

## **T-STAR-Pacific Proposal Guidelines: FY07**

### **PLEASE READ CAREFULLY AS THERE ARE SIGNIFICANT CHANGES!!**

#### **Description**

Tropical and Subtropical Agriculture Research (T-STAR), is a Special Grant of the USDA-CSREES, awarded to the College of Tropical Agriculture and Human Resources (CTAHR), University of Hawaii at Manoa, and the College of Natural and Applied Sciences (CNAS), University of Guam. T-STAR Goals and Objectives, Program History, Research Highlights, Workshops, Databases, and other information can be found on the T-STAR website: <http://www2.ctahr.hawaii.edu/t-star>.

#### **Eligibility**

At least one of the applicants, [Project Directors (PDs) or Co-Project Directors (Co-PDs)] must have tenured or tenure-track faculty appointments at CTAHR or CNAS. ***For Hawaii applicants, at least one of the Hawaii PD's or co-PD's must have an approved Hatch or McIntire-Stennis Project applicable to the proposed research to be eligible to receive funding from this program.***

#### **Deadlines**

Letters of Intent are due by **4:30 pm, Tuesday, September 5, 2006.**

All Hawaii proposals must be received by **4:30 pm, Monday, October 2, 2006.** Guam proposals have a different deadline. Proposals received after this deadline will not be reviewed and considered for funding.

#### **Application Forms**

**However, T-STAR submissions for the FY 2007 cycle will NOT be submitted on-line but will use the SF 424 R&R forms.**

For this FY2007 T-STAR application, the T-STAR-P Grant program is requesting PDs complete a Pure Edge electronic package and print, from the Pure Edge submission, a hard copy package with copies.

OLD CSREES forms have been replaced by the Research & Related Forms (R&R) found in the Pure Edge Package. Not all the information required by CSREES can be found in the Pure Edge Package. You must attach to the application, certain information as you proceed through the application process, information such as Current and Pending Grants; project summary and project narrative; Biographical Sketch or short CV, Conflict of Interest forms. Certain old CSREES forms will be accepted for some of this information.

## Preparing your T-STAR Proposal

### I. Gathering your materials

#### Step 1

##### **Download the Pure Edge Viewer.**

To apply for the FY2007 T-STAR program, you will need the Pure Edge Viewer. To download Pure Edge Viewer go to:

[http://grants.gov/resources/download\\_software.jsp](http://grants.gov/resources/download_software.jsp)

For Mac and non-Windows users, there is additional software available at the above site, for non-Windows users.

For additional and generic information about preparing applications using the Pure Edge Viewer and the SF 424 R&R forms, go here:

[http://www.hawaii.edu/ors/documents/era/grantsgov\\_userguide.pdf](http://www.hawaii.edu/ors/documents/era/grantsgov_userguide.pdf)

#### Step 2

##### **Download application package**

This file will be available at T-STAR web site or can be downloaded here:

[http://www.ctahr.hawaii.edu/vincent/TSTAR\\_2007/T-STAR\\_Hawaii\\_Special\\_Research\\_Grants.xfd](http://www.ctahr.hawaii.edu/vincent/TSTAR_2007/T-STAR_Hawaii_Special_Research_Grants.xfd).

The document is filled in with the necessary information for this opportunity and will save you time and help ensure the documents are completed correctly. As you begin preparing your document, you will need to save your file using a different name, identifying you as the user. The suffix (.xfd) must remain the same.

**IMPORTANT NOTE:** Please disregard the summary information and agency contact on the first page of the grants application. Particularly ignore the Opportunity Open and Close dates listed. If awarded a T-STAR-Pacific grant, we will assist you in submitting the final document to CSREES who manages and disburses funds for the Special Research Grant program using a paper-based method.

We have also prepared old CSREES forms available for the additional information required to complete the applications ([Project Summary](#), [Current and Pending](#), [Conflict of Interest](#)). These forms or this information should be printed separately and attached to the .xfd file in appropriate places in the application.

Forms can be downloaded from these web sites:

CSREES 2003 Project Summary:

[http://www.ctahr.hawaii.edu/vincent/TSTAR\\_2007/CSREES\\_2003\\_Project\\_Summary\\_Form.doc](http://www.ctahr.hawaii.edu/vincent/TSTAR_2007/CSREES_2003_Project_Summary_Form.doc)

CSREES 2005 Current and Pending Form:

[http://www.ctahr.hawaii.edu/vincent/TSTAR\\_2007/CSREES\\_2005\\_Current\\_and\\_Pending\\_Form.doc](http://www.ctahr.hawaii.edu/vincent/TSTAR_2007/CSREES_2005_Current_and_Pending_Form.doc)

CSREES 2007 Conflict of Interest Form:

