federal regulations require that investigators disclose any significant financial interest that may present an actual or potential conflict of interest related or associated with externally sponsored projects. The *Financial Interest Disclosure* form explains who is covered and what must be disclosed. It can be found on the Research Office Compliance page at www.uwyo.edu/research/compliance/conflict%20of%20interest/index.html.

FORMAT FOR PROPOSALS

Use one-inch margins, single spacing, and font size no smaller than 11 point in a standard font such as Times New Roman. Figures, tables and captions may use no smaller than 9 point font. **Your proposal must include the following sections and may not exceed the page limits indicated for each section:**

1. Cover Page: Cover page template is provided at the end of this section.

2. (a) Non-technical Summary, (b) Major Goal and Objectives, (c) Rationale (including review of previous work), (d) Expected Significance, and (e) Future Funding (4 pages): a) In one or two succinct paragraphs (150-200 words max), summarize the importance of your project and its basic approach using non-technical language; b) State the major goals and specific objectives of the research; c) Explain the current issue or problem the research addresses and its importance. Include reasons for undertaking the project with special emphasis on how it fits within the context of previous work in the field. Preliminary data/results, if available, should be included in this section; d) The expected significance to one or more of the NIFA priorities *must* be included in this section. *Failure to convince reviewers, panelists, or NIFA that the application meets NIFA priorities will result in immediate disqualification;* and e) Include a paragraph describing how additional funding will be pursued to continue research beyond the AES seed grant.

3. Methods, Pitfalls and Limitations (3 pages): Give a detailed and complete description of the experimental methods and analysis related to the specific objectives of the proposal. Special attention should be given to potential pitfalls and limitations to the approach and to alternate methods that could address them.

4. Timeline (1 Page): Include a timeline for attainment of objectives and production of deliverables in the following format:

Task Name	2016				2017				2018			
	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4
task A												
task B												
task C												

5. Outreach Plan and Technology Transfer (1 page): Specific plans to disseminate the information should be included in this section. This plan should include likely publications, how the technology/information will be transferred to the appropriate audiences, and how the results will be used to address the Production Agriculture Research Priorities.

6. Cooperation and FTEs(1 page): Non-federal salary funds will automatically be used to satisfy the federal government’s dollar-for-dollar match. Therefore, *it is imperative to specify the amount of time in FTEs or full-time equivalent*** and the various roles and responsibilities for each project participant who will be contributing to the project. This section should also provide a clear statement of the interaction and collaboration of PIs during the project. *Example FTE table:*

Name	Dept./Affiliation	Role	SY/PY/TY/CY*	FTE**
Firstname Lastname	UW Plant Sciences	PI	SY	.10
Firstname Lastname	UW Botany	Co-PI	SY	.05
Firstname Lastname	UW Plant Sciences	Grad student (PhD)	PY	.50

***Scientist Year (SY):** Faculty and Extended Term Academic Professionals with independent research programs.

Professional Year (PY): Post Docs; Graduate Assistants; Research Specialists including Academic Professionals providing support to one or more faculty; Research Assistant or Associate; Instructor/Educator. **Technical Year (TY):** Lab Technicians; Farm Managers. **Clerical Year (CY):** Office or Farm Staff.

****Calculating FTEs:** 1.0 FTE = 100% full-time equivalent = 40 work hours in a week x 52 weeks in a year = 2,080 hours

Example1: 0.10 FTE = 2,080 hrs x .10 = 208 hrs; 208/40 = 5.2 weeks of full-time work

Example2: 26 weeks of full-time work = 40 hrs x 26 = 1,040; 1040/2080 = .50 FTE or 50% full-time equivalent

7. Budget Justification (1 page) and Budget Pages (templates provided at end of section): Funds must be spent according to the information provided in the proposal budget pages and budget justification. Therefore, budgets should accurately reflect anticipated project expenditures. *Funds must be spent within the timeframe indicated in the budget—extensions beyond the budget period indicated in the proposal must be approved by the AES director.*

Submit a separate budget sheet for each year of funding using the attached budget forms. The first budget year may begin as early as January if all assurances and approvals are in place; budgets for other years will run from October 1 to September 30. Funding for projects is limited to a maximum of \$90,000 or \$30,000/year for up to three years. The first nine months are eligible for the full budget amount of \$30,000. Summer salaries may not exceed 20% of the maximum annual budget (\$6,000/year) in any given year. Indirect costs are not allowed.

