PURDUE
U N I V E R S I T Y

COLLEGE OF AGRICULTURE

AgSEED - Agricultural Research and Extension Leading to Economic Development in Indiana Agriculture and Rural Communities

Request for Proposals 2015

AgSEED saw great success in its first two years. In year one we received 95 proposals and funded 19 projects and in year two we received 84 proposals and funded 17 projects. Over the two years, all departments in the College of Agriculture were represented as well as a few from the Colleges of Veterinary Medicine and Health and Human Sciences. We look forward to seeing the results and reporting back to the Indiana State Legislature about the exciting research happening at Purdue University. For a list of funded projects please visit
https://ag.purdue.edu/AGSEED/Pages/default.aspx

Purdue University's land grant mission thrives on discovery and engagement that is vital to growth in Indiana agriculture and rural communities. Thanks to line item support from the State of Indiana, Purdue's College of Agriculture has established AgSEED, an internal competitive grant program to foster Indiana's leadership in plant and animal agriculture and rural growth, especially through entrepreneurial initiatives. The program funds grants based on proposals in Applied Research / Extension and Basic Research.

> **This year, approximately ½ of the funding will be used to focus on opportunities that strengthen extension and research conducted in the field or community. We encourage proposals strategically designed to address issues of importance to citizens of Indiana that utilize statewide resources, including Purdue Ag Centers, clinics, and Extension offices in the field.**
>
> **Teams of field educators, campus specialists and PAC superintendents are strongly encouraged to submit proposals alone and/or in partnership with faculty.. Additionally this year, we encourage proposals that redesign or redevelop existing Extension programs including field days in ways that enhance impact and modernize methods of delivery and content.**

This year, the College will be able to support approximately 15 to 18 grants of $50,000 and a few two-year grants at $75,000.

> AgSEED funding continues to focus on plant or animal agriculture and rural development as described by our strategic themes:
>
> - Building a sustainable and secure food production system
> - Utilizing molecular approaches to expand the frontiers of agriculture and life sciences (targeted to plant and animal sciences)
> - Developing a robust bioeconomy to feed and power the world

- Enhancing food and health
- Strengthening ecological and environmental integrity in agricultural landscapes
- Facilitating informed decision-making to improve the economic well-being of people, their families, and Indiana's communities.

It is essential that proposals are responsive to the details of this RFP. Proposals that do not fit RFP goals will not be funded. All proposals will be treated as new submissions.

Eligibility

The project leader must be faculty (adjunct, research, clinical, tenured, tenure track), extension campus staff, county educator or PAC superintendent with at least an MS degree in the Colleges of Agriculture, Health and Human Sciences, or Veterinary Medicine.

Adjunct faculty must collaborate with an eligible project leader. Other personnel on the project can be from any College or from elsewhere within the state, including partnerships with farmers. Each individual can only be the project leader on one proposal. Graduate students and / or post-doctorates may not serve as project leaders.

Projects that are conducted on a PAC or clinic needs to have a letter of support from the PAC or clinic.

All currently funded AgSEED proposals must have project reporting requirements up-to-date at the time of submission of a new AgSEED proposal.

Program Components

Applied Research / Extension Proposals:
Required Components:
- Address a contemporary problem
- Demonstration / outreach component
- Revised Extension programs or new activity
- Metrics to measure and report impact (e.g., economic, social, publications and bulletins, etc.)
- If a facility manager is not a proposal's PI, a letter of support must be included indicating their willingness to be involved in the project.

Highly Encouraged Components:
- Teams of campus and field-based personnel
- Address issues using multidisciplinary approaches
- Partnerships that provide matching funds/in-kind contributions
- Entrepreneurial activity or potential

Basic Research Proposals:
Required Components:
- Address contemporary problems
- Innovative / novel idea
- Link to a vision for plant or animal agriculture or rural development

- Should be a seed grant to obtain preliminary data to submit a competitive grant or to enhance / start entrepreneurial activities
- Metrics to measure and report outcome (e.g., proposed grant submissions, publications, potential economic impact, potential startup company, etc.)

Highly Encouraged Components:
- Teams of campus and field-based personnel
- Address issues using multidisciplinary approaches

Proposal Guidelines:

Include the following items:
1. **The cover page** should include: the project title, project leader contact information (campus address, email, telephone), and names and email addresses of other personnel. Also, check the box to indicate whether the proposal is Applied Research / Extension or Basic Research. The cover page can be found athttps://ag.purdue.edu/agseed/Pages/proposals.aspx.