[http://www.ctahr.hawaii.edu/vincent/TSTAR\\_2007/CSREES\\_2007\\_Conflict\\_of\\_Interest\\_Form.doc](http://www.ctahr.hawaii.edu/vincent/TSTAR_2007/CSREES_2007_Conflict_of_Interest_Form.doc)

## II. Preparing your proposal

The proposals should be prepared by carefully following the guidelines and the instructions below. **Bolded numbered items** followed by an asterisk below show files that are completed as part of the Pure Edge "Internet Forms Document". Unbolded numbered items must be completed separately and attached to the file. Old USDA CSREES forms, as indicated, will be used for some of this information. All attachments must be added to the Internet Forms Document. Save the file frequently to prevent loss of data. Upon completion of the Pure Edge "Internet Forms Document", we ask that you save the electronic file to a CD-RW or other portable storage device and print a hard copy of each form and attachments you are submitting. Each printed proposal must contain the following elements **in the order** indicated:

- \* **(1) SF424 (R&R) (NOTE: No pre-application necessary)**
- (2) Table of Contents (NOTE: Attach to Pure Edge file: "Other Attachments")
- \* **(3) Research & Related Other Project Information**
- (4) Project Summary (Form CSREES-2003 is attached, edit and re-attach)
- (5) Project Narrative
- (6) Bibliography & References Cited
- (7) Facilities & Other Resources
- (8) Equipment
- (9) Other Attachments (i.e., Appendices to Project Description)
- (10) Collaborative Arrangements (including Letters of Support)
- (11) History of T-STAR Funding
- \* **(12) Research & Related Senior/Key Person Form (Submit 12,13,14 for the PD and for each Co-PD)**
- (13) Biographical Sketches (CVs)
- (14) Current & Pending Support (Form CSREES-2005 attached, edit and re-attach)
- \* **(15) Research and Related Budget (Separate Yr 1, Yr 2, Yr 3, & Cumulative Yr1+2+3)**
- \* **(16) Budget Narrative (Separate Narratives for Yr 1, Yr 2, Yr 3. & Cumulative Yr1+2+3) (If sub-contracts are to be awarded, include all for each sub-contracts)**
- \* **(17) CSREES Supplemental Information**
- (18) Conflict of Interest (Form CSREES 2007 is attached, edit and re-attach)
- \* **(19) Research & Related Personal Data (NOTE: Only print 1 copy for original)**

### **R&R SF424 Cover sheet (1)**

Below is Information for completing R&R SF424 for University of Hawaii faculty (Guam faculty should check with their AES Director for this information). FYI: Most of this information can be found at the University of Hawaii Institutional Profile found at the Office of Research Services site here: <http://www.hawaii.edu/ors/institutionalProfile.html>.

The forms for UH Faculty should be filled in as follows. Some of blanks have been pre-filled. Please do not change any information on the form that has been filled in for you without instruction to do so from the Office of the Special Director for Grants and Contracts. This is the correct information – it should be pre-filled in, so just verify.

Item 1: **Type of Submission:** Application

Item 2: **Date Submitted:** Include the date of completion

Item 3: Ignore

Item 4: Ignore

Item 5. **Legal Name:** University of Hawaii (not “at Manoa” – just University of Hawaii)  
**Department:** Office of Research Services,  
**Street 1:** 2530 Dole Street, **Street 2:** Sakamaki D-200  
**City:** Honolulu State: HI ZIP Code: 96822  
**Organization DUNS:** 965088057

**Person to be contacted...:** This is the Project Director on the Grant

Item 6. **Employer Identification:** 99-6000354

Item 7. F: State-Controlled Institution of Higher Education

Item 8. Click “New” for New proposals or Year 3 proposals. Click “Continuation” for Year 2 proposals.

Item 9. CSREES

Item 10. 10.200 **Title:** Grants for Agricultural Research, Special Research Grants

Item 11. **Descriptive Title...:** The title of the project. The title of the proposal must be brief (140-character maximum, including spaces), yet represent the major thrust of the effort being proposed. Project titles are read by a variety of nonscientific people; therefore, highly technical words or phraseology should be avoided where possible. In addition, introductory phrases such as “Investigation of,” “Research on,” or “Outreach that” should be avoided. This title should correspond to the title submitted on the CRIS AD 416 Forms.

Item 12. **Areas Affected by Project:** Include the largest applicable area (e.g. Hawaii and the Pacific Basin; or Honolulu, if the work is to be done on the UH Campus)

Item 13: **Proposed Project:** Use the dates provided and we can adjust if necessary.

Item 14: **Congressional Districts Of:** **a. Applicant:** Hawaii First; **b. Project:** Hawaii First or Second, depending where the actual work is being done. The UH campus and urban Honolulu is Hawaii First. Rural Oahu and all the neighbor islands is Hawaii Second.

