

## California Department of Food and Agriculture FERTILIZER RESEARCH AND EDUCATION PROGRAM

### RFP FULL PROPOSAL REQUIREMENTS

The Fertilizer Research and Education Program (FREP) provides competitive grant funding for research, demonstration, technical education, and outreach projects that advance the environmentally safe and agronomically sound use of fertilizing materials. Proposals may focus on projects that will provide growers and industry with cost-effective practices to improve the efficient use of fertilizing materials and minimize environmental impacts. FREP does not support proprietary product development projects.

We strongly encourage principal investigators to read the [Grant Procedures Manual](#). It will answer most questions and provide information regarding specific expectations of grantees.

#### FUNDING AMOUNTS

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Grant funding of \$75,000 per year for up to three years is typical, but projects over \$75,000 and over three years will be considered on a case-by-case basis. Proposals leveraging other sources of funding are strongly encouraged and welcomed.

#### PREPARING YOUR FULL PROPOSAL

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*Be sure to thoroughly read and adhere to all submittal requirements or your proposal will not be accepted.*

Full proposals must include Sections A through I as described below. Sections A through G must be submitted in Microsoft Word format (doc/docx), single spaced using one-inch margins, and in 11 point Calibri font. The total number of pages from Sections A through G must not exceed 15 pages. Section H: Budget Template must be submitted in Microsoft Excel format (xls/xlsx) using the provided template. Section I: Appendices may be submitted in Microsoft Word format (doc/docx) or Adobe format (pdf).

If you have questions about formatting or submitting your proposal, please contact FREP staff at (916) 900-5022. To ensure fair competition, FREP staff does not provide guidance on the development of proposals.

#### SEND FULL PROPOSALS TO

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Submit an electronic version of your full proposal to: [FREP@cdfa.ca.gov](mailto:FREP@cdfa.ca.gov)

**Full proposals are due on May 16, 2018.** Proposals that are incomplete, late, do not comply with formatting requirements, or exceed 15 pages (excluding Sections H and I) will not be considered for funding. Full proposals must be submitted via email; mailed or faxed proposals will not be accepted. FREP staff will reply with a confirmation email when the full proposal is received; contact FREP staff by calling (916) 900-5022 if you have not received a confirmation email within two business days of your submission. FREP is not responsible for incomplete email transmissions.

#### FULL PROPOSAL REVIEW AND EVALUATION

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The California Department of Food and Agriculture (CDFA) may reject any proposal that is conditional or incomplete, or contains irregularities. CDFA may waive an immaterial deviation in the proposal. Waiver of an immaterial deviation shall in no way modify the Request for Proposal documents or excuse the proponent from full compliance with the grant requirements, if the proponent is awarded the grant.

Proposals will be circulated to peer reviewers with relevant expertise for their evaluation and comment. Those comments will be provided to the Fertilizer Inspection Advisory Board's Technical Advisory Subcommittee (TASC) to assist them in their review. TASC will evaluate the proposals, using the same evaluation and scoring criteria, and assign a final score. Authority for final funding approval lies with the Secretary of the California Department of Food and Agriculture.

**AWARD NOTIFICATION/GRANT PAYMENT**

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You will be emailed by CDFA, whether or not your project was selected for funding, on or before October 15, 2018. If your project is selected for funding, please note that work on the project cannot begin until the grant agreement goes into effect on January 1, 2019, or until it is signed by all parties, whichever is later. Interim and annual reports are required to assess project accomplishments, problems, and plans for the next work period. Grant payments are subject to receipt and acceptance of deliverables as defined in the Scope of Work.

**PRIOR PROJECTS/OTHER FUNDING SOURCES**

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**Prior Year Projects**

If the proposed project builds upon a previously funded FREP project, indicate the Agreement Number(s), and explain how the new proposed project complements or builds upon the previous project's efforts, the results of the completed work, and the long-term quantifiable effects of these results.

**Other Funding Sources**

Activities funded under FREP cannot duplicate activities funded by another grant program(s).

If the proposed project has been or will be submitted to or funded by a grant program other than FREP, identify the grant program(s), the entity administering the program(s), and the amount(s) of grant funds requested/awarded. Describe how the activities supported by FREP funding will differ from and/or supplement the other grant program(s) rather than duplicate those funding efforts.

**GRANT TIMELINE**

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Full proposals due.....	May 16, 2018
Award notification.....	October 15, 2018
Project start date.....	January 1, 2019

**FORMATTING INSTRUCTIONS**

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Use 8 ½ x 11-inch letter-size paper, portrait formatting in Microsoft Word. Do not use logo or letterhead.

For consistency and uniformity, use Calibri font throughout the proposal as follows:

- 11-point bold title case, for project title and section headings
- 11-point normal or regular font for body text
- Font color must be black, except for email addresses and URL's, which may be blue.

