Request for Proposals for the NAES Priority Grant Program:
Hatch, McIntire-Stennis, and Multi-State

Full Proposals due November 3, 2014

The Nevada Agricultural Experiment Station (NAES) annually receives and distributes funds that support statewide research activities. These research activities have, over many years, resulted in substantial and important results that have benefited a wide variety of clientele. It is the goal of the NAES to be even more effective and efficient in its mission of providing cutting-edge basic and applied research findings that benefit the agricultural community of the state and nation. There are three critical components in this effort. The first is identifying and prioritizing areas of research emphasis. The second is designing effective and focused research programs to address these priorities. The third is utilizing the fiscal resources of the NAES as effectively as possible to carry out this research. Each of these components is discussed in more detail below.

Research Priorities: Funding to support research by NAES scientists is provided through a partnership between the federal government (USDA NIFA) and the state. Thus, the research priorities of the NAES must reflect both state and national priorities that fall under the broadest definition of "agriculture." Furthermore, since the fiscal resources of the NAES are limited, the research priorities must be similarly limited. Hence, the process utilized to arrive at these priorities is a particularly important one.

In order to align with the NIFA priorities, NAES identified the following research priorities for this funding cycle:
> ➢ Air, Land and Water Degradation
> ➢ Animal/Human Nutrition and Health
> ➢ Drought
> ➢ Fire
> ➢ Sage Grouse
> ➢

In addition, climate change and food production are cross cutting and either impact or are impacted by the priority issues.

Effective research programs that target important scientific questions are dependent upon multi-disciplinary, multi-investigator approaches that utilize a broad base of expertise to address critical issues. This is an NAES priority and this year's funding will be primarily directed toward multi-disciplinary collaborations that are focused on critical issues for the state.

Priorities will be given to:
Proposals for Research Collaborations up to 3-5 years in duration that address one of the targeted priorities of the NAES Priority Grant Program listed above. Emphasis will be on collaborative research projects that include one or more of the following:
- Interdisciplinary proposals between faculty members from more than one CABNR Department
- Interdisciplinary proposals between faculty in CABNR and other UNR departments and/or Federal and State Agencies
- Integrated proposal between faculty in CABNR/NAES and UNCE
- Multi-state research projects between CABNR/NAES faculty and faculty from other Universities.
- Graduate student education support

PI Eligibility:
The PI (s) must hold a current NAES tenure track faculty appointment. UNR faculty outside of CABNR, faculty from other Universities, and those from Federal or State agencies are eligible to be Co-Investigators on the proposal.

Funding Restrictions:
Proposals must support research of an enrolled graduate student working towards an advanced degree at UNR or a post-doctoral fellow.   No funding (no overload/offload) may be requested for faculty PI, Co-PIs or participant salaries.
Personnel funding is restricted to positions within CABNR/NAES, including students. Requests for personnel funding outside of these parameters must be compelling and fully justified for an exception to be considered.

Evaluation criteria will include relevance of proposed research to NAES research priorities, scientific makeup and interdependence of proposed collaboration, potential of research team to accomplish proposed research objectives during timeframe listed, budget requested, and quality of science.

PROPOSAL CONTENT

Hatch Proposals:
Budget with Justifications
Technical Summary (500 words or less)
Non-Technical Summary (500 words or less)
Project Justification
Previous Work & Outlook
Hypotheses or Questions
Objectives (1,000 words or less)
Methodology
Tentative Schedule (1,000 words or less)
Publications & Dissemination (1,000 words or less)
Impact and Outcomes
Extramural Funding (1,000 words or less)
Personnel Arrangements (1,000 words or less)
Agency Cooperation (1,000 words or less)
References
Curriculum Vitae

Multi-State Proposals:
Same info listed in Hatch, plus
Multi-State Collaborations
Multi-State Appendix E

NOTE: use [Ctrl]+click to follow the links.

EVALUATION PROCESS AND DEADLINES

The proposal process begins with the submission of the research proposal through the web-based Personnel Management System. **Proposals for the NAES Priority Grant Program are due to the NAES no later than 5:00p.m., Monday, November 3, 2014.**

Proposals will be sent to department chairs for the initial review. The reviewing process entails inviting external reviews to evaluate the merit of the proposal. Applicants are given the opportunity to suggest reviewer candidates, but it is at your chair's discretion as to who actually reviews the proposal.

