

FULL PROPOSAL SUBMITTAL REQUIREMENTS

California Department of Food and Agriculture FERTILIZER RESEARCH AND EDUCATION PROGRAM

RFP FULL 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. Proposals may focus on research and/or education projects to 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

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 are welcomed.

PREPARING YOUR FULL PROPOSAL

Please note that these guidelines have changed. 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 12 point Times New Roman font. Section H: Budget Template must be submitted in Microsoft Excel format (xls/xlsx) 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 format (doc/docx) or Adobe format (pdf). Sections A through G 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

Full proposals are due on the first working day in May each year. 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.

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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 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 the first working day in September. 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 1st of the following year. 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.

PRIOR PROJECTS/OTHER FUNDING SOURCES

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 the 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 the 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 the FREP funding will differ from and/or supplement the other grant program(s) rather than duplicate those funding efforts.

ANNUAL TIMELINE

Full proposals due.....	First working day of May Award notification.....
Project start date.....	First working day of September January 1 of the following year

These timelines apply to regular RFP cycles only. For information on Special RFP timelines refer to the Special Call for Proposals.

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).**

Specify each project leader's name, title, affiliation, mailing address, telephone number, and email address. **A 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*

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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.

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. Explain the potential impact of this project on a statewide level.

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 well as 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(s) 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 practical applications and incentives for growers to adopt the proposed practices.

D. Objectives

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

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E. Work Plans and Methods (for multi-year projects, 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 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, indicating data to be gathered, parameters to be measured, sampling scheme, experimental design, and methods of analysis to be used, if applicable.

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

2. Evaluation.

For primarily research-oriented projects, provide a method for assessing the progress and success of the project, including cost/benefit analysis of adoption of new technologies, as well as barriers to adoption, where applicable. For education projects, define and provide a means to analyze success of project activities beyond counting the number of participants in educational activities. Provide specific plans for the 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. Outreach activities may include grower field days, 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
- Publications in peer-reviewed scientific journals
- Other outreach activities as approved by FREP staff

The following are **not** acceptable for outreach activities/products:

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

G. Budget Narrative

Provide a detailed narrative of your proposed budget. Assume a start date of January of the following year 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:

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- *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 four years or with a value greater than \$4000) 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.

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. **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.** For regular RFP, assume a project start date of January of the following year and show amounts requested for each of the following categories. For special RFPs, see the instruction released with the request:

- 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*: A maximum of 10 percent of total Personnel Expenses (salary plus benefits) is allowable for indirect costs.
- 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*
- c. Other Funding Sources. List each additional organization contributing funding to the proposed project. Specify funding to be contributed each year.

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

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project's efforts, the results of the completed work, and the long-term quantifiable effects of these results.

OTHER FUNDING SOURCES

Activities funded under the 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. Also include a description of current research/outreach activities; provide information on all current, planned, pending, and recent projects, whether or not there is a specific time commitment and how it 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. Copies of faxed letters are acceptable if attached to the proposal at submission time.

3. Supporters.

Include a letter from each supporter explaining the rationale for their support. Copies of faxed letters are acceptable if attached to the proposal at submission time.