Use 1-inch margins on all sides, set alignment to left and do not use borders.

Set paragraph line spacing to single space. Double space between paragraphs, before and after section headings, and before and after subheadings. Do not indent the first lines of paragraphs.

After the summary title, list and identify each project leader, cooperators, supporter, site, and cooperating grower; include the person's role; name; title; company or organization name; department or section name; full address, including street, city, state and zip; telephone number; and email address as follows:

Project Leader  
Full Name and Credentials  
Title  
University Name  
Department  
Building  
Street Address  
City, State Zip  
(Area Code) Telephone number  
E-mail Address

If there is more than one person for the project, list them using the column function; do not create columns using the tab key or space bar.

Add page numbers as a footer; align right.

## **REPORT SECTIONS**

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### **A. Cover Page**

#### **1. Project Title**

Provide a unique and concise name for the proposed project. If the proposal is a continuation of a previous project, please keep the title consistent.

#### **2. Project Leader(s)**

Specify each project leader's name, title, affiliation, mailing address, telephone number, and email address. *\*A one or two-page resume, a list of recent publications, and a description of current research/outreach activities must be included for each project leader under Section I: Appendices.*

#### **3. Cooperator(s)**

Specify each cooperator's name, title, affiliation, mailing address, telephone number, and email address. *\*A letter from each cooperator must be included, under Section I: Appendices, describing their role in the project, estimated time commitment, and a statement of agreement to participate in the project. Do not include a cooperator's name on the proposal unless a support letter is included with the proposal at the time of submission.*

#### **4. Supporter(s)**

Specify organizations and/or individuals that support the ideas and objectives of the project but are not providing funding. *\*A letter from each supporter must be included under Section I: Appendices explaining the rationale for their support. Do not include a supporter's name on the cover page unless the support letter is included with the proposal at the time of submission.*

#### **5. CDFA Funding Request Amount/Other Funding**

Provide funding request amount (\$) from CDFA and amount committed from extra-mural or in-kind sources for each year of the project. Specify organizations that have committed funding to this project including funding amounts, contact names, addresses, and telephone numbers.

#### **6. Agreement Manager**

Specify the person who will manage the grant on behalf of the recipient (i.e. UC Regents, Office of Sponsored Research, etc.). Include the organization/entity, grant manager name, phone number, email address, and mailing address.

### **B. Executive Summary** (not to exceed two pages)

#### **1. Problem**

Simply and concisely define the problem to be addressed.

#### **2. Objectives, Approach, and Evaluation**

State specific project objectives, describe the approach that will be employed, and identify criteria that will be used to evaluate the project's success.

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### 3. Audience

Specify those who will use and benefit from the project findings or products.

## C. Justification

### 1. Problem

Specify the problem to be addressed by the project and describe its extent, severity, and magnitude.

### 2. FREP Mission and Research Priorities

Explain how the project will address one or more of FREP's Research Priorities for this funding cycle as described in the [2018 RFP](#). Describe how the project will contribute to FREP's mission of advancing the environmentally safe and agronomically sound use of fertilizing materials.

### 3. Impact

Explain agronomic, economic, environmental, or other implications on a local, regional, and statewide basis.

### 4. Long-Term Solutions

Indicate the project's potential for measurable progress toward long-term solution(s) to the specific problem addressed in the proposal.

### 5. Related Research

Describe previously conducted, related research and/or education efforts.

### 6. Contribution to Knowledge Base

Explain the project's contribution to current knowledge and specify new information to be generated by the project.

### 7. Grower Use

Describe the practical applications and incentives for growers to adopt the proposed practices or apply research results.

## D. Objectives

1. Provide a clear, concise, and complete statement of each specific research or educational objective, including outreach.

## E. Work Plans and Methods

### 1. Work Plan

For multi-year projects, provide a work plan for each year. Organize the work plan into project tasks and sub-tasks, which are units of work designed to achieve the specific project objectives. Each task should be numerically identified with a descriptive title and should include a detailed description of the activities and methods. Describe interim and final task products and completion dates or milestones.

### 2. Methods

Summarize the methods to be employed. For research projects, indicate data to be gathered, parameters to be measured, and the sampling scheme, experimental design, and methods of analysis to be used, if applicable. For educational/outreach projects, describe methods to be employed in implementing education/outreach events (e.g. program promotion, reaching target audience, and overcoming barriers).

### 3. Experimental Site

Provide a description or graphical representation of the experimental site, if applicable.

## F. Project Management, Evaluation, and Outreach

### 1. Management

Describe the role of the project leaders and cooperators and briefly explain how the work of the various participants will be coordinated.

### 2. Evaluation

For research projects, provide a method for assessing the progress and success of the project, including cost/benefit analysis of the adoption of new technologies, as well as barriers to adoption, where applicable. For education and outreach projects, define and provide a means to determine

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success of project activities beyond counting the number of participants in educational activities. Provide specific plans for evaluating the success of the project.