Departmental technical review will consist of obtaining a minimum of two (2) written reviews from outside the department, including an extramural reviewer with experience reviewing research proposals for national agencies. Your chair will be responsible for providing a:

> ➢ Ranking of the proposals
> ➢ Brief justification of the ranking
> ➢ Critique/evaluation from each individual reviewer that will be shared with the P.I.

The Director will obtain input to evaluate and rank the proposals on relevance of the proposed research to the stakeholders of the State of Nevada. The Director will construct the final ranking of all proposals with input from the Department Chairs and Stakeholders.

SUBMITTING PROPOSAL

1. GO TO https://naes.agnt.unr.edu/PMS/Default.aspx
2. **Log In** to the Personnel Management System (four elements are required)
   a. **Username**: your email address, listed on your departmental web site directory page.
   b. **Password**: If you do not remember your password, follow the link below the login box
      [Forgot your password? CLICK HERE].
      Supply your email listed on your departmental web site and a new password will be sent to that email address.
   c. **ARE YOU HUMAN**: you must enter the five characters provided to the left of this box.
   d. **Remember My Sign**-In: This will allow you return at a later time without logging in again. Note: you web browser must allow cookies for this to work.
   e. If you need more assistance logging into the system, maybe this short video will help: http://naes.agnt.unr.edu/pms/video/training/logging_on/

3. **Main Menu**: This page allows you to access multiple features associated with CABNR/NAES. Select the link [View '*Your Name'* Grant Proposals] located in section three.

4. **Grant Proposals:** You have a few options [Add New Grant], [Edit] existing, [View] existing, add [Reviewers], [Submit] existing OR [Copy Forward] a proposal that was rejected from previous years.

   a. If you are creating a new proposal, you will need to complete the first two steps of the process before the system saves your information.
      i. Type of Grant/Title/Investigators
      ii. General parameters
      iii. Budget section – does not need completing at this time, but your proposal initial information is now saved.

At the bottom of each page you will have the option of going to the next step or saving and exiting. On the right you will see the list of steps for the submission process. When in "**Edit"** mode this list will change to links to help you quickly navigate through the proposal, however, please note that using the quick links in the edit mode will **NOT SAVE** any newly added information, you must use a bottom button (either [Next Step] or [Save and Exit] to save added information). If you choose to save and exit, you may return to the proposal via #1-4 above -- select "**Edit**" on the left of the proposal name at the "Priority Grant Proposals" page.

After you've completed the last step (adding your REFERENCES and/or FIGURES & GRAPHIC) select [**Return to Main Menu].** This will return you to your "Priority Grant Proposals" home page. Once submitted you will no longer be able to edit the proposal. You will receive an email confirmation of proposal submission.

Description Boxes
One additional note: many of the fields that you will be required to fill out is referred to as a WYSWYG (**wiz**-ee-wig). This tool allows you to format your text, very similarly to word processing software. However, cutting and pasting from word processing software **does not convert perfectly**. My suggestion is to not put a lot of effort into formatting your work when creating your drafts using your word processor software. Wait until you have pasted into the WYSWYG to make formatting adjustments.

One very helpful section of the WYSWYG is the [Select All] and [Remove Formatting] icons.
By selecting all and then removing formatting, all text will be standardized to the same font size, color, spacing, etc. For more information on WYSWYG functions please visit: https://naes.agnt.unr.edu/PMS/ckeditor_help.aspx

STEP-BY-STEP INSTUCTIONS:

TYPE OF GRANT
Select Type of Grant
Hatch, McIntire-Stennis, or Multi-State

Click on button to select – only one type may be selected.

Add Proposed Title
For Hatch, and McIntire-Stennis, supply your own proposal title.

If you are applying for a Multi-State project type, select the appropriate title from the dropdown box.

Add Investigators
Your name will appear automatically as PI (You may edit this line by selecting [**Edit**] on the left and changing any category and then selecting [**Update**] on the left.)

Add other names by selecting [**Add a New CABNR Team Member**] and use the pull down menu to find the correct person. Select Co-PI or Participant, FTE percentage, Order of ranking, and then select [**Add Name**] on the left. Please note: only one individual can be listed as "PI."

IMPORTANT: All CABNR team members (including PIs) are allowed FTE that range from 10-50%, special permission is required for any person seeking greater than 50%.

To add team members not associate with the College, select [**Add Outside Team Members**] and fill in information on the individual. Outside Team Members cannot be listed as PI's.

