

NORTHWEST CENTER FOR SMALL FRUITS RESEARCH

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2016 REQUEST FOR APPLICATIONS (RFA) & REPORTS

May 18, 2016

To: Chairs of Departments with Research Programs on Small Fruits, Research and Extension Center Directors, and University and USDA-ARS Small Fruit Researchers

From: Philip Gütt, Program Coordinator on behalf of USDA ARS

Subject: 1) Research Grant Request for Applications (RFA) **Deadline Friday, 7/1/16, 12:00 pm PDT**
2) Funded Research Reports **Deadline Friday, 7/1/16, 12:00 pm PDT**

Documents: A list of research priorities and all documents required to submit your proposals are now available at www.nwsmallfruits.org/rfa.html

This letter is a Request For Applications for FY 2017 funding for small fruits research from the Northwest Center for Small Fruits Research (NCSFR), funded by the USDA Agricultural Research Service (ARS).

Any questions related to preparation of applications and reports should be directed to Philip Gütt at pnwa@comcast.net (541-758-4043).

Maximum funding allowed under this program is **\$50,000** per year. Proposals can be multi-year projects up to three years in duration, but funding is available on a year-by-year basis. If a project is funded for one year, there is no guarantee that funds will be available for subsequent years. In some years, highly-ranked proposals have received funding for more than one year, with multi-year funding released in the first year. It is anticipated there will be approximately **\$750,000** available in the grant pool through NCSFR for research projects this year.

Please Note: The Center is encouraging one, two and three-year proposals this year with the goal of funding an equal number of each. This will allow us to put out an RFA and have new projects funded every year.

Independent/Private Industry Researchers & USA Requirements

If you are an independent/private industry Principal Investigator, in order to be eligible for funding consideration you must meet the following criteria:

1. For ARS funding eligibility, your proposals must have a USDA-ARS researcher as either Co-PI or Cooperator.
2. Proposals cannot be accepted from researchers outside the United States.

Thank you for your assistance and good luck with your proposals.

FIRST YEAR PROPOSALS: SUBMISSION GUIDELINES

We are seeking proposals in the following areas: Genetics, Production/Physiology, Pest Management, Wine Processing, and Berry & Grape Processing.

- Submit one complete Hard Copy with all required support documents to Northwest Center for Small Fruits Research 4845 B SW Dresden Ave. Corvallis, OR 97333.

Note: Before submission, all proposals from universities must first go through their Ag Experiment Station office for approval and include any required signatures. OSU proposals must also go through the OSU research office.

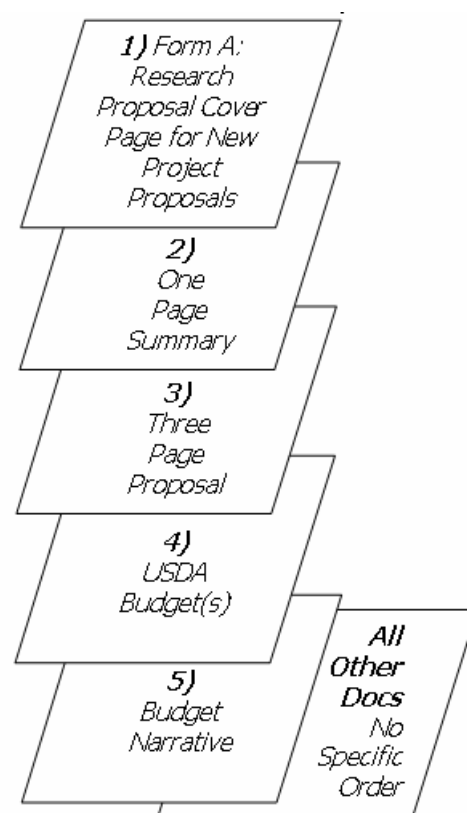
- Plus, email an Electronic Copy of your proposal to pnwa@comcast.net. Email only the following documents:
 - 1) Proposal Cover Page (MS Word Format only)
 - 2) 3-Page Proposal (MS Word Format only)
 - 3) Budget Form (MS Excel Format)
 - 4) Budget Narrative (MS Word Format only)
 - 5) Short CV, up to two pages, plus list of peer reviewed publications **2012** and later.
 - 6) Your institution's signed transmittal form or signed authorized official transmittal memo (PDF format)

In order to be considered for funding, both electronic and hard copy proposals must be received by the above date.

The first set of documents listed below (#'s 1-5) must be in the following order: (see diagram →)

1. **Form A: Research Proposal Cover Page:**
2. **Summary:** Up to one-page in reader-friendly non-scientist / layperson language including areas relevant to peer review.
3. **Proposal:** Proposals should not exceed three pages with one inch margins and Times Roman 11 point or larger font. Proposals should be concise and convey all expected elements. For multiple year projects, provide a multiple year plan of work. Include references separately.
4. **USDA Budget Form(s):** For multiple year projects, provide a budget for each year.
5. **Budget Narrative:** On a separate document, provide a concise description of what each spending line reflects (See p. 3 for more)
6. **References**
7. **Cooperators:** Provide details on the contribution each Cooperator will make to your proposed project.
8. **CV** Up to two pages for each PI including peer reviewed publications for the last five years.
9. **USDA Assurance Statement Form**
10. **Proposal Transmittal Form:** Your institution's signed transmittal form (or signed authorized official transmittal memo).
11. **Approval Signatures:** As required from your institution.

Proposal pages must be arranged in this order to be accepted



Proposals should not exceed three pages with one inch margins and Times Roman 11 point or larger font. Proposals should be concise and convey all expected elements. For Multiple Year Projects, provide a multiple year plan of work. Include references separately.