Item 15: **Project Director/Principal Investigator Contact Information:** This is Project Director. This is the first and only time you need to put PD information on the forms. Co-PD information is not included on R&R SF 424 form but should be included in the Senior/Key Person Form. Items in Yellow are required.

Item 16: **a. Total Estimated Project Funding:** Years 1-3 funding. Note that this will be adjusted to the year 1 funding if the proposal is selected for funding. Additional years funding will be included in subsequent submissions. **b. Total Federal & Non-Federal Funding.** Any additional outside grant funds for this project. **c. Estimated Program Income.** Any revenue generated by the project. (Note: Most commonly boxes b & c are zero.)

**Note:** In the event you decide to send your application to another organization or agency at a later date, you must inform the identified CSREES program contact as soon as practicable. Submitting your application to other potential sponsors will not prejudice its review by CSREES; however, submitting the same (i.e., duplicate) application to another CSREES program is not permissible.

Item 17. NO, program is not covered by E.O. 12372

Item 18. Read and check, “I agree.”

Item 19: This section is pre-completed for you, it includes information related to the University of Hawaii Office of Research Services. NOTE: You are NOT the Authorized Representative, do not put any of your information in Item 19. The Authorized Representative will sign the application.

Item 20: There is no pre-application – nothing to attach.

## **Table of Contents (2)**

For consistency and ease in locating information, each application must contain a detailed Table of Contents immediately following the SF 424. The Table of Contents should contain page numbers for each component of the application. Page numbering should begin with the first page of the Project Description and can be manually typed on to the completed original before copying hard copies.

The Table of Contents should have a column with the page number of the form and a column for # of pages per section.

## **Research and Related Other Project Information (3)**

### **Item 1. Human Subjects**

If you propose to use human subjects in your project, you should check the "yes" for Item 1 on the Research & Related Other Project Information form. Please refer to the application forms for additional instructions on the IRB process.

### **Item 2. Animal Care**

If your project will involve these animals, you should check "yes" in Item 2 of the Research and Related Other Project Information box. In the event a project involving the use of live vertebrate animals results in a grant award, funds will be released only after the Institutional Animal Care and Use Committee (IACUC) has approved the project. Please refer to the IACUC application forms for further instructions.

**Item 3.** Answer as applicable to your proposed research project.

**Item 4.** Environmental Impact. Check yes or no. Give full explanations if yes.

### **Compliance with the National Environmental Policy Act (NEPA)**

As outlined in 7 CFR Part 3407 (the Cooperative State Research, Education, and Extension Service regulations implementing NEPA), the environmental data for any proposed project is to be provided to CSREES so that CSREES may determine whether any further action is needed. Certain categories of actions are excluded from the requirements of NEPA. See this document to determine if your project is excluded from the NEPA requirements:

[http://www.csrees.usda.gov/business/businessfaqs/csrees\\_2006.pdf](http://www.csrees.usda.gov/business/businessfaqs/csrees_2006.pdf)),

Please contact the T-STAR office if you have trouble locating this NEPA document.

**Item 5.** parts a & b are self explanatory. In part c. Place the names of all collaborators and submit letters of support as other Attachments.

**Item 6. Project Summary – [Edit the form CSREES-2003 that has been pre-attached] (4).** Print out and add the attachment.

The application must contain a "Project Summary." The summary should be approximately 250 words, contained within the box, placed immediately after the Table of Contents, and not numbered. The names and affiliated organizations of all PD's and co-PD's should be listed on this form, in addition to the title of the project. The summary should be a self-contained, specific description of the activity to be undertaken and should focus on: overall project goal(s) and supporting objectives; plans to accomplish project goal(s); and relevance of the project to the T-STAR Strategic Plan goals. The importance of a concise, informative Project Summary cannot be overemphasized. If there are more than three co-PD's for an application, please add an additional line for each of the co-PD's under the three spaces provided on the Project Summary form.

**Item 7. Project Narrative (5).** (Print out and add the attachment)

**Project Narrative**

The Project Narrative shall **not to exceed 15 single or double-spaced pages and up to five additional pages for figures and tables. The Project description must include all of the following:**

- **Introduction** – A clear statement of the long-term goal(s) and supporting objectives or research questions of the proposed project should be included. ***Clear, concise, complete, and logically arranged statement(s) of the specific aims or objectives of the proposed effort must be included in all applications.*** Summarize the body of knowledge or other past activities that substantiate the need for the proposed project. Describe ongoing or recently completed significant activities related to the proposed project including work of key project personnel. Preliminary data/information pertinent to the proposed research should be included in this section. Current unpublished research conducted by the PD or the institution germane to the proposed work should be described. All works cited should be referenced. The citations themselves should be accurate, complete and written in an acceptable journal format.
- **If the application is a new 3 year grant proposal to continue or extend a project previously funded through the T-STAR program, include a progress report describing the results of the previous T-STAR grant, including significant findings and a comparison of actual accomplishments with the goals established for the new grant. For each objective of the new grant, the following information should be included:**
  - A comparison of the actual accomplishments with the goals established for the active grant;
  - The reasons for slippage if established goals or objectives were not met;
  - Other pertinent information, including, when appropriate, cost analysis and explanation of cost overruns or unexpectedly high unit costs.
- **If the application is a re-submission of a proposal previously rejected for funding by the T-STAR program, include in this section, the specific concerns or criticisms of the failed proposal and state specifically how these will be addressed in the new application.**

