

UNIVERSITY OF HAWAII AT MĀNOA

College of Tropical Agriculture and Human Resources
Office of the Assistant Director for Research

Memorandum

Date: August 30, 2004

TO: CTAHR Leadership
CTAHR Faculty (by e-mail)
Dr. Stephanie Whelan, HARC
Dr. Jack Fujii, Interim Dean, CAFNRM, UH-H
Dr. Dennis Gonsalves, USDA ARS PBARC

FROM: Douglas L. Vincent, Ph.D., P.A.S.
Interim Associate Dean and Associate Director for Research
Special Director for Grants and Contracts

SUBJECT: USDA CSREES Tropical and Subtropical Agricultural Research Program
FY 2004 Request for Applications
(NOTE EARLIER DEADLINES)
Letter of Intent Due: Friday, October 1, 2004
Proposals Due: Monday, November 1, 2004

Overall Goals of the T-STAR Program

Provide research that maintains and enhances production of established tropical and subtropical agricultural products.

Develop agricultural practices in the tropics and subtropics that are environmentally acceptable through an agroecosystems approach.

Enhance the role of value-added agriculture in tropical island ecosystems.

Expand and diversify presently unexploited food and fiber products which have potential for commercial production in the U.S. tropical and subtropical regions.

Expand tropical and subtropical agriculture's linkages to related industries and economic sectors.

Develop and deliver user-friendly decision support packages to help client needs.

Research information to address **invasive species** issues affecting agriculture in the Pacific Basin.

Enhance the linkages of agricultural and food production and consumption by designing foods and intervention strategies that lead to healthy and productive citizens in the tropical and sub-tropical regions.

By this memorandum, the CTAHR Office of Research is calling for the submission of Proposals for the USDA CSREES Special Grant Program "Tropical and Subtropical Agricultural Research". Proposals are due in the Office of the Special Director for Grants and Contracts, no later than 4:30 pm on **Monday, November 1, 2004**. In addition to the original focus of the TSTAR program, we expect additional funds to continue the "Invasive Species Impacts on Tropical/Subtropical Agriculture Program" begun in 2002. There are 8 research goals for the TSTAR program (See box to the left). The total amount of funding available for this program will be known when Congress reconciles the FY 05 Agriculture Appropriations bill.

NOTE: Procedures have changed from past years for the TSTAR program. The pre-proposal submission and review, as in past years, **has been eliminated**. We are, however, requesting a mandatory 2-3 page **Letter of Intent** to be **due Friday, October 1, 2004**. (See below for information regarding content of the Letter of Intent.) External scientific merit reviews of all proposals will be done by disciplinary panels convened in January, 2005 and final funding decisions are made at the March 2005 meeting of the technical committee of the TSTAR-Pacific program..

More information about these programs will also be posted on the CTAHR Web site under the Office of Research. Please encourage your faculty to submit proposals for this program. If

you have any further questions, please do not hesitate to contact Doug Vincent at 956-8157 or by e-mail at vincent@hawaii.edu. More information and guidelines for the preparation of proposals can be found at the CTAHR Office of Research Web Site:

<http://www.ctahr.hawaii.edu/ctahr2001/Research/ProposalCentral.html>

We will again be holding TSTAR help sessions, on September 17, 2004 at 9:00 am and on October 14, 2004 at 1:30 pm. Both will be held in Gilmore 212.

Program Scope and Guidelines

The National Administrative Group for the TSTAR program has clarified the intent of the program and has developed a Mission Statement and clearly defined the Goals, Issues, and Objectives. These Program Research Goals (listed on the first page) have been recommended by the Pacific Basin Administrative Group for program emphases during the development and review of proposals for FY 2005 funding. **Proposals must address one or more of these research goals.**

T-STAR program funding should be considered as "seed money" for attracting extramural grant funds at the national level. The relevance of proposed work to national priorities or for improving the competitive position of the discipline or institution should be considered and stated in the proposal. **Project PDs are expected to submit a follow-on proposal to an extramural funding source before the final year of Pacific Basin T-STAR grant.** Final reports of completed and terminated projects previously awarded must be turned in and approved as satisfactory before the PD/Co-PD can apply for a new grant from the T-STAR Program. Final reports will consist of two parts; a scientific format and an impact statement/press release format suitable for the layperson. Any PD/Co-PD who has not completed this final report requirement is not eligible for further support from this program. Collaboration with other regions (Guam, Caribbean Basin) or other institutions is encouraged. Letters (or printed e-mails) indicating willingness and the scope of collaboration should be included in the proposal.

