

# UNIVERSITY OF HAWAII AT MĀNOA

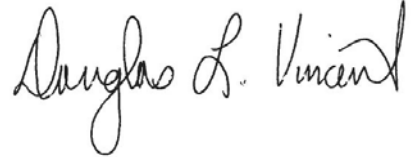
College of Tropical Agriculture and Human Resources  
Office of the Assistant Director for Research

## Memorandum

Date: August 15, 2006

TO: CTAHR Leadership  
CTAHR Faculty (by e-mail)  
Dr. Greg Wiecko, Associate Director, CNAS, UOG  
Dr. William Steiner, Dean, CAFNRM, UH-H  
Dr. Stephanie Whalen, HARC  
Dr. Dennis Gonsalves, USDA ARS PBARC

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



SUBJECT: USDA CSREES Tropical and Subtropical  
Agricultural Research Program  
FY 2007 Request for Applications  
**Letters of Intent Due: Tuesday, September 5, 2006**  
**Proposals Due: Monday, October 2, 2006**

### 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.

### **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 on **Monday, October 2, 2006**. 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. The total amount of funding available for this program will be known when Congress reconciles the FY 2007 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, 2007 and final funding decisions are made at the March, 2007 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](mailto: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.**

***We will again be holding two TSTAR help sessions, on Thursday, August 31, 2006 at 10:30 am and Friday, September 15, 2006 at 1:30 pm. The sessions will be held in Gilmore 212. If you wish to participate by Polycom at various CTAHR sites around the state, please contact Lynnet Higuchi at 808-956-8157 by Monday, August 28, 2006 so arrangements can be made.***

### 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 2007 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 PDs are expected to submit a follow-on proposal to another 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; Pacific Land Grants (American Samoa Community College, College of Micronesia, [FSM, Palau, Marshalls Islands], and Northern Marianas College, Caribbean Basin institutions [Florida, Puerto Rico, Virgin Islands]) or other institutions is 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 principal investigators will not be covered. Fringe benefits should be estimated at 38.67% for regular salaried personnel, 12% for graduate students, and 2.0% for student help. 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. 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. Subcontracts must include 1) a statement of work; 2) a summary budget and a budget for each year; 3) a detailed budget narrative for the subcontract and 4) CVs for key personnel.

Umbrella projects have been phased out. All newly funded proposals as well as year 2 and 3 proposals (approved in FY 2006 and FY 2005) will be submitted as separate individual grants. Approved new projects are submitted to USDA CSREES as new projects. **Year 2 projects will be submitted as renewal projects and funds are appended to the previous year award agreements**, and Year 3 projects will be submitted as new proposals.

### Procedures

Proposals will be submitted to USDA CSREES using the SF 424 R&R forms. New instructions on how to use these forms will be forthcoming.

**Full proposals** must be delivered to Gilmore 202 for **Hawaii proposals** by close of business (4:30 pm) on **Monday, October 2, 2006**. **Guam proposals have a different due date**. Please inform your Department Chair of your intent to submit a TSTAR Proposal. **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 review of full proposals before submission is encouraged. Projects requiring experiment station field support should submit a separate plot allocation application. In addition, the approval of the appropriate institutional review boards (e.g. Animal Care, Institutional Biosafety, Human Subjects, Radiation Safety, and Recombinant DNA, as appropriate.) should be sought as soon as possible. Approval by these 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, CTAHR
- Associate Director, University of Guam Experiment Station
- 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, nonvoting)

Proposals approved for funding must have **all appropriate institutional review board and/or permit approvals before submission to USDA in April, 2007**. 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 FY 2007 will proceed as follows:

August 15, 2006	Call for proposals
<b>September 5, 2006</b>	<b>Letters of Intent Due</b>
<b>October 2, 2006</b>	<b>Full Proposals due in CTAHR Office of Research</b>
<b>November, 2006</b>	<b>Panels are established and proposals delivered to panels for review.</b>
<b>December 15, 2006</b>	<b>Annual Progress Reports for existing TSTAR projects due<sup>1</sup></b>
January, 2007	External review panels convened to conduct scientific merit reviews of proposals
February, 2007	Proposals and Panel review comments mailed to Pacific Basin Administrative Group members
March, 2007	Pacific Basin Administrative Group Meeting in Washington, DC to make funding decisions. Funding decisions announced shortly thereafter.
<b>March 30, 2007</b>	<b>USDA CSREES forms for Renewal Projects (Year 2) and New Year 3 projects due in Office of Research.</b>
<b>April 13, 2007</b>	<b>Proposals selected for funding, final versions of proposals must be developed in consultation with the CTAHR Office of Research in preparation for submission to USDA CSREES in May, 2007</b>
July - Sept. 2007	Funding commences <sup>2</sup>

## ***Consult the Full Proposal Guidelines 2007 for additional changes to the RFA.***

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<sup>1</sup> 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, 2006 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.

<sup>2</sup> The start of funding depends solely upon how quickly proposals, with appropriate paperwork are completed correctly by the PD. The sooner the proposals are completed, the sooner the proposals can be submitted to Washington, DC.

## Letter of Intent Format

A Letter of Intent (LOI) to submit a grant application for the FY 2007 TSTAR-Pacific competition must be received by the close of business on **Tuesday, September 5, 2006**. The LOI must be sent to the T-STAR Pacific Program Director as an e-mail attachment in MS Word, WordPerfect or PDF (preferred) formats.

Send to: Douglas L. Vincent, T-STAR Pacific Program Director, e-mail address: [vincent@hawaii.edu](mailto:vincent@hawaii.edu). If you have questions, contact Doug Vincent, 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.”

Although the LOI is required in the Caribbean T-STAR program, the LOI is **requested** for the T-STAR Pacific program. However, the LOI assists the T-STAR 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.

Last year, 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.