- **Rationale and Significance** – Concisely present the rationale behind the proposed research. **The specific relationship of the project's objectives to the T-STAR Research Goals must be addressed.** This section should include in-depth information as applicable: a) estimates of the magnitude of the problem including its economic impact, and its relevance to ongoing state, regional or federal food and agricultural research programs; emphasis on the importance to tropical and subtropical agricultural research should be explicit b) importance of starting the work during the upcoming year; and c) why this institution is the appropriate place to perform the proposed.
- **Identification of stakeholders is important. Include, wherever possible, how stakeholders were identified, how their input was solicited and incorporated into the proposal.**
- **Approach.** The activities proposed or problems being addressed must be clearly stated and approaches being applied clearly described. Specifically, this section must include:
  - A description of the activities proposed and the sequence in which the activities are to be performed.
  - Methods used to accomplish project objectives, including the feasibility of the methods.
  - Expected outcomes.
  - Means by which the results will be analyzed, assessed or interpreted.
  - How the results or products will be used.
  - Pitfalls that may be encountered.
  - Limitations to the proposed procedures and how they may be overcome.
  - A full explanation of any materials, procedures, situations, or activities related to the project may be hazardous to personnel, along with an outline or precautions to be exercised to avoid or mitigate the effects of such hazards.
  - The proposal should include a clear and concise plan or strategy for technology transfer to end users or outreach to stakeholders. It is preferred that a plan includes deliverables and a description of how impacts will be measured.
- **Project timetable.** Include a project timetable for meeting project objectives

**Item 8. Bibliography and References Cited (6).** (Print out and add attachment)

All references to works cited should be complete, including titles and all co-authors, and should conform to an acceptable journal format. **References are not considered in the 15 page-limitation** for the Project Narrative.

**Item 9. Facilities and Other Resources (7).** (Print out and add attachment)

All facilities which are available for use or assignment to the project during the requested period of support should be reported and described briefly. This includes laboratory space, experiment station plots or non-University facilities. Any materials, procedures, situations, or activities, whether or not directly related to a particular phase of the effort, and which may be hazardous must be explained fully, along with an outline of precautions to be exercised. Examples include work with toxic chemicals and experiments that may put human subjects or animals at risk.

**Item 10. Equipment (8).** (Print out and add attachment)

All items of major instrumentation available for use or assignment to the proposed project also should be itemized.

**Item 11. Other Attachments (9).** (Print out and add attachment)

**Appendices to Project Narrative**

Appendices to the Project Narrative are allowed if they are directly germane to the proposed project. The addition of appendices should not be used to circumvent the narrative text and/or figures and tables page limitations.

In the Pure Edge package, it would be best to insert any appendices along with the final copy of your Table of Contents onto the 'Other Attachments' portion on the "Research and Related Other Project Information" section.

***The following items should be printed out separately and attached to the overall file under Item 11. Other Attachments.***

**Collaborative Arrangements (10)**

If it will be necessary to enter into formal consulting, subcontracts or other collaborative arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of application, a vitae or resume should be provided. In addition, evidence (e.g., letter of support) should be provided that the collaborators involved have agreed to render these services and that their employing organization has given them authorization to collaborate. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application. See instructions in the application forms for completing budget section.

**T-STAR Funding History (11)**

Panel reviewers have asked for an indication of the funding history of the PDs and co-PDs relative to the T-STAR program, to get an idea of the potential for success of an applicant. The current and pending forms do not often reflect the funding history of an applicant. Because these funds are Congressionally-based, it is important to have a measure of the impact of previously funded T-STAR projects. For each of the PDs and co-PDs on the application, and over the last 5 years, list the titles, PDs and co-PDs, numbers of publications and citations of publications, and a short paragraph impact statement for all past T-STAR funded proposals.

**\* Research & Related Senior/Key Person Form (12)**  
**(Submit 12,13, and 14 for the PD and for each Co-PD).**

The form is self explanatory. Complete the information for the PD in the first box and co-PD on the project in the second box. If there are additional co-PDs on the project; Click on the "Next Person" box at the bottom. For each "Key Person", be sure to add attachment, a short biographical sketch (CV) and add attachment for Current and Pending Support in the appropriate places on the form.



