

Fruit Tree, Nut Tree and Grapevine Improvement Advisory Board (IAB)

Request for Proposal of Research Fiscal Year 2018-19

Released Date: December 11, 2017
Proposals Due: February 6, 2018, 5:00 pm PST

Background and Purpose

The California Department of Food and Agriculture (CDFA) is pleased to announce, in coordination with the California Fruit Tree, Nut Tree, and Grapevine Improvement Advisory Board (IAB), a competitive solicitation process to promote production of high quality tree and grapevine nursery stock. Funding is made possible from assessments on fruit tree, nut tree, and grapevine nursery stock.

Funding and Duration

CDFA and the IAB reserve the right to offer an award that is less than the amount requested.

Funds awarded under this solicitation cannot be expended before July 1, 2018 or after June 30, 2019. If the current year of a multi-year project is selected for funding, there is no guarantee that the project will be funded in the future.

Research Priorities

The IAB has identified five research priorities to help prospective applicants develop their projects and submit their projects to the most appropriate priority. Additional consideration *may* be given for projects that address the research priorities identified below.

- I. *Diseases and Genetic Disorders.*** Projects addressing this priority should focus on at least one of the following:
 - Developing new or improving existing detection methods for virus and virus-like diseases (ELISA, PCR, biological indicators, etc.).
 - Virus elimination research (heat therapy, cold therapy, shoot tip culture, etc.).
 - Determining spread of viruses from one plant to another and developing management strategies.
 - Genetic disorders (bud failure, crinkle, etc.).
- II. *Variety Identification.*** Projects addressing this priority should focus on developing or applying methods to identify varieties, including ampelography, fingerprinting, DNA markers, etc.
- III. *Registration and Certification (R&C) Program.*** Projects addressing this priority should focus on the development of improved disease detection technology for the R&C Programs.
- IV. *Education and Outreach.*** Projects submitted under this priority should focus on promoting California-produced nursery stock by improving the public's knowledge and understanding of the California nursery industry (i.e., through the development of flyers, posters, videos).
- V. *Miscellaneous.*** The IAB understands there is variability in research projects. For this reason, applicants may submit under this priority if projects focus on:

- Assessment of economic impact of viruses (if data is lacking).
- Research on other important diseases and pests that significantly affect the quality of nursery stock (e.g., crown gall).
- Research that affects the whole industry (Example: alternatives to methyl bromide).

Proposal Submission Process

Applicants are required to submit the following:

1. Coversheet
2. Proposal Narrative – Exhibit A
3. Budget Itemization – Exhibit B

Samples of these attachments are also available at: <https://www.cdfa.ca.gov/plant/pe/nsc/iab/>

Proposals must be submitted electronically to Sean Dayyani at sean.dayyani@cdfa.ca.gov by 5:00pm PST on February 6, 2018. Applicants must submit their proposal in a Microsoft Word document format, as well as a signed coversheet.

Using the guidelines below, applicant’s proposals must include:

I. COVERSHEET:

- The project title should be brief and descriptive.
- Indicate fiscal year and projected duration of the project (i.e., ongoing, year 1 of 3, etc.). If the current year’s project is selected for funding, there is no guarantee that the project will be funded in future years.
- Identify the project leader’s name, affiliation, mailing address, telephone and fax number, and e-mail address.
- Identify the cooperating personnel’s name(s) and affiliation(s), mailing address, telephone and fax number, and e-mail address. *Proposals without the cooperator’s approving signature will not be accepted.*
- Identify the contact person and his/her mailing address, telephone and fax number, and e-mail address for further communication if different from above.
- Identify the sources and amounts of all current and/or pending sources of support for this project.

II. GENERAL GUIDELINES:

- Consult the above list of IAB Research Priorities to develop your project.
- Executive Summary – Provide a clear and concise summary of the proposed project, not to exceed one-half page. State the specific objectives of the proposed project and describe the approach to be used, as well as criteria to evaluate the project’s success. Include other ideas that may be applied to nursery stock improvement that are not mentioned in IAB’s priorities.
- Project’s Benefit to Nursery Industry – Specify the problem to be addressed by the project and describe its extent, severity, and magnitude. Explain its linkage to IAB goals. Indicate the project’s potential for measurable progress toward long-term or short-term solution(s) to the specific problem(s) addressed in the proposal. If applicable, explain the project’s contribution

to current knowledge. What new information or product will the project generate? If applicable, discuss incentives for growers to adopt proposed practices. Do not exceed three pages.

- Objectives – Provide a clear, concise, and complete statement of each specific research and/or educational objective.
- Workplans and Methods – Describe the activities and/or products that address each of the stated objectives. 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. For multi-year projects, include a workplan for each year of the project. The workplan should be organized into project tasks and sub-tasks, which are units of work designed to achieve specific objectives. Each task should be numerically identified and have a descriptive title, and should include the following information:
 - a. Brief task objective(s)
 - b. Activities and methods description
 - c. Task products and estimated completion dates
- Applicant must describe methods and procedures, in sufficient detail, to provide a good understanding of how each task will be conducted. Describe interim and final products or milestones for each task. Be sure sufficient time is allocated to complete each project task. Detail must be sufficient to allow for an evaluation of the reasonability of time and cost.
- Project Management and Evaluation – Describe the role of project leaders and cooperators. Briefly explain how the various participants' work will be coordinated. For projects that are primarily research oriented, provide a method for assessing the progress and success of the project. A peer review of on-going projects may occur, including a visit to your project site.
- Literature Review – Provide a review of the literature on similar problems. The published work of others may be quoted, provided quotations are clearly referenced. Provide information regarding this or similar proposals by you, or co-investigators, that have been submitted to other agencies or funding sources.