All equipment and salary items must be explained and justified in this section. Equipment purchases are limited to \$5,000. If funds for graduate assistantships are requested, include the insurance expense as salary. Graduate stipends are limited to the Office of Research and Economic Development minimums. ****Tuition and fees are not allowed.****

Proposals recommended for funding: An account will not be established until NIFA approves the project. Therefore, it is imperative to address how the proposed project addresses one or more of the NIFA priorities and to have in hand IACUC, IRB, or IBC approval before the project is submitted to NIFA.

8. Literature Cited: Provide a list of references cited.

9. Key Person Profile (no more than 3 pages per person): Provide a short biographical sketch for each investigator. In addition to the normal summary data, each investigator should include a list of relevant research publications and a summary of other funding received for the past three years.

REVIEW OF APPLICATIONS

Project proposals undergo a very rigorous review process. A review panel will technically evaluate proposals. In addition, written comments will be solicited from *ad hoc* peer reviewers. Review panel and *ad hoc* reviewer comments will be presented and discussed before a proposal is recommended for funding.

Suggested Reviewers: Investigators are encouraged to submit a list of suggested reviewers as well as a list of reviewers who they would like to avoid having evaluate their proposal. Reviewers will be selected based upon their training and experience in relevant scientific, extension, or education fields. Reviewers may also be experts who can assess relevance of the proposals to the target audiences.

Questions?

Contact Joanne Newcomb in the AES office at jnewcomb@uwyo.edu or 307-766-3667.

UW College of Agriculture and Natural Resources
AES Competitive Grants Program

COVER PAGE – FY 2016

Failure to follow instructions may disqualify your proposal from consideration.

1. Project title: _____
2. PI/Co-PIs: _____
3. PI telephone: _____ 4. PI email: _____
5. Location(s) of study: _____
6. Project duration: begin date to end date
7. Total Funds Requested: _____

8. Investigator Financial Interest Disclosure: Federal regulations require that investigators disclose any significant financial interest that may present an actual or potential conflict of interest related or associated with externally sponsored projects. The *Financial Interest Disclosure* form (available at www.uwyo.edu/research/compliance/conflict%20of%20interest/index.html) explains who is covered and what must be disclosed. After reviewing the requirements, the principal investigator has determined that:

- No potential conflict of interest exists for this project (no form required).
- Yes, the project does involve an individual/organization/company with whom the principal investigator(s), members of the PI's immediate family, or other project participants maintain a business relationship. Attach the completed *Financial Interest Disclosure* form.

9. Have you or any of your co-PIs previously submitted this proposal to the AES Competitive grants program? If yes, please indicate the date(s) submitted. Projects submitted more than 3 times will not be accepted for review.

10. Have you or any of your co-PIs received an AES Competitive grant in the past three years? If yes, please list the a) dates, b) award amounts, c) project titles, d) PIs/Co-PIs, e) additional proposals submitted and funding received to continue research related to the project. You may continue this section on another page if necessary.

Annual Budget Request¹ – Year One, 2016

Project Title: _____

Total Funds Requested: _____

	Budget Period: January 1 – June 30
Items	Funds Requested
A. Salaries	
1. Faculty summer salary ²	
2. Research associates, etc.	
3. Graduate students* (see table)	
4. Student labor	
B. Supplies	
C. Travel	
D. Publication/dissemination costs	
E. Other direct costs ³	
F. Total (budget period Jan-June)	

	Budget Period: July 1 – September 30
Items	Funds Requested
A. Salaries	
1. Faculty summer salary ²	
2. Research associates, etc.	
3. Graduate students* (see table)	
4. Student labor	
B. Supplies	
C. Travel	
D. Publication/dissemination costs	
E. Other direct costs ³	
F. Total (budget period July-September)	

Total year one budget: _____

¹ Prepare one budget page for each year of requested funding. Year 1 budget will include January 1-June 30 (if all assurances are received and approved by NIFA) and July 1-September 30. Budgets for Years 2 and 3 will include October 1-June 30 and July 1-September 30.

² Limited to 20% of the maximum annual budget or up to \$6,000. Do not include fringe. Fringe benefits are paid from central administration and should not be included in funds requested.

³ Please explain all "Other" costs in budget justification narrative (equipment purchases must not exceed \$5,000 total).