### **Biographical Sketch (13)**

For the Biographical Sketch component, a vitae of the PD and each co-PD, senior associate, and other professional personnel should be attached. This section should include vitae of **all key persons** who are expected to work on the project, whether or not CSREES funds are sought for their support. **The vitae for each PD or co-PD should be limited to two (2) pages in length, excluding publications listings.** The vitae should include a presentation of academic and research credentials, as applicable, e.g., earned degrees, teaching experience, employment history, professional activities, honors and awards, and grants received. A chronological list of **all** publications in refereed journals during the past **four (4) years** including those in press must be provided for each project member for whom curriculum vitae is provided. Also list only those **non-refereed** technical publications that have **relevance** to the proposed project. All authors should be listed in the same order as they appear on each paper cited, along with the title and complete reference as these usually appear in journals.

### **Current and Pending Support - Form CSREES-2005 (14)**

All applications must contain Form CSREES-2005 listing other current public or private support (including in-house support) to which personnel (i.e., individuals submitting a vitae or listed as a Key Person) identified in the application have committed portions of their time, whether or not salary support for person(s) involved is included in the budget. Please follow the instructions provided on this form. Concurrent submission of identical or similar applications to the possible sponsors will not prejudice application review or evaluation by the CSREES. However, an application that duplicates or overlaps substantially with an application already reviewed and funded (or to be funded) by another organization or agency will not be funded under this program.

**Please note that the project being proposed in this application should be included in the pending section of the form.**

### **Research & Related Budget (15)**

#### **(1) Budget Form (Research & Related Budget)**

Click on the Budget Type – “Project” for project direct costs; “Subaward/Consortium” for any subcontract or consulting budgets.

Prepare the Budget in accordance with the instructions provided with the application form. A budget form is required for **each year** of the requested support. In addition, a cumulative budget detailing the requested total support for the overall project period. The budget form may be reproduced as needed by the applicant. Funds may be requested under any of the categories listed on the form, provided that the item or service for which support is requested is allowable under authorizing legislation, the applicable statutes, regulations and Federal cost principles and the T-STAR program guidelines and can be justified as necessary to conduct the proposed project. Applicants must include a budget narrative to justify their budget requests. You may want to build into your subsequent year's budgets, additional funds to cover inflation or salary increases in your key personnel.

### A. Senior/Key Person.

List by name the PD for item 1.

For subsequent items under Senior/Key Person, list co-PDs. Indicate whether the individual is on Calendar (Cal.) months; Academic Year (Acad.) Months or Summer (Sum.) months. This section should correspond to the Key Persons listed as PDs or co-PDs on the project. For Requested Salary (\$) and Fringe Benefits (\$), **indicate "0" for all permanent faculty. T-STAR funds can not be used to pay salaries, including summer salaries, of permanent (tenured or tenure-track faculty).** Non-tenure track Junior or Assistant Researchers to be funded through this T-STAR proposal should be listed in this section **only if they are the PD or a co-PD on the project.**

Show all CSREES funded work months that will be charged to the project for which salary is paid by USDA. Provide the funded work months for Project Director/Co-PD – Senior Associate, Research Associate. (Ph.D. level salaries must be budgeted as a Junior Researcher or Assistant Researcher with appropriate fringe benefits. For **Hawaii applications** use the following fringe benefit rates:

Fringe Benefits - (Use 38.67% for regular employees (junior or asst. researchers or APTs), 18% for graduate assistants and 2.0% for pre-baccalaureate students). For Guam applications, include the appropriate figures for the University of Guam.

Build in reasonable salary (and fringe benefit) increases for your key personnel over time.

### B. Other Personnel

List the number of other personnel (this is for personnel OTHER than the PD or co-PD) on the project.

Show all CSREES-funded work months that will be charged to the project for which salary is paid by USDA. Include appropriate fringe benefits for each category.

Note: Secretarial and Clerical Salaries – For these salaries to be allowable as a direct charge to the award, a justification of how that person will be directly involved in the project must be included in the narrative. General administrative or accounting duties are not considered acceptable. The duties must be directly related to the project plan.

### C. Equipment Description

List items and dollar amount for each individual item exceeding \$5000. Non-expendable equipment is defined as single items costing over \$5000 and having a useful life of more than one year. Provide estimates of costs and justification for each item in the Budget Narrative. If more than 10 pieces of equipment are requested, itemize and add attachment.

General purpose equipment (equipment whose use is not limited only to research, medical, scientific, educational, or other technical activities; i.e., office equipment and furnishings, air conditioning equipment, reproduction and printing equipment, motor vehicles, and automatic data processing equipment) requires special justification and may require prior approval from CSREES.

## D. Travel

Separate Domestic and Foreign Travel Costs.

In the Budget Narrative, provide information used in estimating costs such as: the destination, if known, purpose of the travel, number of travelers, and estimated cost per trip (e.g., St. Louis, Missouri to attend a conference, 2 persons - \$1,000 ea).