PARAMETERS

1. Fiscal Year Begin Date – FY begin on July 1st of each year, (e.g., 7/1/2015)

2. Number of Years Requested Funding – range from 1 to 5 years

3. Project Integrated with Cooperative Extension – indicates participation with UNCE

4. Federal Assurance Requirements:
   a. Animals Involved? If yes, an animal committee approval (IACUC) is required before receiving funds.
   b. Human Subject Involved? If yes, a human subject committee approval (IRB) is required before receiving funds.
   c. Recombinant DNA Involved?

5. Field Station(s) Involved? Field station employees must be contacted before adding for verification of FTE available to expend on assisting with your project.

BUDGET

The budget page can be broken down into two sections: expenses and paid employees.

To add expenses (e.g. Equipment, Travel, Supplies, Publications, Consultants, Computers, etc.)
   1. Click on [Edit] for the corresponding year – this will open the edit fields
   2. Enter whole numbers into corresponding categories – no cents allow
   3. Click on [Update] to save data, or [Cancel] to escape edit mode

BUDGET *cont.*

IMPORTANT:
- Equipment is defined as tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit
- Foreign Travel is not covered on Animal Health, Hatch, McIntire-Stennis, or Multi-State projects
- Fuel expenses for field work is considered an operating expense NOT a travel expense

To add paid employees (e.g. classified, grad students, casual labor, LOAs, undergrad assistants)
- Click on [Add Paid Employees to Budget] – opens edit form
- Select position
- Add Gross Annual Salary
- Add a justification for the position
- Add FTE for each year of project (0-100)
- Click on [Save] to finish data entry for paid employee

IMPORTANT:
- NO summer salaries
- Grad Students require a minimum gross salary of $37,200 (12 month) or $31,000 (10 month)
- Grad Student are only allowed half time employment – FTE no greater than 50%
- Tuition is not an allowable expense from either our Federal or matching funds however it is provided as a benefit by NAES out of non-matching state funds. We would like to track this expense so we are asking that this is included in the designated area of the budget, if applicable.
- Do NOT include fringe anywhere in your budget. This is paid from a separate NAES account.

Select [Preview Budget] for an overview of budget with totals.

TECHNICAL SUMMARY

The project summary should include a brief description (500 words or less) of the problem, objectives and methodologies or approaches. Jargon and acronyms are acceptable.

NON-TECHNICAL SUMMARY

The non-technical project summary should be in layperson's jargon. No acronyms, please! Indicate the expected outcomes of the proposed research and justify how those will impact the residents of Nevada in terms of critical state needs and address the NAES research priorities (500 words or less).

PROPOSAL JUSTIFICATION (Statement of the Problem)

The following areas must be included:
(1) the importance of the problem;
(2) reasons for doing the work (such as the needs the project will fill) and doing it at this time;
(3) ways in which public welfare or scientific knowledge will be advanced.
(No word limits)

* Charts, diagrams, graphics and images reference/footnoted in this section can be uploaded on the "FIGURES & GRAPHICS" section.

PREVIOUS WORK & PRESENT OUTLOOK

A brief summary of the previous research (citing important publications); status of current research; and the additional knowledge needed which the project is expected to provide. (No word limits)

NOTE: literature citations are to be listed in the REFERENCES section.

* Charts, diagrams, graphics and images reference/footnoted in this section can be uploaded on the "FIGURES & GRAPHICS" section.

OBJECTIVES

Long-term goal(s) and supporting objectives of the proposed research should be stated and described in detail. Proposals for contributions to Multi-State projects must possess objectives identical to the Multi-State objectives. A more specific Nevada Contributing Project objective that fits within the Multi-State Project objective should be included. (1,000 words or less)

HYPOTHESES OR RESEARCH QUESTION

Describe the specific hypotheses or research question that your proposed research will address. These must be explicitly stated. (1,000 words or less)

* Charts, diagrams, graphics and images reference/footnoted in this section can be uploaded on the "FIGURES & GRAPHICS" section.

METHODOLOGY

Provide a detailed description of proposed investigations and/or experiments, the sequence in which you plan to carry them out, and techniques to be employed. All proposals which require methodology of a biochemical, molecular nature, or similar sophisticated techniques of a complex analytical nature must describe the experiment methodology to be used in sufficient detail that an expert reviewer of the proposal can judge the adequacy or appropriateness of the specific methodology to be employed. Proposals which do not describe such techniques in sufficient detail, whatever research priority area or department they are presented in, may suffer in comparison with proposals giving appropriately justified description of methodology. (No word limits)

* Charts, diagrams, graphics and images reference/footnoted in this section can be uploaded on the "FIGURES & GRAPHICS" section.

