

UNIVERSITY OF HAWAII AT MĀNOA

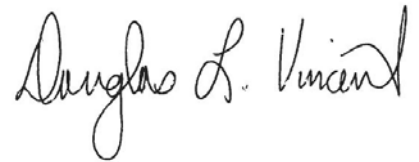
College of Tropical Agriculture and Human Resources
Office of the Assistant Director for Research

Memorandum

Date: September 4, 2008

TO: CTAHR Leadership
CTAHR Faculty (by e-mail)
Dr. Greg Wiecko, Associate Director, CNAS, UOG
Dr. Daniel Aga, Director, American Samoa Community College
Dr. Singeru Singeo, Director, College of Micronesia
Mr. Ross Manglona, Director, Northern Marianas College
Dr. William Steiner, Dean, CAFNRM, UH-H
Dr. Stephanie Whalen, HARC
Dr. Dennis Gonsalves, USDA ARS PBARC
Dr. Thomas Bewick, NPL, USDA CSREES

FROM: Douglas L. Vincent, Ph.D., P.A.S.
Special Program Director for Grants and
Contracts



SUBJECT: USDA CSREES Tropical and Subtropical
Agricultural Research Pacific Program
FY 2009 Request for Applications
Letters of Intent Due: Wednesday, October 1, 2008
Proposals Due: Friday, October 31, 2008

Overall Goals of the T-STAR Program

1. Provide research that maintains and enhances production of established tropical and subtropical agricultural products.
2. Develop agricultural practices in the tropics and subtropics that are environmentally acceptable through an agroecosystems approach.
3. Enhance the role of value-added agriculture in tropical island ecosystems.
4. Expand and diversify presently unexploited food and fiber products which have potential for commercial production in the U.S. tropical and subtropical regions.
5. Expand tropical and subtropical agriculture's linkages to related industries and economic sectors.
6. Develop and deliver user-friendly decision support packages to help client needs.
7. Develop appropriate strategies and tactics to stem the influx of exotic diseases, insects and weeds and to control and/or eliminate extant non-indigenous species and diseases.
8. 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.

3050 Maile Way, Gilmore Hall 202, Honolulu, Hawaii 96822-2271

Telephone: (808) 956-8157, Facsimile: (808) 956-9105, E-mail: research2@ctahr.hawaii.edu

NEW INFORMATION IS IN BOLD AND ITALICIZED

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". Full and final proposals are due in the Office of the Special Program Director for Contracts and Grants, no later than 4:30 pm HST on ***Friday, October 31, 2008***. The total amount of funding available for this program will be known when Congress reconciles the FY 2009 Agriculture Appropriations bill. There are 8 research goals for the TSTAR program (See box to the left).

NOTE: Procedures have changed from past years for the TSTAR program. External scientific merit reviews of all proposals will be done by disciplinary panels convened in January, 2009 and final funding decisions are made at the March, 2009 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 808-956-8157 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>.

Check back frequently as the web information is being revised.

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 (see the box 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 2009 funding. **Proposals must address one or more of these research goals and the proposal narrative MUST explain how the proposed work fits into one or more of these research goals.**

T-STAR program funding is considered to be "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 Directors (PDs) of funded projects are expected to submit a follow-on proposal to another extramural funding source before seeking a new or continuing Pacific Basin T-STAR grant.** Final reports of completed and terminated projects previously awarded must be completed 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. Collaborative proposals among other American Pacific regions (Guam; Pacific Land Grants (American Samoa Community College, College of Micronesia, [FSM, Palau, Marshalls Islands], and Northern Marianas College, or TSTAR-Caribbean Basin institutions [Florida, Puerto Rico, Virgin Islands]) or other tropical and subtropical agricultural institutions are encouraged. Letters (or printed e-mails) indicating willingness and the scope of collaboration should be appended to the proposal.

The program is intended to provide the resources to initiate, expand or enlarge ongoing research programs. **Summer salaries for permanent faculty project directors or co-PDs will not be covered.** By consensus of the Caribbean Basin and Pacific Basin Administrative Groups, funds are generally not allocated for the purchase of large multi-use research equipment or equipment of general utility (for example office equipment and furnishings, air conditioning equipment, or motor vehicles). 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. experiment station plot fees, feed or fertilizer costs) as long as the costs **can be directly attributable to the project.** Travel in the first year, other than necessary to conduct the research, is generally not permissible. Travel to meetings in subsequent years should be for the purpose of conducting research and reporting the research results of the project. Subcontracts to other institutions are permitted provided the funding does not exceed 50% of the project funds in any given year. Subcontracts must include 1) a statement of work; 2) a budget for each year and a summary budget; 3) a detailed budget narrative for the subcontract and 4) CVs for key personnel.

In past years, TSTAR projects were funded for three years, with each year dependent upon that year's Congressional appropriation. With the interruption of funding in FY 2007, the program had previous commitments to honor and we did so using the FY 2008 funds. We have now completed the funding obligations of previously approved projects funded in FY 2005 and FY 2006. **Beginning with FY 2009, all projects approved for funding will be new projects.** However, because the interruption in FY 2007 had significant impacts to the existing projects, the TSTAR Pacific Basin Administrative Group **will no longer fund projects annually.** Beginning with FY 2009, **we will fully**

fund approved projects. Because there is a 3-year statutory limit on projects funded through this program, we will accept proposals for and ***fund approved projects for TWO YEARS only. A third year no-cost extension will be permitted but all funds must be expended by the end of the third year.***

Procedures

Proposals will be submitted to the Hawaii TSTAR office using the SF-424 format (Grants.gov). A template is provided. Only projects approved for funding will be submitted into Grants.gov.