2. **Abstract** of 250 words

3. The **text of the proposal** should not exceed **three (3) pages (excluding the cover page and abstract)**. Use either **Arial 11 or Times New Roman 12 font** with **one-inch margins**. The proposal can be single- or double-spaced but cannot exceed three (3) pages. The proposal should include the following labeled sections:
   i. Problem Statement
   ii. Objectives and Rationale
   iii. Materials and Methods
   iv. Summary and Conclusion
   v. Metrics to Measure Success / Impact (For Basic Research, this includes information regarding the agency / program to which a competitive grant will be submitted. If the end point is a startup company or a patent, identify paths to additional funding.)

4. **References** should be **one page or less.** Each reference must include the names of authors (in the same sequence in which they appear in the publication; if there are more than 10 authors, include the first 5, then an ellipsis […] and the last author), the article and journal title, book title, volume number, page numbers, and year of publication.

5. **A two-page resume** should be provided by the project leader and key personnel. The format described below was adapted from NSF guidelines: http://www.nsf.gov/pubs/policydocs/pappguide/nsf13001/gpgprint.pdf

Include:
Name and Email Address

Education
> List your undergraduate and graduate education and postdoctoral training.

Positions
> List academic / professional appointments in reverse chronological order, beginning with the current appointment.

Products

> Include up to five publications, events or presentations (if field based educator) you have created / conducted that most closely relate to the proposed project.

Related Activities

- Include three examples that demonstrate broader impact. Examples could include:
- Previous development of Extension materials and pedagogical methods
- Contributions to the science of learning
- Development and / or refinement of research tools
- Computation methodologies and algorithms for problem-solving
- Development of databases to support research and extension
- Broadening the participation of underrepresented groups

5. **Budget form (COEUS form)** to be prepared by Pre-Award. Do not include any indirect costs (F&A).
   a. Include a **one-page description (or less) of major expenditures on the budget.**
   b. Include a description of leveraged dollars, if applicable.
   c. **Note:** Funded grants will be required to provide current and pending support to verify that the project is not funded by another source.

Submission Guidelines:

1. Proposals, including abstracts, must be saved as PDFs using this name convention:

   Ag2015*Project leader last name* followed by project category (Applied or Basic.

   Example: Ag2015Plautapplied.pdf

2. **The PDF must be submitted by Pre-Award no later than 4 p.m. EDT, Thursday, Oct. 1, 2015.**

Evaluation Criteria

Evaluation Criteria	Applied	Basic
Scientific soundness; appropriateness of methodology; feasibility of completion; investigator qualifications	25	40
Innovation / creativity	15	40
Leverage of external and other funding sources	10	
Metrics and measurement of impact (for basic research, this means publications, targeted grants, etc. …)	25	20
Partnership with campus and field-based personnel	25	
Total	**100**	**100**

Funding guidelines:

- **The funding period is one year and up to $50,000.** Funding will be awarded in March 2016. If two years of support is essential to the success of the project, $75,000 in direct costs is allowable. (*Note:* No more than 25% of AgSEED projects will be funded for two years, and the project leader[s] will be ineligible to compete in the 2016 RFP should there be one.) In rare cases and with strong justification, funding may exceed indicated levels.
- Funds may be used for:
    - In-state travel
    - Expenses for research materials and supplies
    - Workshops, webinars, and other extension products
    - Publication and website development
    - Graduate or undergraduate student support, technicians or post-docs (*Note:* There is no guarantee of support in subsequent years for graduate assistantships. Faculty should make arrangements for alternative funding for graduate students in subsequent years.)
    - For individuals on academic year appointments (and without recurring summer support), 10% of the summer salary can be allocated for a single participant (excludes fringe but fringe is charged to the overall budget) and 20% for proposals with multiple participants (e.g., a $50,000 grant with a single investigator can request up to $5,000 in summer salary). The salary of Extension Educators and 12-month faculty should not be budgeted.

- **A final report must be submitted within 60 days of the project′s completion.** An online reporting template will be provided to the project leader. Funding on subsequent projects will not be awarded if a final report has not been completed.

Timeline for Submission

- April 2015   Request for proposals
- **4 p.m. EDT, Oct. 1, 2015**   **Proposals submitted by Pre-Award**
- March 2016   Notification of awards and projects begin
- April 30, 2017   Termination date for awarded projects
- June 30, 2017   Final report must be submitted

If you have questions, please direct them to Meredith Cobb:

mcobb2@purdue.edu
(765) 494-3951

For FAQs and a cover page template, please visit:
https://ag.purdue.edu/agseed/Pages/proposals.aspx

Acknowledgment:

All publications, posters, websites, field day presentations, etc. that result from funding must include the following information:

"This activity was funded by Purdue University as part of AgSEED Crossroads funding to support Indiana's Agriculture and Rural Development."