### 3. Outreach

FREP project proposals must include an outreach component. Projects must complete at least three outreach activities per year to fulfill this requirement. Some examples of outreach activities include grower field days, workshops, meetings, and trade journal articles. Specify outreach activities, events and/or approximate dates when they will occur. If outreach activities cannot be detailed upon submission of the proposal, the project leader must notify FREP staff of the planned outreach activities prior to submission of the signed grant for funding.

The following are acceptable outreach activities:

- Special grower meetings where the project leader or cooperator has a significant planning role and participation
- Presentations designed specifically for Pest Control Advisers (PCAs), Certified Crop Advisers (CCAs), field persons, or agricultural production consulting personnel
- Articles in trade publications and popular agricultural media
- Other outreach activities as approved by FREP staff

The following are *not* acceptable for outreach activities:

- Presentations to academic audiences
- Presentations required by other funding agencies

### G. Budget Narrative

Provide a detailed narrative of your proposed budget with a start date of January 2019. Explain the following:

- a. Personnel Expenses. Provide classification level, percent of time based on full-time salary/wages, benefits, employment period, and name of individual to be hired, if available. For University of California and other public agencies and universities, specify if other funds come from existing staff salary, are extra-mural, or are in-kind. If funds are from staff salary, specify the amount on a percentage of full time equivalent-basis.
- b. Operating Expenses. Itemize and justify the following operating expenses:
  - *Supplies*: Itemize and justify all supplies to be purchased.
  - *Equipment*: Itemize and justify all equipment purchases. During the grant period, titles to equipment purchased with CDFA funds will vest with the State. CDFA will only authorize expenditure for equipment (equipment with a life expectancy greater than one year or with a value greater than \$5000) on a pro-rated basis. After the grant period, the state may transfer ownership or allow the grantor to purchase such equipment. The grantor must maintain inventory records for such equipment.
  - *Travel*: Itemize the number of trips, estimated mileage, destination(s), and identify who will be traveling. CDFA will reimburse travel expenses at the rates specified by the California Department of Personnel Administration. Only travel expenses to and from the project site(s) or to conduct outreach activities within California will be covered.
  - *Professional/Consultant Services*: Identify and explain any and all work or services to be sub-granted. Sub-granting will only be allowed with the expressed written permission of the State.
  - *Other Expenses*: Identify and explain any additional expenses not covered by the above categories.
- c. Other Funding Sources. List and explain all other organizations providing funding for this project.
- d. **PRIOR YEAR PROJECTS**: If the proposed project builds upon a previously funded FREP project, indicate the Agreement Number(s), and explain how the new proposed project complements or builds upon the previous project's efforts, the results of the completed work, and the long-term quantifiable effects of these results.

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### H. Budget Template (not included in the 15-page maximum)

Prepare a budget table for the project using the attached FREP Project Proposal Budget Template Excel spreadsheet. The template uses formulas to automatically generate totals as numbers are entered into the fields; *do not alter the formatting or formulas in the un-shaded cells*. An example of a completed budget is included with the template. Include a project start date of January 2019 and show amounts requested for each of the following categories.

#### a. Personnel Expenses

- *Salary*: For each individual working on the project, list the name, percent time based on full-time salary, and their role in the project in the salary section.
- *Benefits*: Percentage of benefits (fringe) to be paid may be listed in the benefits section.
- *Indirect Costs*: Ten percent is the maximum indirect costs allowed. If this number is altered, the proposal cannot be accepted and it will be returned to you to be corrected. If the corrected budget is not returned before the due date of May 16, 2018, the proposal will not be considered for funding.

#### b. Operating Expenses: Enter the total amount requested for each year for the following operating expense categories. *All expenses must be itemized and justified in Section G: Budget Narrative.*

- Supplies
- Equipment
- Travel
- Professional/Consultant Services
- Other Expenses

*Other Funding Sources*: List each additional organization contributing funding to the proposed project. Specify funding to be contributed each year.

Activities funded under FREP cannot duplicate activities funded by another grant program(s).

If the proposed project has been or will be submitted to or funded by a grant program other than FREP, identify the grant program(s), the entity administering the program(s), and the amount(s) of grant funds requested/awarded. Describe how the activities supported by FREP funding will differ from and/or supplement the other grant program(s) rather than duplicate those funding efforts.

### I. Appendices (not included in the 15-page maximum)

#### 1. Project Leaders

Include a two-page resume and list of recent publications, and a description of current research, education, and/or training activities. Also provide information on all current, planned, pending, and recent projects, whether or not there is a specific time commitment, and how they will impact the proposed project.

#### 2. Cooperators

Include a letter from each cooperator describing their role in the project, estimated time commitment, and statement of agreement to participate in the project.

#### 3. Supporters

Include a letter from each supporter explaining the rationale for their support.