All Proposals must be delivered to Gilmore 202 by close of business (4:30 pm HST) on **Friday, October 31, 2008.** **All Hawaii PDs must have an approved Hatch or McIntire-Stennis Project applicable to the proposed research to be eligible to receive funding from this program.** Internal departmental or institutional review of full proposals before submission is encouraged. Projects requiring experiment station field support should submit a separate plot allocation application (Hawaii). In addition, the approval of the appropriate institutional review boards [e.g. Animal Care (vertebrate animals), Institutional Biosafety, Human Subjects, Radiation Safety, and/or Recombinant DNA, as appropriate to your institution] should be sought as soon as possible. Approval by these institutional committees is **NOT** required for submission but will be required if the proposal is selected for funding. Proposals will be reviewed by external review panels before final selection for funding is made by the Pacific Basin Administrative Group.

The Pacific Basin Administrative Group is made up of the following individuals:

- Associate Dean and Associate Director for Research, CTAHR
- Associate Director, University of Guam Experiment Station
- Director, American Samoa Community College
- Director, College of Micronesia
- Director, Northern Marianas College
- Executive Director, Western Association of Agricultural Experiment Station Directors
- A USDA ARS representative (from the Pacific Basin Agricultural Research Center)
- USDA CSREES National Program Leader, T-STAR Program
- CTAHR Special Director for Grants and Contracts (Program Manager, ex-officio, non-voting)

Proposals approved for funding must have ***all appropriate institutional review board and/or permit approvals before submission to USDA in April, 2009.*** Funding will not be released without appropriate documentation. Evidence of approval (copies of letters, e-mails, permits and/or memos) must be provided to the CTAHR Office of Research prior to submission via Grants.gov.

Timetable (Tentative)

As mentioned earlier, the **availability of funds is subject to Congressional action.** The proposal development and review process for FY 2009 will proceed as follows:

September 5, 2008 Call for proposals.

October 1, 2008 **Letters of Intent Due.** (See below for details)

October 31, 2008 **Full Proposals due at the CTAHR Office of Research.**

November, 2008 Panels are established and proposals delivered to panels for peer review.

December 15, 2008	Annual Progress Reports for existing TSTAR projects due ¹ .
January, 2009	External review panels convened to conduct scientific merit reviews of proposals.
February, 2009	Proposals and Panel review comments mailed to Pacific Basin Administrative Group members.
March, 2009	Pacific Basin Administrative Group Meeting in Washington, DC to make funding decisions. Funding decisions announced shortly thereafter (tentative).
April, 2009	Proposals selected for funding, final versions of proposals must be submitted to CSREES using Grants.gov (tentative).
July - Sept. 2009	Funding commences ² .

Delivery Address for Proposals

**Dr. Douglas L. Vincent
Special Program Director for Contracts and Grants
College of Tropical Agriculture and Human Resources
University of Hawaii at Manoa
Gilmore Hall 202
3050 Maile Way
Honolulu, HI 96822**

See the template for assistance in completing your application.

¹ Annual progress reports are required for two reasons: a) to make reports to the Hawaii Congressional Delegation who support this project, due at the end of December, 2008 and b) because continued funding is dependent upon progress, the Pacific Basin Administrative Group must have an indication of progress in accomplishing objectives. These annual progress reports are in addition, to the CRIS AD 421 Annual Progress/Termination reports required by USDA. The same information can be included in both.

² The start of funding depends solely upon how quickly proposals, with appropriate paperwork are submitted into Grants.gov by the PD. The sooner the proposals are submitted, the sooner the funding will be released.

Letter of Intent Format

A Letter of Intent (LOI) to submit a grant application for the FY 2009 TSTAR-Pacific competition must be received by the close of business on **Wednesday, October 1, 2008**. The LOI must be sent to the T-STAR Pacific Program Director as an e-mail attachment in MS Word (.doc; preferred), Rich Text Format (.rtf) or Adobe Acrobat (.pdf) formats.

Send to: Douglas L. Vincent, T-STAR Pacific Program Director, e-mail address: vincent@hawaii.edu. If you have questions, contact Doug Vincent at 956-8157 or by e-mail.

Letter of Intent Contents:

The letter of intent must conform to the following requirements:

- Names and University Affiliations of the PD, and Co-PDs must be listed. Include full mailing address, telephone, e-mail address and fax numbers of the PD.
- A summary description of the proposed project, **no more than 1 page 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 T-STAR Research Goals to be addressed
 - The problem opportunity
 - Proposed project objectives
 - Proposed research approach
 - Indicate potential review panel

The summary should be written in simple terms that can be understood by a diverse audience.

Reasons for the “Letter of Intent.”

The Letter of Intent (LOI) is **not required** but requested by the TSTAR-Pacific program to:

- Recruit and establish in a timely fashion, appropriate Peer Review Panels of scientists across the U.S. to review and rank proposals.
- To target the identified PDs with assistance in preparation of TSTAR-Pacific full proposals.

In past years, T-STAR proposals were grouped into the following categories for panel review:

- 1) Plant Protection (including plant pathology, nematology, and entomology)
- 2) Plant Biotechnology (including molecular biology)
- 3) Soil / Water / Environment (including soil science, water research, invasive species)
- 4) Other (livestock, aquaculture, food science/post-harvest processing, nutrition).

Indicate in the LOI which category your proposal will fit in, or suggest another category.