

Proposal Submission Information/Format

The Faculty Review Panel, comprised of individuals with varying scientific backgrounds and expertise, reviews all proposals. Despite efforts to secure experts as outside reviewers, the panel discussion remains crucial to the ranking of proposals as outside experts may not always be available. Please include the following with your proposal:

- A scientific summary providing the necessary perspective for review by trained scientists who may not be experts in your area. This is essential for the panel to understand your proposed work.
- Justification of the proposed research for Hatch/Hatch Multistate/McIntire-Stennis funding must show the applicability to the specific topics set forth by Congress and must address current NIFA national priorities. Failure to provide this will jeopardize funding even with sound scientific reviews.

Submission Deadline: Friday, September 11, 2010, by 4:30 p.m. to WAES Office via WISPER.

Proposals received after 4:30pm on September 10, 2010 will not be accepted

Copies Required: 1 full electronic copy with all approved signatures included through the WISPER system.

NOTE: FUNDING IS CONTINGENT ON FEDERAL BUDGET RESOLUTION

Proposal Format:

The following format is intended to expedite proposal preparation and review, while providing information essential for identifying the best proposals. Principal investigators are urged to conform to format limits: reviewers will not be expected to read extended sections, addenda, or unpaginated sections. With rare exceptions, principal investigators will not be requested to submit revised proposals as part of the overall review process.

1. Cover page and 200-word summary (1 page):

The proposal cover page must provide the following basic information: informative title, sponsor type (Hatch, McIntire-Stennis, Animal Health), names of the participating faculty; requested funding amount for each year, and a 200-word summary of the work undertaken. This cover page is distributed to all Faculty Review Panel members as part of the review process. This page is available for completion, with the budget worksheets (see below), on our website:

<http://www.cals.wisc.edu/waes>

2. Budget worksheets:

A budget worksheet must be completed for each year of funding requested, along with a cumulative summary integrated into the cover page. The Excel workbook is available on-line at:

<http://www.cals.wisc.edu/waes>

- The standardized Excel form is designed to expedite preparation of yearly budgets. **Begin by entering data for Year 1.** The project title, principal investigator, etc information on the Year 1 budget worksheet will automatically carry forward onto subsequent years, and the cover page. Category totals on each year will also carry forward onto the cover page. Requests less than 4 years should leave unused years blank. These Excel documents are required in your submission.
- With the development of the Excel documents, we have attempted to simplify the budget submission process. The RA stipend and fringe rates on the forms are fixed for all years. You should use no more than a 4% yearly increase projection for all other types of personnel requested. The fringe rates should remain at the current rate across all years. Tuition remission is not allowed for these budgets and will be paid from the pool of funds generated through salary savings by including 5-10% of the PI and Co-PI's

salary in the proposal budget..

NOTE: Proposals should be prepared in a 12-point font, standard 1 inch margins, and not exceed 6 pages.

3. Background page (1 page)

A single page should be devoted to a description of the problem, and other relevant issues for a reviewer to understand the approaches utilized.

4. Justification (2 pages)

Two separate, one-page, justifications should be supplied:

Research: The research justification should specify the aims of the project in terms of growth in new knowledge and project applicability for Hatch/McIntire-Stennis funding. Applicants should be certain to link the proposed work to the congressional language and Five National Priorities within this justification. Basic research is fundable under these guidelines, but not every project of high scientific merit will meet the criteria. *The authors bear the responsibility for convincing reviewers their project should be funded under these programs.* Multistate and integrated activity should be detailed if applicable. These areas will be considered in the review process.

Budget: The budget justification should specify the budget by category and defend the amount, type of funding, and time frame requested. The amount of support requested, coupled with justification, will be a significant factor in allocating scarce resources.

5. Proposal body (6 pages)

Six pages maximum, including figures, should be used to detail experiments or activities to be performed addressing the specific objectives. Methods to avoid obvious pitfalls should be noted. A description of likely results and their interpretation/application is essential. An explanation should be provided detailing how the appropriate audience will be informed of results, and, whether that audience is other scholars, extension agents, farmers, etc. At the end of this section, include a timetable for anticipated completion of key elements. Key anticipated outcomes should be identified.

6. Previous results (1 page):

A predictive factor in funding decision is prior productivity of the principal investigator. This will partly be addressed in the curriculum vitae (see #10 below), but it is also very important to determine productivity and impact with previous Formula Grant awards. The PI should, therefore, provide a clear statement of the results of their current or most recent Formula Grant support and include information on how that support has benefited your overall research program. In the case of research that focuses primarily on "new knowledge", this is best documented by the citation of publications in peer-reviewed journals which have cited the Formula Grant support in the acknowledgments. Applied projects will also be judged by evidence of current or future impacts on society. An additional page can be used for each co-PI, if they have had recent Formula Grant support.

7. Management plan

For proposals with multiple investigators, include a plan for research coordination and a detailed allocation of project activities and budget items among the investigators. All investigators must sign the proposal cover page.

8. Resubmissions

For resubmitted proposals, indicate how previous comments were addressed in developing the revised proposal.

9. References

Provide a complete citation for each of the references cited in the proposal.

10. Curriculum vitae (2 pages)

A two-page CV for each investigator, focusing on recent publications, applications, invention disclosures, and patents, should be provided.

11. "Other Funding" page

The principal investigator should provide a summary of other current or pending funding. This should include PI(s), project title, funding source, dates of funding period, and direct costs per year. Where there is any conceivable overlap between these projects and the current proposal, the nature of the overlap should be explained here and justified in the appropriate justification section. Discuss the potential for future or supplemental external funding for this project.

12. Compliance

Approved projects require all compliance issues to be addressed with approvals for human subjects, animal care, and biological safety.