Provide separate details for foreign travel. **Trips to scientific meetings are generally not allowed during the first year of T-STAR funding.**

## E. Participant / Trainee Support Costs

Do not enter any items in this section. They are not allowed under the statutes funding this research. In accordance with Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (91 Stat. 981), as amended, tuition remission is not an allowable cost under Section 2(c)(1)(B) projects, and no funds will be approved for this purpose. **Post doctoral stipends are not permitted, nor are other costs to support trainees such as travel, subsistence, health insurance. Post doctoral fellows should be hired as regular personnel on the grant.**

## F. Other Direct Costs

1. **Materials and Supplies** – This could be anything from office supplies, software, greenhouse, field, and laboratory supplies. Itemize categories (e.g. lab supplies: Petri dishes, culture flasks, disposable bottles, chemicals, etc.; field/greenhouse supplies: shade cloth, pots, media, etc.) each must be broken down and the cost estimated for each category item). For those things that aren't typical materials and supplies, a brief narrative or justification of how the item fits into the program should be included in the budget narrative.

2. **Publication/Page Costs** – This line is associated with the publishing of an article in a scientific or technical journal or other type of field/program related publication or for commercial printing of brochures and program materials. Photocopying costs should be listed separately. Use the blank lines for photocopying costs.

3. **Consultant Services** -- Applicants normally are expected to utilize the services of their own staff to the maximum extent possible in managing and performing the activities supported by awards. If the need for consultant services is anticipated, the proposal narrative should provide a **justification** for the use of such services, a **statement of work** to be performed, and a **resume or curriculum vita** for each consultant. The proposal budget should indicate the amount of funds required for this purpose. The budget narrative should list the name(s) of the consultant(s), the name(s) of their organization(s), and a breakdown of the amount being charged to the award (e.g., number of days of service, rate of pay, travel, per diem, etc.). If this information is not available at the time of award, funds for this purpose may be withheld until the information is provided to and approved by CSREES.

4. **ADP/Computer Services** -- The cost of computer services, including computer-based retrieval of scientific and technical information, may be requested. A justification based on the established computer service rates at the proposing organization should be provided in the budget narrative. Reasonable costs of leasing automatic data processing equipment may be requested, if justified. Note: equipment purchases should be listed under "Non-expendable equipment" or "Materials and Supplies" as appropriate. Internet connection costs may be requested, as appropriate and justified, in this category.

5. **Subawards/Consortium/Contractual Costs** -- When a portion of the work proposed will be performed by outside sources, a statement of work, budget narrative, and a separate budget sheet for each year of the subcontract and for the total years is required. The level of details required for the subcontract budget is the same as the recipient's organization. A letter or other documentation of commitment from the subcontracting organization should be included as an attachment. It is expected that the awardees organization will do the majority of the work – therefore, any **budgets to the subcontractor cannot exceed 50% of the total funds for the project in any given year and in total. Indirect costs are not permitted for subcontractors.**

6. **Equipment or Facility Rental/User Fees** – Provide costs and justifications in the Budget Narrative if equipment or facilities need to be rented. When there is a charge for using land owned by the Cooperative Extension Service, the Experiment Station or others for research and demonstration purposes, provide the charge per acre (or other rate charged), number of acres and total cost.

7. **Alterations and Renovations** -- CSREES is prohibited from paying for the renovation or refurbishment of research spaces (including energy retrofitting), purchase or installation of fixed equipment in such spaces, or planning, repair, rehabilitation, acquisition or construction of buildings or facilities.

8. **Other items:** Identify and list other budget items such as:

- **Communication** – Mailings, postage, faxes and telephone long distance charges. Cell phone charges are permissible but must relate DIRECTLY to the project objectives. Logs of Cell Phone usage should be kept.
- **Photocopying** – In-house photocopying of materials associated with the program.
- **Service or Maintenance Contracts** – Costs should be in direct correlation to the use of the equipment for the project (i.e. if a particular machine is used 50% of the time for the project, the project should only be charged 50% of the service/maintenance costs). Provide details of the type of equipment and the amount of the service contracts.
- **Services Provided** -- All types of analytical or other work done by a service provider. (Provide approximate cost for each type of service, e.g. Agricultural Diagnostic Service Center requests.)

**G. Direct Costs** -- The total direct costs should be entered here. The form should sum the costs for you but double check the totals.

**H. Indirect Costs – Not Permitted at all for the recipient organization or any subcontractor.** Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended, 7 V.S.C. 3319, indirect costs are not allowable costs under Section 2(c)(1)(B) Special Grant projects, and no funds will be approved for this purpose. Further, costs that are a part of the institution's indirect cost pool, (e.g., administrative or clerical salaries), may not be reclassified as direct costs for the purpose of making them allowable.

