



**California Department of Food and Agriculture
Fertilizer Research and Education Program**

**2011 FULL PROPOSAL SUBMITTAL
REQUIREMENTS**

I. INTRODUCTION

The Fertilizer Research and Education Program (FREP) provides grant funding for research, demonstration, and education projects that advance the environmental and agronomic use and handling of fertilizing materials.

II. FUNDING AMOUNTS

Maximum funding limit of \$50,000 per year, up to three years.

III. PREPARING YOUR FULL PROPOSAL

Full proposals must include Sections A through G as described below. Full Proposals must be submitted in Microsoft WORD and EXCEL for the budget. The budget must be submitted in EXCEL.

IV. 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.

The Fertilizer Inspection Advisory Board/Technical Advisory Subcommittee (FIAB/TASC) will evaluate those proposals that meet the proposal requirements based on the criteria provided in the evaluation form. Authority for final funding approval lies with the Secretary of the California Department of Food and Agriculture.

Proposals will be circulated to peer reviewers with relevant expertise. Reviewers will be asked to evaluate the project using the peer evaluation form found at the end of this packet. Peer reviewers' comments will be provided to the FIAB/TASC to assist them in their review. A final score will be developed by the FIAB/TASC using the Proposal Evaluation Form. The criteria on which the proposal will be evaluated include: Professional Qualifications/ Scientific Merit (20 points), Feasibility and Impact (30 points), Quality of Proposal (20 points), Fiscal Merit (30 points).

V. TIMELINE AND ADDRESS FOR PROPOSAL SUBMISSION

The schedule of activities related to this Request for Proposals is as follows:

<u>ACTIVITY</u>	<u>DATE</u>
FULL PROPOSAL Submittal Deadline	June 1, 2011
Award Notification	October 2011
Grant Period	January 2012, for a period of one to three years

Submit an electronic form of your proposal to:

**Fertilizer Research and Education Program
California Department of Food and Agriculture
1220 "N" Street
Sacramento, CA 95814-5607
frep@cdfa.ca.gov**

Full proposals submitted via fax will **not** be accepted. **Incomplete or late full proposals will be returned and eliminated from further consideration.**

VI. MY FULL PROPOSAL WAS SELECTED FOR FUNDING

If your project is selected for funding, you will receive notification from CDFA. Work on the project cannot begin until a grant is in place. Brief interim and annual reports will be required to assess project accomplishments, problems, and plans for the next work period. Grants will contain specific reporting guidelines. Payments are subject to acceptance of completed tasks as defined by the Scope of Work.

If you have questions about preparing your proposal, please contact FREP staff at (916) 445-0444.

SECTIONS A through G

A. Cover page

1. Project Leader(s)
 - a. Identify project leaders.
 - b. Specify project leader's affiliation, mailing address, telephone and FAX numbers, and e-mail address, if available.
 - c. Include a two-page resume for each project leader.
2. Cooperator(s)
 - a. Provide cooperator's name, affiliation, mailing address, telephone number, FAX number, and email address, if available.
 - b. 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.) Do not include a cooperator's name on the proposal unless a support letter is included.
3. Supporter(s)
 - a. Specify organizations and/or individuals that support the ideas and objectives of the project but are not providing funding.
 - b. Explain the rationale for the support.
 - c. 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.
4. CDFA Funding Request Amount/Other Funding
 - a. Provide funding request (\$\$) figure from CDFA for each year of the project.
 - b. Provide funding (\$\$) amount committed to project from extra-mural or in-kind sources.
 - c. Specify organizations that have committed funding to this project including funding amounts, contact names, addresses, and telephone numbers.

B. Executive Summary (not to exceed one page)

1. Problem
 - a. Define simply and concisely the problem to be addressed.
2. Project objectives, approach and evaluation
 - a. State specific project objectives
 - b. Describe the approach to be used
 - c. Identify the criteria to evaluate the project success.
3. Audience
 - a. Specify those who will use and benefit from the project findings or products.

C. Justification

1. Problem
 - a. Specify the problem to be addressed by the project and describe its extent, severity, and magnitude. What will the impact of this project be on a statewide level?
2. CDFR/FREP goals
 - a. Explain the linkage to CDFR/FREP program goals or other areas and disciplines.
3. Impact
 - a. Explain agronomic, economic, environmental or other implications on a local, regional, or statewide basis.
4. Long-term solutions
 - a. 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
 - a. Describe previously conducted related research and/or education efforts.
6. Contribution to knowledge base
 - a. Explain the project's contribution to current knowledge.
 - b. Specify new information or product to be generated by project.
7. Grower use
 - a. Discuss incentives for growers to adopt proposed practices.

D. Objectives

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

E. Work Plans and Methods (For multi-year projects, include a workplan for each year.)

1. Work plan
 - a. Organize the work plan into project tasks and sub-tasks, which are units of work designed to achieve the specific project objectives.
 - b. Each task should be numerically identified with a descriptive title, and should include a description of the activities and methods.
 - c. Describe interim and final task products and completion dates or milestones.
2. Methods
 - a. 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.
3. Experimental site
 - a. Provide a graphical description of experimental site, if applicable.

F. Project Management, Evaluation, and Outreach

1. Management
 - a. Describe the role of project leaders and cooperators.
 - b. Briefly explain how the various participants' work will be coordinated.
2. Evaluation
 - a. 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.

- b. For applicable 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 evaluation.
3. Outreach
- a. FREP project proposals must include an outreach component. Research-type 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. Educational projects may be exempt from this outreach policy.
 - b. 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 for outreach activities:

- Special grower meetings where the project leader or cooperator has a significant planning role and participation.
- Presentations designed specifically for pesticide control applicators (PCAs), California certified crop advisors (CaCCAs), field persons, or agricultural production consulting personnel.
- Articles in trade publications and popular agricultural media.
- Peer-reviewed scientific journal articles.
- 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.

Project leader(s)/cooperator(s) or his/her designee may be expected to conduct grower field days, or other outreach activities at the request of the FREP staff. If such an activity is carried out, it will be credited towards fulfilling the outreach requirements of the grant.

Project leader(s)/cooperator(s) or his/her designee will be required to present the project's progress and/or results/findings at a minimum of one annual FREP conference.

FREP staff can provide limited assistance in planning and executing outreach activities if afforded adequate advance notice. Project leaders are encouraged to seek such assistance if needed.

G. Budget Itemization

1. Budget table
 - a. Prepare a budget table for each calendar year of the project, using the attached EXCEL Budget Sheet. **Budgets submitted in WORD format will be returned to grantee and must be re-submitted in EXCEL format.**
 - b. Show amounts requested from CDFA and amount(s) provided by other organizations.
 - c. Specify the source of other funding, including the name of the organization(s) and amount(s).
2. Multi-year projects
 - a. For multiple-year projects, include a budget page for each year of the project. Do not include under "Other" unless you can provide documentation at the time of proposal submission.
 - b. 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.
3. Assume start date of January 2012, and include:
 - a. Personnel
 - Provide classification level, hourly wages, employment period, and name of individual to be hired, if available.
 - b. Travel
 - 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. Itemize the number of trips, estimated mileage, destination(s), and identify who will be traveling.

- c. Equipment
 - Equipment purchases must be specified and justified. 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.
- d. Publications
 - Costs for publications in scientific journals will not be covered.
- e. Sub granting
 - The grantor must identify in the proposal any and all work or services to be sub granted. Sub granting will only be allowed with the expressed written permission of the state.
- f. Overhead Policy
 - The University of California has authorized an exemption for indirect costs (overhead) in its support of projects funded under FREP.