

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

**2015 FULL DEMONSTRATION PROJECT PROPOSAL
SUBMITTAL 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. The project proposal submittal requirements outlined in this document refer only to proposals for the [Almond Leaf Sampling and the Weather-Based Irrigation](#) demonstration projects. FREP does not support proprietary product development projects.

FUNDING AMOUNTS

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.

PREPARING YOUR FULL PROPOSAL

Please note that these guidelines are different. 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 H as described below. Sections A through F must be submitted in Microsoft Word, single spaced using one inch margins and 12 point Times New Roman font. Section G: Budget Template must be submitted in Microsoft Excel using the provided template. Budgets that do not use the provided template will not be accepted. Section I: Appendices may be submitted in Microsoft Word or Adobe PDF. Sections A through F must not exceed 15 pages. Full proposals that do not meet the specified formatting requirements or exceed 15 pages will not be accepted.

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

Submit an electronic version of your full proposal to: FREP@cdfa.ca.gov

Proposals that are incomplete, late, do not comply with formatting requirements or exceed 15 pages will be returned and eliminated from consideration. Full proposals must be submitted via e-mail; mailed and faxed copies will not be accepted. FREP staff will reply with a confirmation e-mail when full proposals are received; contact FREP staff by calling (916) 900-5022 if you have not received a confirmation e-mail within two business days of your submission. FREP is not responsible for incomplete e-mail transmissions.

FULL PROPOSAL REVIEW AND EVALUATION

The California Department of Food and Agriculture (CDFA) may reject any proposal if it is conditional, 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. Peer reviewers' comments will be provided to the Fertilizer Inspection Advisory Board/Technical Advisory Subcommittee (FIAB/TASC) to assist

2015 FULL PROPOSAL SUBMITTAL REQUIREMENTS

them in their review. The FIAB/TASC will then evaluate the proposals using the same evaluation form and a final score will be developed. Authority for final funding approval lies with the Secretary of the California Department of Food and Agriculture.

AWARD NOTIFICATION

You will be notified by CDFA whether or not your project was selected for funding on June 1, 2015. The grant agreement goes into effect on July 1, 2015. 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. Please thoroughly read the FREP Grant Procedures Manual for detailed information about grantee responsibilities and reporting requirements; the manual is available on the FREP website under Information for FREP Researchers.

TIMELINE

Full proposals due.....	March 3, 2015
Award notification.....	June 1, 2015
Project start date.....	July 1, 2015

REPORT SECTIONS

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)/Manager(s).**

Specify each project leader's name, title, affiliation, mailing address, telephone number, and email address. **A two page resume and an outline of relevant work experience or related project experience 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. **CDFA Funding Request Amount**

Provide funding request (\$\$) figure from CDFA and for each year of the project.

B. Executive Summary (not to exceed two pages)

1. **Objectives, Approach, and Evaluation.**

Provide a brief overview describing the approach to be used and how it will best address the objectives stated in the FREP project descriptions, and identify criteria that will be used to evaluate the project's success.

2. **Audience.**

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

C. Objectives

1. Provide a clear, concise, and complete statement of how this project will address each specific research and/or educational objective presented in the FREP project descriptions.

D. Work Plans and Methods (include a work plan for each year)

1. **Work Plan.**

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

2015 FULL PROPOSAL SUBMITTAL REQUIREMENTS

should include a summarization of the activities and methods. Describe interim and final task products and completion dates or milestones.

2. Methods.

Explain the methods to be employed, indicating how grower/cooperators will be recruited, what data will be gathered, parameters to be measured, and methods of analysis to be used, including sampling scheme and project design.

3. Experimental Site.

Provide a graphical description of demonstration sites.

E. **Project Management, Evaluation, and Outreach**

1. Management.

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

2. Outreach.

While all FREP projects include an outreach component, FREP will be responsible for all demonstration project field days and other outreach activities. The grantee will be available to tour the locations and discuss interim results and activities with FREP personnel and, through FREP, other interested parties.

F. **Budget Narrative** (not included in the 15 page maximum)

Provide a detailed narrative of your proposed budget. Assume a start date of July 2015 and explain all of 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 all of 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 \$500) 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.

G. **Budget Template** (not included in the 15 page maximum)

Prepare a budget table for the project using the attached 2015 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. **Budgets submitted without using the template will not be accepted; applicants will be asked to resubmit the budget using the approved budget template or their proposal will be disqualified.** Assume a project start date of January 2016 and show amounts requested for each of the following categories:

- a. Personnel Expenses.

2015 FULL PROPOSAL SUBMITTAL REQUIREMENTS

- *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.
- b. Operating Expenses. Enter the total amount requested for each year for all of 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*

H. Appendices

1. Project Leaders.

A two-page resume and an outline of relevant work experience or related project experience must be included for each project leader.