Annual Budget Request¹ – Year Two, 2016-2017

	Budget Period: October 1 – June 30
Items	Funds Requested
A. Salaries	
1. Faculty summer salary ²	
2. Research associates, etc.	
3. Graduate students* (see table)	
4. Student labor	
B. Supplies	
C. Travel	
D. Publication/dissemination costs	
E. Other direct costs ³	
F. Total (budget period Oct-June)	

	Budget Period: July 1 – September 30
Items	Funds Requested
A. Salaries	
1. Faculty summer salary ²	
2. Research associates, etc.	
3. Graduate students* (see table)	
4. Student labor	
B. Supplies	
C. Travel	
D. Publication/dissemination costs	
E. Other direct costs ³	
F. Total (budget period July-September)	

Total year two budget: _____

¹ Prepare one budget page for each year of requested funding. Year 1 budget will include January 1-June 30 (if all assurances are received and approved by NIFA) and July 1-September 30. Budgets for Years 2 and 3 will include October 1-June 30 and July 1-September 30.

² Limited to 20% of the maximum annual budget or up to \$6,000. Do not include fringe. Fringe benefits are paid from central administration and should not be included in funds requested.

³ Please explain all "Other" costs in budget justification narrative (equipment purchases must not exceed \$5,000 total).

Annual Budget Request¹ – Year Three, 2017-2018

	Budget Period: October 1 – June 30
Items	Funds Requested
A. Salaries	
1. Faculty summer salary ²	
2. Research associates, etc.	
3. Graduate students* (see table)	
4. Student labor	
B. Supplies	
C. Travel	
D. Publication/dissemination costs	
E. Other direct costs ³	
F. Total (budget period Oct-June)	

	Budget Period: July 1 – September 30
Items	Funds Requested
A. Salaries	
1. Faculty summer salary ²	
2. Research associates, etc.	
3. Graduate students* (see table)	
4. Student labor	
B. Supplies	
C. Travel	
D. Publication/dissemination costs	
E. Other direct costs ³	
F. Total (budget period July-September)	

Total year three budget: _____

¹ Prepare one budget page for each year of requested funding. Year 1 budget will include January 1-June 30 (if all assurances are received and approved by NIFA) and July 1-September 30. Budgets for Years 2 and 3 will include October 1-June 30 and July 1-September 30.

² Limited to 20% of the maximum annual budget or up to \$6,000. Do not include fringe. Fringe benefits are paid from central administration and should not be included in funds requested.

³ Please explain all "Other" costs in budget justification narrative (equipment purchases must not exceed \$5,000 total).

*GRADUATE STUDENT BUDGET INFORMATION

—Tuition and fees are NOT ALLOWED—

1. Graduate student stipends:

Limited to the \$1342/month for MS students and \$1865/month for PhD students.

2. Graduate student health insurance costs:

YEAR 1		
Stipend Period	Budget Period to include costs in	Amount
Spring + Summer	January 1-June 30	\$1048 covers spring + summer
Summer only	July 1-September 30	\$408 if no spring payment was made.*
Fall only	July 1-September 30	\$708 if no full year payment is made
Full year	July 1-September 30	\$1756 full year covers fall through summer
YEARS 2 and 3		
Stipend Period	Budget Period to include costs in	Amount
Fall only	October 1-June 30	\$708 if no full year payment was made
Spring + Summer	October 1-June 30	\$1048 if no full year payment was made
Summer	July 1-September 30	\$408 if no spring or full year payment was made.*
Full year	July 1-September 30	\$1756 full year covers fall through summer

Example: A Masters student will start on the project on July 1 in the summer of Year 1, and then continue full-time for the next two years graduating in May.

	Budget Period to include costs in	Amount	Description
Year 1: 2016	7/1-9/30	\$4,026	Stipend (3 months) 7/1/16-9/30/16
		\$272	Insurance for 2 months in summer 7/ 1/16-8/31/16 *
		\$1,756	Insurance for full year: Fall semester 9/1/16 through Summer semester 8/31/17
Year 2: 2016-17	10/1-6/30	\$12,078	Stipend (9 months) 10/1/16-6/30/17
	7/1-9/30	\$4,026 \$1,756	Stipend (3 months) 7/1/17-9/30/17 Insurance for full year: Fall semester 9/1/17 through Summer semester 8/31/18
Year 3: 2017-18	10/1-6/30	\$10,736	Stipend (8 months) 10/1/17-5/30/18 Student graduates in May.

*The University does not offer a health insurance package for the summer only. Summer health insurance is available at a monthly rate of \$136.