

# Fruit Tree, Nut Tree and Grapevine Improvement Advisory Board (IAB)

## Request for Proposal of Research Fiscal Year 2015-16

### INSTRUCTIONS

Due: February 2, 2015

Please submit two signed copies **and** an electronic version in Microsoft Word format using the following guidelines. The electronic version should be sent to [sean.dayyani@cdfa.ca.gov](mailto:sean.dayyani@cdfa.ca.gov)

#### I. COVER PAGE:

- The project title should be brief and descriptive.
- Indicate fiscal year and projected duration of the project (i.e. Ongoing, Year 1 of 3, etc.). If the IAB funds the current year's project, there is no guarantee that the project will be funded in future years. The IAB has no authority to authorize funding for more than one year at a time.
- Identify the project leader's name, affiliation, mailing address, telephone and fax number, and e-mail address.
- Identify the cooperating personnel's name(s) and affiliation(s), mailing address, telephone and fax number, and e-mail address. *Proposals without the cooperator's approving signature will not be accepted.*
- Identify the contact person and his/her mailing address, telephone and fax number, and e-mail address for further communication if different from above.
- Identify the sources and amounts of all current and/or pending sources of support for this project.

#### II. GENERAL GUIDELINES:

- Consult the enclosed list of IAB RFP Research Priorities to develop your project. (**Attachment #1**)
- Executive Summary – Under this heading, provide a clear and concise summary of the proposed project, not to exceed one-half page. State the specific objectives of the proposed project and describe the approach to be used, as well as criteria to evaluate the project's success. Include other ideas that may be applied to nursery stock improvement that are not mentioned in IAB's priorities.
- Project's Benefit to Nursery Industry – Under this heading specify the problem to be addressed by the project and describe its extent, severity, and magnitude. Explain its linkage to IAB program goals. Indicate the project's potential for measurable progress toward long-term or short-term solution(s) to the specific problem(s) addressed in the proposal. If applicable, explain the project's contribution to current knowledge. What new information or product will the project generate? If applicable, discuss incentives for growers to adopt proposed practices. Do not exceed three pages.

- Objectives – Under this heading, please provide a clear, concise, and complete statement of each specific research and/or educational objective.
- Workplans and Methods – Under this heading, describe the activities and/or products that address each of the stated objectives. Explain the methods to be employed, indicating data to be gathered, parameters to be measured, and methods of analysis to be used, including sampling scheme and experimental design, if applicable. For multi-year projects, include a workplan for each year of the project. The workplan should be organized into project tasks and sub-tasks, which are units of work designed to achieve specific objectives. Each task should be numerically identified and have a descriptive title, and should include the following information:
  - a. Brief task objective(s)
  - b. Activities and methods description
  - c. Task products and estimated completion dates

Please describe methods and procedures, in sufficient detail, to provide a good understanding of how each task will be conducted. Describe interim and final products or milestones for each task. Be sure sufficient time is allocated to complete each project task. Detail must be sufficient to allow for an evaluation of the reasonability of time and cost.

- Project Management and Evaluation – Under this heading, describe the role of project leaders and cooperators. Briefly explain how the various participants' work will be coordinated. For projects that are primarily research oriented, provide a method for assessing the progress and success of the project. A peer review of on-going projects may occur, including a visit to your project site.
- Literature Review – Under this heading, provide a review of the literature on similar problems. The published work of others may be quoted, provided quotations are clearly referenced. Provide information regarding this or similar proposals by you, or co-investigators, that have been submitted to other agencies or funding sources.

### III. BUDGET ITEMIZATION:

- Provide a signed project budget proposal, labeled as Exhibit 'B' (**Attachment #2**).
- July 1, 2015 will be used as the project's start date. Use the attached sample budget to prepare a budget table for each calendar year of the project. For multiple-year projects, include a budget page for each year of the project. There is no guarantee that a multiple-year project will be funded in the future, since the IAB has no authorization to fund for more than one year at a time.
- If your project requires the use and acquisition of nursery stock, *please include those costs in your project budget.*

### IV. PROJECT PRE-EVALUATION:

- Industry and peer reviewers using defined criteria will evaluate your project proposal.
- A copy of the evaluation form is enclosed for your information. (**Attachment #3**)

## V. GENERAL GUIDELINES FOR PROGRESS AND FINAL REPORTS:

- **Progress Reports** – A minimum of one progress report must be submitted during the current funding year. An additional interim progress report may be required for consideration in evaluating funding of multiple-year projects. For each project objective:
  - a. Summarize the activities that are underway to accomplish this objective.
  - b. If planned activities or procedures were modified during this time period, please discuss.
  - c. Include data summaries and graphs as appropriate.
  
- **Final Report** – A final report must be submitted at the end of each fiscal year before the final invoice can be paid. *Ten percent (10%) of the total contract amount will be withheld for the research project until receipt and approval of the final report.* Re-state the project objectives and timetable as stated in the original funded proposal and note, and justify any revisions in objectives and/or timetable as follows:
  - a. Report specific accomplishments and findings during the funded period.
  - b. Include data summaries and graphs as appropriate.
  - c. Where possible, relate accomplishments to practical application in the nursery industry.
  
- Progress and final reports should be limited to 2 - 5 pages. Please reference the assigned IAB contract number on your reports and final invoices.
  