The program is intended to provide the resources to expand or enlarge ongoing research programs. Summer salaries for permanent faculty principal investigators will not be covered. Fringe benefits should be estimated at 38% for regular salaried personnel, 18% for graduate students, and 1.73% for student help. By consensus of the Caribbean Basin and Pacific Basin Administrative Groups, funds are generally not allocated for the purchase of large research equipment or equipment of general utility. Project budgets may include temporary assistance (including experiment station staff), small equipment, travel, supplies, operations, etc. Since no overhead costs are permitted, PD's are encouraged to include costs of doing the research such as the experiment station's direct costs in their budget, e.g. feed or fertilizer costs. Travel in the first year, other than necessary to conduct the research, is not permissible. Travel to meetings in subsequent years should be for the purposes of conducting research and reporting the research results of the project. Project proposals should not exceed 3 years. Subcontracts to other institutions are permitted provided the funding does not exceed 50% of the project funds in any given year.

Umbrella projects are being phased out. All newly funded proposals and well as year 2 proposals (approved in FY2004) will be submitted as separate individual grants.

Procedures

Faculty interested in submitting a proposal must submit a letter of intent by **Friday, October 1, 2004**. See below for more information on the letter of intent. Proposals will not be accepted if a letter of intent has not been received.

Full proposals are due by close of business (4:30 pm) at the Office of Research on **Monday, November 1, 2004**. Please inform your Department Chair of your intent to submit a TSTAR Proposal. Internal Departmental review of full proposals is encouraged. Full proposals requiring experiment station field support should include a plot allocation application. In addition, the approval of the appropriate institutional review boards (e.g. Animal Care, Institutional Biosafety, Human Subjects, and Recombinant DNA, as appropriate.) should be sought as soon as possible. Proposals will be reviewed by external review panels before final selection for funding is made following technical committee review.

Proposals approved for funding must have all appropriate institutional review board and/or permit approvals before submission to USDA in June, 2005. Funding will not be released without appropriate documentation. Copies of approval letters and/or permits must be provided to the CTAHR Office of Research.

Timetable

As mentioned earlier, the availability of funds is subject to Congressional action. The proposal development and review process for FY04 will proceed as follows:

September 1, 2004	Call for proposals and letters of intent
October 1, 2004	Letters of Intent due
November 1, 2004	Full Proposals due in CTAHR Office of Research
January, 2005	Disciplinary panels convened to conduct scientific merit reviews of proposals
January 30, 2005	Progress Reports for existing TSTAR projects due
February, 2005	Review comments mailed to Pacific Basin Admin. Group members
March, 2005	Pacific Basin Administrative Group Meeting in Washington, DC to make funding decisions. Funding decisions announced shortly thereafter.
Early May, 2005	Proposals selected for funding, final versions of proposals must be developed in consultation with the Office of Research in preparation for submission to USDA CSREES in early June, 2005
~September, 2005	Funding commences

Letter of Intent: Due Friday, October 1, 2004

1. Eligible Applicants

To be eligible for a TSTAR-Pacific research grant, the **PD** or **co-PD** must be a regular faculty member of the College of Tropical Agriculture and Human Resources at the University of Hawaii at Manoa or the College of Natural and Applied Sciences at University of Guam. **Not eligible as Project Directors (PD) are Post Doctorates (Junior Researchers) and Visiting Faculty.**

2. Letter of Intent; Requirement/Deadline

A letter of intent to submit a grant application for the FY 2005 TSTAR-P competition must be received by the close of business on **Friday, October 1, 2004** (4:30 PM) by the CTAHR Office of Research. The letter of intent may be mailed, faxed, delivered or e-mailed (vincent@hawaii.edu). Send to: Dr. Douglas L. Vincent, Special Director for Grants and Contracts, College of Tropical Agriculture and Human Resources, Gilmore 202, 3050 Maile Way, Honolulu, HI 96822
E-mail: vincent@hawaii.edu FAX: 808-956-9105

Grant applications will **NOT** be accepted unless the requirement of the 'Letter of Intent' has been met. **Any letters of intent or applications received after the stated deadlines will not be considered for funding in the FY 2005 competition.**

3. Letter of Intent Contents

The letter of intent must conform to the following requirements.

- a) Names and University affiliations of the PD and Co-PDs must be listed. Include full contact information including mailing address, telephone and fax number and e-mail address of the PD.
- b) A summary description of the project, no more than 2 pages in length, 12 font type, single spaced, giving a self contained, specific description of the research activity to be undertaken and should focus on; the problem opportunity, project objectives and the research program effort in simple terms that can be understood by a diverse audience. Include a title, a brief description of the problem, brief objectives and how it relates to the goals and objectives of the TSTAR program.
- c) If possible, and on a separate page, please provide names and contact information of researchers who might serve as members of the review panel.

4. Reasons for the 'Letter of Intent' Requirement

The 'letter of intent' will allow the Office of Research to achieve the following: a) recruit and establish, in a timely fashion, appropriate Peer Review Panels of scientists from Universities across the U.S. to rank the proposals, b) provide the identified PDs with TSTAR-P guidelines and requirements for full proposal preparation, such that the submitted proposals are 'USDA ready' and will not require later extensive revisions/corrections, and c) Identify PDs so that we may provide assistance with proposal preparation prior to submission.