**I. Total Direct and Indirect Costs.** Self Explanatory. Note that a budget form must be provided for the total grant period and each individual year of the grant and for every subcontractor.

**J. Fee** – none permitted.

**K. Budget Narrative (16) – Print out and attach.** All budget categories for which support is request must be individually listed (with costs) in the same order as the budget forms and justified. “Nonexpendable Equipment, Travel and “Other Direct Costs” categories must be itemized and the cost per item be provided. The following items must be included for all consultants: Separate by year and by total grant period and itemize.

The following items are required of all **consultants**:

- 1) A statement of work (SOW)
- 2) A vitae, biography, or resume
- 3) If the rate of pay is greater than \$500 per day, a statement must be included indicating this is their normal rate of pay.
- 4) A letter or other documentation indicating a willingness to participate in the project.

The following items must be included for all **subcontractors**:

- 1) A statement of work (SOW)
- 2) A R&R budget for each year and an R&R cumulative budget
- 3) A budget narrative (with the same detail as required for the grantee budget)
- 4) If the subcontractor is a private company or a non-profit organization and salaries are requested a CV or resume will be required of all key personnel involved in the project.
- 5) A letter or other documentation indicating willingness to participate in the project.

### **CSREES Supplemental Information Form (17)**

Most of the information on this form will be filled in for you.

1. Funding Opportunity – completed for you.
2. Program code will be provided upon submission to USDA-CSREES
3. Type of Applicant: F. State Controlled Institution of Higher Learning
4. 1862 Land-Grant University – both the University of Hawaii and the University of Guam are considered 1862 Land-Grant Universities.
5. Unfortunately, the University of Hawaii at Manoa is no longer considered to be a Minority Serving Institution, nor does it meet the enrollment guidelines as a Native-Hawaiian Serving Institution. The appropriate box is checked. Guam applicants may wish to consult with their experiment station staff to identify appropriate boxes for their proposals.
6. HHS Account Information – this information will be provided. NOTE: Guam Applicants may need to consult with experiment station staff to identify appropriate information pertaining to the University of Guam.
7. Key Words -- List key words, separated by commas in this space.

### **Conflict of Interest Form (18)**

In order to insure a fair review of your proposal and the other proposals in your panel, we ask that the PD and all co-PDs complete the Conflict of Interest (Form CSREES 2007) attached to the Pure Edge Forms page entitled “CSREES Supplemental Information”.

For each project director (PD) and co-PD, list alphabetically by last name (and with last name first), the full names of individuals in the following categories and mark each category which applies with an “x”. Additional pages may be used as necessary. A conflict of interest list for each PD or co-PD must be submitted before a proposal is considered complete. Inclusion of a C.V. or publication list in the proposal is not sufficient.

- All co-authors on publications within the past **four years**, including pending publications and submissions

- All collaborators on projects within the past **four years**, including current and planned collaborations
- All thesis or postdoctoral *advisees/advisors*
- All persons in your field with whom you have had a consulting/financial arrangement/other conflict-of-interest in the past four years

Note: Other individuals working in the applicant's specific area are not in conflict of interest with the applicant unless those individuals fall within one of the above listed categories.

### Research and Related Personal Data (19)

Research & Related Personal Data form should be placed as the last page of the **original hard copy** of the application and not photocopied. This page contains personal data on the PD(s) and co-PD's on the project. **Do NOT include these forms with the copies of the proposal, only the original.** CSREES requests this information in order to monitor the operation of its review and awards processes. This page will not be duplicated or used during the review process. Please note that failure to submit this information will in no way affect consideration of your application.

### III. Formatting and Consistency Guidelines

Use the following guidelines to finalize your application for submission. Failure to adhere to these guidelines may result in a returned proposal. Proper preparation of applications will assist reviewers in evaluating the merits of each application in a systematic, consistent fashion:

(a) Prepare the printed application on only one side of the page using standard size (8 ½"x 11") white paper, one-inch margins, typed or word processed using no type smaller than 12 point font, and single or double spaced. We prefer that the printed narrative and other non-Pure Edge forms be Microsoft Word 2003 (preferred) or Adobe Acrobat File (PDF) formats. Use an easily readable font face (e.g., Geneva, Helvetica, Times Roman). Number each page of the application.

(b) An **original** and **eight (8)** hard copies (Do not staple the applications. Secure each copy with a binder clip) plus **one (1)** electronic version on a 3.5 floppy, Zip disk, CD, or DVD in the original Pure Edge Internet Forms file format (the disk can contain an additional folder for narrative attachments, any editable PDF R&R Forms submitted in addition to the completed package). The hard copy and electronic media must be submitted in one package. For Hawaii applicants, **UH Office of Research Services Form 5 is NOT required**. We will ask for these forms later, if the proposal is accepted for funding.