TENTATIVE SCHEDULE

Outline a tentative schedule for conducting major steps of investigations and/or experiments.
(1,000 words or less)

PUBLICATION & INFORMATION DISSEMINATION PLANS

Develop a plan for publishing the results of the research. Indicate other information dissemination plans such as extension or other outreach/education activities. (1,000 words or less)

IMPACTS AND OUTCOMES

Describe the impact of the planned investigation on education, community and science.

Examples of impact/outcome indicators:
- changes in awareness, knowledge, skills
- increases in the number of people reached
- policy changes
- changes in behavior
- changes in community capacity
- changes in organizational capacity (skills, structures, resources)
- increases in service usage
- improved continuity of care

PERSONNEL ARRANGEMENTS

A management plan must be provided that:
   (a) justifies the participation of each of the listed CoPI's and
   (b) details the budget allocation to support the participation of each CoPI. (1,000 words or less)

If the proposed project requires support personnel and/or collaboration with other research scientists, corporations, organizations, agencies, or entities, such collaboration must be justified and supported.

Evidence in the form of a letter(s) should be provided to assure peer reviewers that the collaborators involved agree with the arrangements.

To upload support documents:
   1. Click on [Browse] button to locate the document on your local system
   2. Click on [Upload] to transfer document from local system to CABNR/NAES system

   Attachments must be in one of the following formats: doc, docx, dot, htm, pdf, rtf, txt, wpd, wps, or xlm

EXTRAMURAL FUNDING SOURCES

Describe plan for soliciting extra-mural funding; include agencies that will be solicited, and a proposed time sequence. (1,000 words or less)

AGENCY COOPERATION

A statement listing the U.S. Department of Agriculture or other station, institutions, or agencies expected to cooperate formally or informally on the project. (1,000 words or less)

CURRICULUM VITAE

Upload all PIs, Co-PIs and participants CVs or resumes to the CABNR/NAES system

To upload documents:
   1. Click on [Browse] button to locate the document on your local system
   2. Click on [Upload] to transfer document from local system to CABNR/NAES system

   Attachments must be in one of the following formats: doc, docx, dot, htm, pdf, rtf, txt, wpd, wps, or xlm

IMPORTANT – From this point forward, page numbering is contingent upon parameters selected and budget categories requested and will not be continued.

MULTI-STATE COLLABORATIONS – (Only required if a multi-state project)

Describe the relationship of the proposed research to the multi-state research program. (1,000 words or less)

APPENDIX E – Information for Multi-State Project

1. Please indicate what objective number(s) you are contributing to under this project (from the Multi-State Project Objectives.)

To find the project objectives go to www.nimss.umd.edu and select "Project Home." Select the correct area that the Multi-State project is listed as (i.e. West for a W-project, North Central for an NC-project). Scroll through the pop-up pages using the pop-up arrow button to find the correct project. Select "Project Homepage" and then select "Outline" from the left hand menu on the project homepage. Scroll down through the Outline to find the Objectives (located within the text of the Outline). Note which of these objective numbers your proposal would contribute toward, if funded, and provide these numbers (e.g. "1, 2").

2. Please enter the type and amount (e.g. 0.2) of the Research Commitments for the PI

SY = Scientific Year
PY = Professional Year
TY = Technical Year

SY	PY	TY

3. Please type the Research CRIS Codes:

You may use the CRIS Codes link above to view the codes. You may also view CRIS Codes listed by other participants on the Multi-State Project Homepage (see above directions) under "Appendix E: Participation" to narrow your search for the appropriate codes.

Please use format: rpa-soi-fos, rpa-soi-fos.
For example: 212-1110-120, 212-1112-120, 212-2010-1120

This is required if you have SY, PY or TY.

BUDGET JUSTIFICATIONS

Justification will be required for all dollars requested. Please include a brief description (1,000 words or less) of the need for expenses, i.e., equipment, travel, supplies, publications, consultants, computer or any miscellaneous items requested.

USE OF FIELD LABORATORIES JUSTIFICATION

Describe each field manager and/or appropriate field staff input into the planning process. (1,000 words or less)

REFERENCES

All references cited should conform to an accepted journal format.

FIGURES AND GRAPHICS

On your local machine, create a document that holds all figures and graphics associate to any of the section above. Upload this document to the CABNR/NAES system.

To upload document:
1. Click on [Browse] button to locate the document on your local system
2. Click on [Upload] to transfer document from local system to CABNR/NAES system

   Attachments must be in one of the following formats: doc, docx, dot, htm, pdf, rtf, txt, wpd, wps, or xlm