

California Department of Food and Agriculture BEET CURLY TOP VIRUS CONTROL PROGRAM

PROPOSAL SUBMITTAL REQUIREMENTS

The Beet Curly Top Virus Control Program (BCTVCP) may consider funding projects that develop new management methods for treating the beet leafhopper (BLH), the primary vector of the beet curly top virus or development of enhancements to other program areas that will mitigate the virus. The funding will be based on the researcher using a no pesticide alternative or Department of Pesticide Regulation (DPR) approved pesticides registered for use in CA on BLH and/or on rangeland/hillside.

BCTVCP does not support proprietary product development projects.

FUNDING AMOUNTS

Funding will be considered on a case by case basis; not to exceed the Committee's approved annual research budget. A maximum amount is allocated for the Committee's approval each budget year. The sum of all projects approved each year may not exceed the Committee's approved annual research budget.

Proposals leveraging other sources of funding are strongly encouraged and are welcomed.

PREPARING YOUR 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.

Proposals must include Sections A through I as described below. Sections A through G must be submitted in Microsoft Word, single spaced using one-inch margins and 12-point Times New Roman font. Section H: Budget Template must be submitted in Microsoft Excel using the provided template. Budgets that do not use the provided template may not be accepted. Section I: Appendices may be submitted in Microsoft Word or Adobe PDF. Sections A through G must not exceed 15 pages. 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 Canh Nguyen at (916) 206-2529. To ensure fair competition, BCTVCP staff does not provide guidance on the development of proposals.

SEND PROPOSALS TO

Submit an electronic version of your proposal to: canh.nguyen@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. Proposals must be submitted via e-mail; mailed and faxed copies will not be accepted. BCTVCP staff will reply with a confirmation e-mail when proposals are received; contact BCTVCP staff by calling (916) 206-2529 if you have not received a confirmation e-mail within two business days of your submission. BCTVCP is not responsible for incomplete e-mail transmissions. Proposals should be submitted at least 15 days before the next scheduled Board meeting to allow sufficient time to review. Scheduled Board meetings can be found at BCTVCP webpage: https://www.cdfa.ca.gov/plant/ipc/curlytopvirus/ctv_hp.htm

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 funding requirements if the proponent is awarded the funding.

Proposals will be circulated to peer reviewers with relevant expertise. Reviewers will be asked to evaluate the project using the evaluation form found at the end of this packet. Peer reviewers' comments will be provided to the Beet Curly Top Virus Control Board (BCTVCB) to assist them in their review. The BCTVCB 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 Agriculture.

AWARD NOTIFICATION

You will be notified by CDFA whether your project was selected for funding. If your project is selected for funding, please note that work on the project cannot begin until the grant agreement signed by both parties and executed. 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. Researchers may be required to attend a Board meeting in person to review their proposal with the Board.

TIMELINE

Proposals due.....15 days before the next scheduled Board meeting

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 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/Other Funding.**
Provide funding request (\$\$) figure 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.
5. **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 to be used, 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. Please use plain English and define technical words.

C. Justification

1. **BCTVCP Mission and Research Priorities.**

Explain how the project will address the identified BCTVCP Research Priorities, as well as how the project will contribute to BCTVCP's mission of advancing the environmentally safe and agronomically sound use of insecticide materials.

2. **Impact.**

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

3. **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.

4. **Related Research.**

Describe previously conducted related research and/or education efforts.

5. **Contribution to Knowledge Base.**

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

6. **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.

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 description 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 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.**

Provide a graphical description of 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 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.

G. Budget Narrative

Provide a detailed narrative of your proposed budget. Assume a start date of July 1 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.
- 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 BCTVCP 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 unshaded 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 July 1st. Indirect cost will be limited up to 10%. Project budget will 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.
- 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.

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 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.

J. CEQA

1. Project lead is responsible for compliance with all applicable State and federal laws and regulations, including the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and other environmental permitting requirements. Applications for activities subject to CEQA and/or NEPA must identify the lead agency or agencies and provide documentation evidencing that the agency or agencies have accepted the lead agency role.