Reviewer Name: _____

AgSEED Applied Research / Extension Evaluation Form

Grant Title: _____

PI / Co-PIs: _____

- Scientific soundness; appropriateness of methodology; feasibility of completion; investigator qualifications (25 points)

- Innovation / creativity (15 points)

- Partnership with campus and field-based personnel (25 points)

- Metrics and measurement of impact (25 points)

- Leverage of external and other funding sources (10 points)

Does the Proposal Fit the RFP?   **Yes**   **No**

Total Score:

 Strengths:

Weaknesses:

Feasibility of Completion in One Year ____High____Low____Moderate

Recommend:

_____Fund_____Discuss_____Do Not Fund

Reviewer Name: _____

AgSEED Basic Research Evaluation Form

Grant Title: _____

PI / Co-PIs: _____

- Scientific soundness; appropriateness of methodology; feasibility of completion; investigator qualifications (40 points)

- Innovation / creativity (40 points)

- Metrics and measurement of impact (20 points)

Does the Proposal Fit the RFP?   Yes   No

Total Score:

Strengths:

Weaknesses:

Feasibility of Completion in One Year:____High____Low____Moderate

Recommend:

_____Fund_____Discuss_____Do Not Fund

AgSEED ─ Agricultural Research and Extension Leading to Economic Development in Indiana Agriculture and Rural Communities

Please use this cover page when submitting a proposal.

Project leader:

Project leader department:

Campus Address:

Email:

Telephone Number:

Other Personnel (name, department and contact info):

Project Title:

☐ Applied Research / Extension   ☐ Basic Research

Are animals being used?
☐ Yes   ☐ No

Are human subjects being used?
☐ Yes   ☐ No

AgSEED FAQs

1. **Will I receive confirmation that my proposal was received?**
   Yes, you will receive an email confirmation.

2. **Can I use pre-award services in putting together my proposal?**
   Yes, you will need to use the Pre-Award Center for your college. However, Dawn Parks, Assistant Director of Sponsored Program Development in the College of Ag, will not be available to assist with proposal development. Should you have any questions, please email as appropriate

   College of Agriculture: agpreaward@purdue.edu

   College of Veterinary Medicine: vetpreaward@purdue.edu

   College of Health and Human Sciences: chhspreaward@purdue.edu

3. **Do all personnel on the project have to be located in Indiana?**
   Yes.

4. **Do all personnel on the project submit a CV / bio sketch? What is meant by "key personnel"?**
   All individuals essential for accomplishing the work need to submit the requested CV/ bio sketch.

5. **I am not faculty member but would like to be a project leader on a project involving animal or human subjects; is that allowed?**
   If animals or human subjects will be used in research, then faculty oversight is required. If animals or human subjects are used as part of Extension programming, a non-faculty person can continue to serve as the project lead. The project lead will have to follow Extension policies for human and animal subjects in Extension programming.

6. **My project uses human or animal subjects in research. Do I have to get IRB or PACUC approval before I receive funding?**
   Yes.

7. **If my project is approved for two years of funding, are all funds awarded at the beginning of the project?**
   Yes, you will receive all funding in the beginning and will be required to provide an interim report.

8. **I have been asked to be a part of more than one AgSEED project proposal. Is that OK?**
   Yes, you may be on more than one project; *however,* you may only serve as project leader or co-leader on one project.

9. **Do AgSEED projects qualify for post-award support?**
   No. However if you are supported already by post-award, it can be managed as part of the portfolio.

10. **What are the final reporting guidelines?**
    Final reports are due on June 30, 2017. The format will be provided at a later date.

11. **If project funding is pending from another source, can I submit my proposal to AgSEED?**
    Yes. However, if both projects are funded, your award will be reduced in areas where the projects overlap.

12. **Do I need to submit information on awarded and pending grants?**
    This information will be requested if your proposal is selected for funding consideration.

13.Should I include letters of support?

Yes, please include letters of support if you have them. They do not count against the three-page (3-page) limit.

14.Should I include fee remissions for graduate students?

Yes.

15. Is travel funding restricted to in-state travel only?

Yes.

17. If I propose a two-year project and it is not funded, would the committee consider one year of funding instead?

No, the committee will base its review on the project as proposed.