



CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE
ANTIMICROBIAL USE AND STEWARDSHIP
PROJECT PRE-PROPOSAL CHECKLIST



Instructions

This Project Pre-Proposal Checklist is designed to assist in assembling an initial pre-proposal for a project seeking funding through CDFA’s Antimicrobial Use and Stewardship (AUS) program. The Checklist should be submitted to the AUS program along with a Project Pre-Proposal.

Project Pre-Proposals should include:

- 1) a description of the project/scope of work;*
- 2) a proposed timeline for the project; and*
- 3) an estimated budget.*

*The following Checklist details considerations when developing a Project Pre-Proposal. Not all items listed are required at this time, however, should the AUS program agree to move forward with the project idea, these items may become required. Please label each section of the Pre-Proposal document(s) using the **headers** indicated in the Checklist.*

*The AUS program has an iterative process for reviewing projects, prioritizing funding, and developing project agreements. Submission of a Project Pre-Proposal does **not** guarantee the AUS program will move ahead with or fund a project; AUS reserves the right to change its position on funding a project at any point prior to final agreement signatures. Please note that if the AUS program decides to move ahead with a project, the process for **executing an agreement can take 2 – 3 months or more**, subject to CDFA administrative timelines.*

Please fill out the information below and attach both the completed Checklist and the Project Pre-Proposal document(s) in an email to the AUS program at CDFA_AUS@cdfa.ca.gov and/or submit directly to an AUS team member with whom you have been in contact.

Checklist

Included in attached
Pre-Proposal?

Yes

No

Required. Header: Project Description. (Maximum of 2 pages)
Description of project, including: background, hypotheses, objectives, scope of work, methods (including previous experience/relevant publications with proposed methods from the research team), impacts and outcomes, intended benefit/value to the public and/or industry with regard to antibiotic resistance and stewardship, deliverables, and practical/real-world applications of the study results.



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Checklist Continued

Included in attached
Pre-Proposal?

Yes

No

Required. Header: Estimated Budget.

Estimated budget for project, itemized and categorized by fiscal year (FY). CDFA fiscal years run from 7/1 to 6/30 (e.g., FY 21-22 is 7/1/21 to 6/30/22).

Budget categories for consideration:

- Materials and/or equipment (include shipping and taxes)
- Testing (including number and types of samples, tests, etc.)
 - Please indicate if any bacteriologic testing is to be performed by the CAHFS laboratory. Testing done by CAHFS is billed directly to CDFA and should not be included in the project budget; CDFA will include this cost separately.
- Salary and benefits (including student worker salary/tuition and description of individual project duties for each student/staff employee)
 - If TBD, please update AUS with employees' CVs and roles once they are identified and/or hired
- Travel
 - Hotel daily rates should be reasonable and consistent with university/agency policies (e.g., maximum \$150/night for UC Davis researchers).
 - To take advantage of reduced Enterprise rental car daily rates, please use your university-issued discount code (begins with 'X') when booking your reservation.
- Publication fees
- **Indirect cost**
 - The indirect cost rate negotiated between CDFA and UC Davis for FY 21-22 is 30% (expected to increase by 5% per FY each year over the next few years). *The rate in effect at the start of a project remains in effect for the project duration.*
- Describe any other sources of funding, current applications for additional funding, and/or intention to apply for additional funding. Additional sources of funding are strongly encouraged to supplement any funding AUS may provide.

Note: while this is understood to be an estimated budget that is subject to change as a project proposal is finalized, please strive for an estimation that is reasonably expected to be within 20% of the final budget. CDFA AUS retains the option to re-review projects in the event of significant changes to the budget.



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Checklist Continued

Included in attached
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Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Required. Header: Proposed Timeline.

Proposed timeline for project, including any relevant external deadlines this project may have outside of the CDFA AUS funding process, such as personnel or participant availability, IRB/IACUC review and approval timelines, other funding source deadlines, etc. Project deliverables should be included in the proposed timeline and are encouraged to be submitted throughout the project term. The project term should end with all deliverables having been received by CDFA AUS. **Reminder:** if the AUS program decides to move ahead with a project, the process for executing an agreement can take 2 – 3 months or more, subject to CDFA administrative timelines.

<input type="checkbox"/>	<input type="checkbox"/>
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If applicable. Header: Letters of Support from Collaborators.

Include letters of support from collaborating researchers, organizations, or other groups that will be responsible for a significant portion of the project’s work or are key to the project’s success. This includes collaborators whose engagement will be key in ensuring recruitment of participants for a project (e.g., industry organizations). Letters of support should include details regarding a collaborator’s specific contribution(s) to the project (e.g., time commitment, funding commitment, etc). If applicable, but not included in the attached Project Pre-Proposal, please mark “No” here and include detail in the Pre-Proposal regarding verbal commitments and/or current and planned communications with collaborators.

Note: where applicable, letters of support will be required in final proposals.

<input type="checkbox"/>	<input type="checkbox"/>
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If applicable. Header: Institutional Review Board Approval.

Indicate “Yes” or “No” for anticipated IRB, IACUC, or similar categorization for this project. If “Yes”, provide more detail in the Pre-Proposal.