(c) Include original illustrations (photographs, color prints, etc.) in all copies of the application to prevent loss of meaning through poor quality reproduction.

## **Where to Submit**

Hawaii proposals should be submitted to:

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

If you have questions or require help with the forms, please contact Dr. Vincent ([vincent@hawaii.edu](mailto:vincent@hawaii.edu)) or Ms. Lynnet Higuchi ([higuchil@ctahr.hawaii.edu](mailto:higuchil@ctahr.hawaii.edu)) or call (808-956-8157).

## **IV. Additional Information**

### **Continuing for the FY 2007 Funding Cycle**

**Seed Money Grants:** The purpose of these awards is to provide funds to enable investigators to collect preliminary data in preparation for another competitive grant program such as the USDA CSREES National Research Initiative (NRI) or National Science Foundation (NSF). A PD or a co-PD for a Seed Grant may not serve as a PD or co-PD on another Seed Grant within the three years of the initial Seed grant. These awards will be limited to a total of \$70,000 for one year and are not renewable. Applicants for Seed grants are expected to indicate how the research will enhance future competitiveness of the PD in applying for other research grants. Also, awards are not intended to fund stand alone research projects but rather projects that will lead to further research applicable to a future research proposal, for example to one of the research areas in the USDA CSREES NRI. Seed grants must specifically address one or more of the 8 T-STAR research goals and conform to the guidelines for regular T-STAR applications. Please identify the application as a Seed Money Grant on the first page of the application narrative.

**New Investigator Grants.** The T-STAR Program has had a history of supporting applications from new investigators without explicitly defining new investigators. A new investigator is one who is beginning his/her research career, does not have an extensive research publication record, and has less than five years postgraduate, career track research experience. To be eligible, the new investigator may not have received either a previous T-STAR award or other competitively awarded Federal research grant beyond pre- or post-doctoral research awards. Research collaborators who do not meet the eligibility requirements should be designated only as COOPERATORS and should not be listed on the Proposal Cover Page (Form CSREES 2002) as a co-PD. Guidelines for submission of a T-STAR New Investigator Grants are the same as the regular research grants and the applications must specifically address one or more of the 8 T-STAR research goals. Please identify the application as a New Investigator Grant on the first page of the application narrative.

**Encouragement of Integrated Research Projects.** There is growing emphasis within USDA CSREES and in the Western region for integrated research projects; i.e. research projects with a clear plan for technology transfer or outreach to stakeholders. To emphasize that importance in our T-STAR proposal, we have included on the review form, another category for review including the following language:

“Adoption or transfer of technologies; clear and effective plan for outreach or technology transfer to end users. (10 points).”

## V. Review Process and Evaluation Criteria

### **Full Proposal Review Process**

External Peer Review will be conducted by members of disciplinary panels composed of scientists well versed in each discipline of T-STAR projects submitted. The purpose of the letter of intent is to identify subject matter areas and help develop panel members to review the scientific merit of the proposals. The members of the Pacific Basin Administrative Group for T-STAR reviews and evaluates each proposal, based upon external peer reviews to make funding decisions. Each member will rank the proposals based on the criteria listed below, as well as reviewer input. External peers use similar criteria.

**Evaluation Criteria:** Criteria followed by the Technical Committees are the same as those followed by peer panels in the NRI program, together with criteria specific for the T-STAR program. These criteria are:

#### **(1) Scientific merit**

- Conceptual adequacy of the hypothesis or approach as related to program objectives.
- Clarity and delineation of proposed project objectives as related to program issues and objectives.
- Adequacy of the description of the proposed work.
- Suitability and feasibility of the methodology for conducting the work.
- Demonstration of feasibility through preliminary data or previous research
- Probability of success of the project.
- Novelty, uniqueness, and originality.

#### **(2) Specific T-STAR issues**

- Relevance and importance of the proposed research to the T-STAR program goals
- Proposed outcomes and impacts of the research to tropical and subtropical agriculture.
- "Balance" in problem areas in the T-STAR program.
- Current critical issues in tropical/subtropical agriculture.
- Relevance to one or more of the Overall Goals of the T-STAR Program.

#### **(3) Feasibility of attaining objectives during the life of the project; Probability of success.**

#### **(4) Adoption or transfer of technology strategies**

- Established or documented linkage with industry partner(s).
- Clear and effective plan for educational outreach and technology transfer to end users.

#### **(5) Qualifications of the proposed project personnel, partnerships and adequacy of the facilities and equipment available**

- Training and demonstrated awareness of previous alternative approaches.
- To relevant objective(s) listed in the Request for Proposals and/or potential for future accomplishments.
- Partnerships with other disciplines and institutions.
- Time allocated for systematic attainment of objectives.
- Institutional experience and competence in the identified area of work.
- Adequacy of available or obtainable support personnel, facilities and instrumentation.