



AES Competitive Grants FY 2017 Request for Proposals

Deadline: 9/12/2016 to Dept. Heads/Chairs

Eligibility: UW College of Agriculture 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 informational 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. **Eligibility of lead principle investigators is limited to UW College of Agriculture and Natural Resources faculty and extended term academic professionals with independent research programs.** Proposals demonstrating collaborations within the college, across the University of Wyoming, and with other institutions is strongly encouraged. Temporary professionals such as post-doctoral researchers/fellows are not eligible to serve as lead PIs.

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.

Funding rates in previous years have been as high as 25%, however, funding is expected to drop to 5% this year. Therefore, special consideration will be given to high-quality proposals that:

- are multi-departmental and/or demonstrate multi-college efforts;
- support a graduate student;
- address an issue facing farm and/or ranch industries;
- 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;
- have principal investigators who are untenured faculty.

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.***

Expectations for funded PIs

- Principal investigators 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/secured to continue the initial research.
- PIs of funded projects are expected to acknowledge source of funding. For example, NIFA capacity funds would be acknowledged as follows:

"This material is based upon work that is supported by Wyoming Agricultural Experiment Station funding provided through the National Institute of Food and Agriculture, U.S. Department of Agriculture, [funding program] under # [project accession/identifier]."
- Annual reports, yearly Field Days Bulletin reports, and a final report are required. Failure to comply with reporting requirements may result in termination of funding.

SUBMITTING A PROPOSAL

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

Deadlines: Submit the proposal to your department head/chair electronically in a **single PDF file** no later than 5pm, Monday, September 12, 2016. Department heads/chairs must forward the single PDF file to aes@uwyo.edu no later than 5pm, Tuesday, September 13, 2016.

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 disqualification.* Projects must be approved by NIFA before funds will be released. 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 Risk Management website at <http://www.uwyo.edu/risk/environment-and-occupational-health/program-areas/biological-safety/institutional-biosafety-committee.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.”**

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 to, 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 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 analyses 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	2017				2018				2019			
	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; research workers responsible for independent scientific study. **Professional Year (PY):** Statistician, Analyst, Department Head, Dean . **Technical Year (TY):** Lab Technicians; Farm Staff; Skilled Trades. **Administrative Year (AY):** Office or Clerical 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 \$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 (no page limit): 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 2017

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, include the following:

- a) Date(s) previously submitted (projects submitted more than 3 times will not be accepted)
- b) An explanation of how previous reviewers comments have been addressed in the current proposal (1 page max.)

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.

Budget Request¹

Project Title: _____

YEAR ONE	Budget Period: 1/1/17-9/30/17
A. Salaries	\$
1. Summer salary ²	\$
2. Research associates, etc. ³	\$
3. Graduate students* (see table below)	\$
4. Student labor ⁴	\$
B. Supplies	\$
C. Travel	\$
D. Publication/dissemination costs	\$
E. Other direct costs ⁵	\$
F. Total Year 1 (max \$30,000)	\$

YEAR TWO	Budget Period: 10/1/17-9/30/18
A. Salaries	\$
1. Summer salary ²	\$
2. Research associates, etc. ³	\$
3. Graduate students* (see table below)	\$
4. Student labor ⁴	\$
B. Supplies	\$
C. Travel	\$
D. Publication/dissemination costs	\$
E. Other direct costs ⁵	\$
F. Total Year 2 (max \$30,000)	\$

YEAR THREE	Budget Period: 10/1/18-9/30/19
A. Salaries	\$
1. Summer salary ²	\$
2. Research associates, etc. ³	\$
3. Graduate students* (see table below)	\$
4. Student labor ⁴	\$
B. Supplies	\$
C. Travel	\$
D. Publication/dissemination costs	\$
E. Other direct costs ⁵	\$
F. Total Year 3 (max \$30,000)	\$

GRAND TOTAL FUNDS REQUESTED	\$
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- 1 Prepare an annual budget for each year of requested funding. Year 1 budget will include January 1-September 30 (if all assurances are received and approved by NIFA); Years 2 and 3 will include October 1-September 30.
 - 2 Tenure track or extended term academic professionals with independent research programs limited to 20% of the maximum annual budget or up to \$6,000/year. Do not include fringe—fringe benefits are paid from central administration and should not be included in funds requested.
 - 3 Benefited temporary employees include fringe rate of 49.863%; Part-time non-benefited employees include fringe rate of 8.413%.
 - 4 Workers compensation is 0.606% for each student worker.
 - 5 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 Research Office guidelines: \$1342/month for MS students and \$1865/month for PhD students.

2. Graduate student stipend and health insurance costs¹:

Period	Health Insurance	Stipend: Masters	Stipend: Doctoral
Full year	\$1756 includes summer	\$16,104	\$22,380
Academic year	\$1756	\$12,078	\$16,785
Fall only	\$708	\$6,039	\$8,393
Spring	\$1048	\$6,039	\$8,393
Summer ²	included in spring payment	\$4,026	\$5,595

¹ Based on 2016-2017 rates—please check the Research Office webpage for updated information:

<http://www.uwyo.edu/research/proposal%20development/proposal-tool-kit/graduate-assistantships.html>

² If not prepaid in Spring, Summer health insurance is available at a rate of \$146 per month.

Example: A Masters student will start on a project June 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	Description
Year 1	1/1/17-9/30/17	<ul style="list-style-type: none"> ✓ \$438: Insurance for 3 months in summer (6/ 1/17-8/31/17) ✓ \$4,026: Stipend for summer (6/1/17-8/31/17) ✓ \$1,756: Insurance for full year (Fall semester 2017 through Summer semester 2018) ✓ \$16,104: Stipend for full year (Fall semester 2017 through Summer semester 2018)
Year 2	10/1/17-9/30/18	<ul style="list-style-type: none"> ✓ \$1,756: Insurance for academic year (Fall semester 2018 through Spring semester 2019) ✓ \$12,078: Stipend for academic year (Fall semester 2018 through Spring semester 2019)
Year 3	10/1/18-9/30/19	<ul style="list-style-type: none"> ✓ none