1. Project Title
 2. Name and unit of principal investigators and cooperators, institution, and state.
 3. Specific objectives to be achieved during this year along with which specific official listed priority, or lack thereof, you will be addressing.
 4. Comprehensive statement describing the procedures proposed to fulfill the stated objectives including: techniques, possible pitfalls, and means by which data will be analyzed.
 5. Justification: short statement of the problem, magnitude of problem, importance of work and current research.
 6. Literature review: very brief summary of recent notable publications.
 7. Expected output and expected results, expected beneficial impacts, and how results will be disseminated.
 8. A description of facilities and major instrumentation and equipment currently available for the proposed research project which would be deemed unique for completing the project objectives.
 9. Research timetable of proposed milestone events during funded year.
 10. Please fill out and include the NIFA Assurance Statement with your proposal whether or not your project involves live vertebrate animal subjects, recombinant DNA, or human subject interviews, surveys or taste panels. Please gain clearances from the appropriate university review board.
- **Budget:** Submit a budget for each year, plus a summary budget of all requested years required to complete the stated objectives, using the budget forms provided. Remember, no Tuition or Facilities and Administrative Costs (formerly called “Indirect Costs”) are allowed since this is a USDA Special Grant. Also, no funds may be used for renovation of research spaces, purchase of fixed equipment, or the planning, repair, purchase or construction of a building or facility.
 - **Budget Narrative:** On a separate document, provide a fully itemized summary detailing the items listed below using the bolded headings. Only one document is necessary as long as each year of your proposal is clearly distinguished in the document.
 1. **Salaries** - list the number of personnel for each category with the number of months to be funded by this request, monthly salary rate, and OPE rate for each individual.
 2. **Non-Expendable Equipment** - non-expendable items over \$5,000.
 3. **Materials and Supplies** - list all items and include approximate dollar amounts for lab, office, and field supplies and materials; including computers, programs, and accessories. If there is a substantial amount for this category, please include as much detail as possible.
 4. **All Other Direct Costs** - this category includes: machine repair and maintenance services, printing, mailing, telephone, fax charges, contracted services, and space rental. The costs for each item must be separated out, i.e., not lumped together. All testing services must be listed as number of tests, cost per test, and total cost for the tests.
 5. **Budget Justification** and description for each item of non-expendable equipment proposed for purchase.
 6. **Subcontract** - If the project includes a subcontract which would transfer financial assistance, include a detailed budget on the budget forms provided for all years, plus a summary form for all years, evidence that the collaborators have agreed to render services (letter of collaboration), and an explicit work statement describing expected outputs.
 7. **Travel** - Description and relationship to objectives of all travel costs, broken down by: domestic travel to research sites, and domestic travel to professional meetings. If international travel is requested, the specific purpose of the travel, a brief itinerary, dates, and estimated cost must be provided for each trip.

Evaluation Criteria: Please see Appendix A at the end of this document. The evaluation criteria will be used in reviewing first year applications submitted in response to this RFA.

ALL CURRENTLY FUNDED PROJECTS

RESEARCH REPORTING REQUIREMENTS - **Deadline Friday, 7/1/16, 12:00 pm PDT** (2014 Peer Review, 2015 Funded, 2016 Conference Reporting)

All pertinent information and required forms are available online at www.nwsmallfruits.org/rfa.html

For All Researchers Who Received NCSFR Grant Funding Last Year (2015)

- 1) Please review the list below of Required Reports
- 2) Look for your project(s) on the “Funded Projects List” which will be posted online at

www.nwsmallfruits.org/rfa.html

REQUIRED REPORTS

Grant Recipients

1st, 2nd & 3rd year funding with projects that are not yet completed are required to submit the following:

- 1) Reports & Abstracts: Fill out the “Research Reporting Form”. Please fill out the form, i.e., insert text into the form. Do not write your report on a separate sheet. **(no PDFs)**
- 2) Research Impact Statement: Fill out the “Research Impact Statement Form” **(no PDFs)**

Please submit electronic copies of all the above materials by email to pnwa@comcast.net **(no PDFs)**

- 3) Poster for Poster Session at Annual Conference - Researchers are required to be present at the conference to present their poster (**Deadline is the Annual Conference in the fall**)

APPENDIX A

FIRST YEAR PROPOSALS: EVALUATION CRITERIA

The following evaluation criteria will be used in reviewing first year applications submitted in response to this RFA.

1. Objectives. (30 points maximum)

- A. _____ (10 points) Research activities directly address objectives. Application reviews relevant prior knowledge.
- B. _____ (10 points) Coherence of the research activities and deliverables.
- C. _____ (10 points) Adequacy and relevance of outreach plan.

2. Quality of Proposal and Procedures. (40 points maximum)

- A. _____ (10 points) Scientific merit, i.e., justification well described, of the proposal.
- B. _____ (10 points) The application's methodology, approach and procedures are appropriate to project objectives.
- C. _____ (5 points) Involvement of appropriate, relevant expertise. Breadth and depth of team expertise in the proposed field(s) of activity. If applicable, the plans for collaboration and communication among the scientists. The details of how the team and the proposed research will be managed.
- D. _____ (5 points) The need for the funds requested and the justification of the line items in the budget sections.
- E. _____ (5 points) Likelihood of making significant progress towards the stated objectives within a 3 year period.
- F. _____ (5 points) Analysis proposed and well described.

3. Priority Rating. (30 points maximum)

- A. _____ (15 points) Proposal describes research on the stated priority needs of small fruits research.
- B. _____ (5 points) Proposal describes research on multiple stated priority needs of small fruits research. (If the proposal addresses more than one commodity or technical area, estimate how the overall project addresses the current priorities.)
- C. _____ (10 points) Application includes sufficient details substantiating that project is directed to current priorities.