- **Summary** – A concise research summary/abstract, not to exceed more than one page, *must be submitted for all projects funded by IAB at the end of each fiscal year.* The summary/abstract should ideally be in an informative style, such as in California Agriculture. Please include graphs or pictures if necessary. This summary is an essential part of any research project and will be used by IAB to communicate research findings to the nursery industry, to the press, and to others.

## **Fruit Tree, Nut Tree and Grapevine Improvement Advisory Board (IAB)**

### **RFP Research Priorities for Fiscal Year 15/16**

IAB receives its revenues from assessment on fruit trees, nut trees, and grapevine nursery stock. The funds are spent on projects addressing nursery issues. The following research categories may receive priority consideration:

#### **Disease and Genetic Disorders:**

- Developing new or improving existing detection methods for virus and virus like diseases (ELISA, PCR, biological indicators, etc.).
- Virus elimination research (heat therapy, cold therapy, shoot tip culture, etc.).
- Determining spread of viruses from one plant to another and developing management strategies.
- Genetic disorders (bud failure, crinkle, etc.).
- Service testing for the industry (ELISA assays for trees and vines not in the Registration and Certification (R&C) Program).
- Maintaining central sources of clean nursery stock (FPS, etc.).

#### **Variety Identification:**

Developing or applying methods to identify varieties (ampelography, fingerprinting, DNA markers, etc.).

#### **Registration and Certification (R&C) Program:**

Implementation of improved disease detection technology for the R&C Program.

#### **Educational:**

Developing flyers, posters, videos, etc., on IAB's improvement activities to promote California produced nursery stock.

#### **Miscellaneous:**

- Assessment of economic impact of viruses (if data is lacking).
- Research on other important diseases and pests that significantly affect the quality of nursery stock (Example: crown gall research).
- Research that affects the whole industry (Example: alternatives to methyl bromide).

EXHIBIT 'B'  
IAB - BUDGET PROPOSAL

Project Title/Description: \_\_\_\_\_

Project Leader: \_\_\_\_\_

Proposed Fiscal Year: \_\_\_\_\_

**A. PERSONNEL SERVICES:**

Individual's Classification @ \$\_\_\_\_\_/hr. \$ \_\_\_\_\_

Staff Benefits = \_\_\_\_\_% \$ \_\_\_\_\_

**TOTAL PERSONNEL SERVICES \$ \_\_\_\_\_**

**B. OPERATING EXPENSES:**

Laboratory Supplies \$ \_\_\_\_\_

Travel (per diem) \$ \_\_\_\_\_

Postage \$ \_\_\_\_\_

Other: (Specify, i.e., cost of nursery stock) \$ \_\_\_\_\_

\$ \_\_\_\_\_

**C. TOTAL OPERATING EXPENSES: \$ \_\_\_\_\_**

**D. TOTAL BUDGET REQUESTED: \$ \_\_\_\_\_**

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Cooperator: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

\*Round dollar amount to the nearest dollar

\*Type out acronym "FTE"

\*Make sure % and dollar amount add up

**Fruit Tree, Nut Tree and Grapevine Improvement Advisory Board (IAB)  
Research Proposal Evaluation Form  
Fiscal Year 2015-16**

Please include scores for all criteria below. **Peer (science) reviewers**, please place emphasis on proposal objectives, scientific methodology, and cost to perform proposed work. **Industry reviewers**, please emphasize significance of problem to the industry, applicability of results, and whether anticipated benefits will justify cost.

Date Submitted for Review:	
Project/Research Title:	
Years to Complete Project:	
Amount Requested Fiscal Year 15/16:	
Amount Requested Fiscal Year 16/17:	
Other Sources of Funding and Amount:	

<b>Evaluation: (Maximum 100 points)</b>	<b>Maximum</b>	<b>Score</b>
The problem identified is significant to the nursery industry.	<b>20</b>	
The objectives identified are specific and clearly stated.	<b>20</b>	
The research methodology is sound and appropriate for stated objectives.	<b>20</b>	
The results will have immediate applications for the nursery industry.	<b>15</b>	
The budget is justified and appropriate.	<b>15</b>	
The time frame is reasonable for proposed research.	<b>5</b>	
The proposal will stimulate funding from other sources.	<b>5</b>	
<b>Total</b>	<b>100</b>	

**Comments:** *(Please write any comments that will help the Board to evaluate this proposal, such as its scientific and technical qualities, or if this proposal duplicates other research, etc.)*

**Print Reviewer's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewer's Signature:** \_\_\_\_\_

# Cover Page Sample

**Proposal To:**  
California Department of Food and Agriculture  
Pest Exclusion Branch/Nursery, Seed and Cotton program  
Attn: Sean Dayyani  
1220 N Street, Room 344  
Sacramento, CA 95814

**Submitting Organization:**

**Title of Proposed Research:**

**Proposed Duration:**

**Starting Date:**

7/1/15

**Total Amount Requested:**

**Department:**

**Phone Number:**

**Principal Investigator:**

**Checks Made payable to:**

**Send Check to:**

**Send Award Notice to:**

PROGRAM NAME  
CONTACT PERSON  
MAILING ADDRESS  
PHONE  
FAX  
EMAIL