III. BUDGET ITEMIZATION:

- Provide a signed project budget proposal, labeled as Exhibit 'B' (**Attachment #1**).
- **July 1, 2018** will be used as the project's start date. Use the attached sample budget to prepare a budget table for each calendar year of the project. For multiple-year projects, include a budget page for each year of the project. There is no guarantee that a multiple-year project will be funded in the future.
- If your project requires the use and acquisition of nursery stock, *please include those costs in your project budget*.

The maximum indirect cost rate is ten (10) percent of the total personnel cost (salary and fringe benefits).

Indirect cost rates for research grants with UC and CSU are currently being negotiated. Pending an agreement, the historic maximum rate of 10% applies.

Review and Evaluation Process

The review process consist of two levels. The first level is an administrative review to determine whether proposal requirement were met.

The second level is a technical review by a peer review panel to evaluate the merits of the proposal using the evaluation criteria outlined in **Attachment #2**.

General Guidelines for Progress and Final Reports

- ***Progress Reports*** – A minimum of one progress report must be submitted during the current funding year. An additional interim progress report may be required for consideration in evaluating funding of multiple-year projects. For each project objective:
 - a. Summarize the activities that are underway to accomplish this objective.
 - b. If planned activities or procedures were modified during this time period, please discuss.
 - c. Include data summaries and graphs as appropriate.
- ***Final Report*** – A final report must be submitted at the end of each fiscal year before the final invoice can be paid. *Ten percent (10%) of the total contract amount will be withheld for the research project until receipt and approval of the final report.* Re-state the project objectives and timetable as stated in the original funded proposal and note, and justify any revisions in objectives and/or timetable as follows:
 - a. Report specific accomplishments and findings during the funded period.
 - b. Include data summaries and graphs as appropriate.
 - c. Where possible, relate accomplishments to practical application in the nursery industry.
- Progress and final reports should be limited to 2 - 5 pages. Please reference the assigned IAB agreement number on your reports and final invoices.
- ***Summary*** – A concise research summary/abstract, not to exceed more than one page, must be submitted for all projects funded by IAB at the end of each fiscal year. The summary/abstract should ideally be in an informative style, such as in *California Agriculture*. Please include graphs or pictures if necessary. This summary is an essential part if any research project and will be used by IAB to communicate research findings to the nursery industry, to the press, and to others.

EXHIBIT 'B'
IAB - BUDGET PROPOSAL

Project Title/Description: _____

Project Leader: _____

Proposed Fiscal Year: _____

A. PERSONNEL SERVICES:

Individual's Classification @ \$ _____/hr. _____ (total hr.) \$ _____

Staff Benefits = _____% \$ _____

TOTAL PERSONNEL SERVICES \$ _____

B. OPERATING EXPENSES:

Laboratory Supplies \$ _____

Travel (per diem) \$ _____

Postage \$ _____

Other: (Specify, i.e., cost of nursery stock) \$ _____

TOTAL OPERATING EXPENSES: \$ _____

C. INDIRECT COST: \$ _____

D. TOTAL BUDGET REQUESTED: \$ _____

*Round dollar amount to the nearest dollar

*Type out acronym "FTE"

*Make sure % and dollar amount add up

**Fruit Tree, Nut Tree and Grapevine Improvement Advisory Board (IAB)
Research Proposal Evaluation Form
Fiscal Year 2018-19**

Please include scores for all criteria below. **Peer (science) reviewers**, please place emphasis on proposal objectives, scientific methodology, and cost to perform proposed work. **Industry reviewers**, please emphasize significance of problem to the industry, applicability of results, and whether anticipated benefits will justify cost.

Date Submitted for Review:	
Project/Research Title:	
Years to Complete Project:	
Amount Requested Fiscal Year 18/19:	
Other Sources of Funding and Amount:	

Evaluation: (Maximum 100 points)	Maximum	Score
The problem identified is significant to the nursery industry.	20	
The objectives identified are specific and clearly stated.	20	
The research methodology is sound and appropriate for stated objectives.	20	
The results will have immediate applications for the nursery industry.	15	
The budget is justified and appropriate.	15	
The time frame is reasonable for proposed research.	5	
The proposal will stimulate funding from other sources.	5	
Total	100	

Comments: *(Please write any comments that will help the Board to evaluate this proposal, such as its scientific and technical qualities, or if this proposal duplicates other research, etc.)*

Print Reviewer's Name: _____

Reviewer's Signature: _____

Date: _____

Cover Page Sample

Proposal To:
California Department of Food and Agriculture
Pest Exclusion Branch/Nursery, Seed and Cotton program
Attn: Sean Dayyani
1220 N Street, Room 344
Sacramento, CA 95814

Submitting Organization:

Title of Proposed Research:

Proposed Duration:

Starting Date:

7/1/18

Total Amount Requested:

Department:

Phone Number:

Principal Investigator:

Checks Made payable to:

Send Check to:

Send Award Notice to:

PROGRAM NAME
CONTACT PERSON
MAILING ADDRESS
PHONE
FAX
EMAIL