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| **FY24 RESEARCH AREA (RA) PROJECT PROPOSAL APPLICATION FOR FUNDING – COVER PAGE** |
| **1. LEGAL NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE** | **3. NAME OF AUTHORIZED ORGANIZATIONAL REPRESENTATIVE** | **4. a. PHONE NUMBER:****b. E-MAIL ADDRESS:** |
| **2. ADDRESS** *(Give complete mailing address and Zip Code + 4, including Country)* | **5. ADDRESS OF AUTHORIZED ORGANIZATIONAL REPRESENTATIVE (***If**different from Item 2.)* |
| **6. TITLE OF PROPOSED PROJECT (**85-character Maximum including spaces**)** |
| **7. APPROXIMATE PERIOD OF PROPOSED PROJECT DATES**FY24: (mo/day/year – mo/day/year) | **8. AGREEMENT NUMBER/FAIN:** | **9. TOTAL FUNDS REQUESTED FOR FY24: $****IDC/F&A Rate (*if applicable*) \_ \_ % Refer to Footnote 1** |
| **10. PRINCIPAL INVESTIGATOR, CP LEADER, AND CO-INVESTIGATOR(S)** | **11. a. PI’s PHONE NUMBER:****b. PI’s E-MAIL ADDRESS:** |
| **a. Name of Principal Investigator (First, Middle Initial, Last)** |
| **b. Co-Investigator (First, Middle Initial, Last)** | **12. PI’s BUSINESS ADDRESS (Include Department/Zip Code)** |
| **c. Co-Investigator (First, Middle Initial, Last)** |
| **d. Co-Investigator (First, Middle Initial, Last)** |
| **e. Co-Investigator (First, Middle Initial, Last)** |
| **13. DESIGNATE WITH A CHECK MARK THE RESEARCH AREA(S) (RA) WHOSE DESCRIPTION AND PRIORITIES YOUR PROJECT IS DESIGNED TO ADDRESS.**Corn Research Area ...................................................................Cotton Research Area .................................................................Wheat Research Area..................................................................Other (Specify) ............................................................................ | **14. BELOW LIST THE FYXX RAC-SPECIFIC RESEARCH PRIORITIES ADDRESSED BY THIS PROPOSED RESEARCH:** |
|  |

1 “IDC Rate” refers to Indirect Cost Rate or Overhead Rate (Facilities & Administration). It is not applicable for USDA- ARS PIs, or to entities currently being funded under a Non-Assistance Cooperative Agreement (NACA) as a State Cooperative Institution, (i.e., land grant universities) as defined in 7 U.S.C. 3103 (18). Tuition Reimbursement is unallowable for State Cooperative Institutions.

**The deadline for the FY2024 Application Cover Page, Body of Proposal, Budget, and Budget Justification is January 31, 2024.**

***Submit all completed forms in one package to*** **administrator@AgPMT.org**

# FY24 – Body of Proposal

## This section is presented as a narrative. It must encompass the following criteria:

* **SOW** – The Statement of Work (SOW) is the second page of the proposal and summarizes in 400 words or less what the proposed project is intended to do. The title must be the same as what was included on the Application for Funding Cover Page.
* **Project Description** – not to exceed five pages (single spaced or equivalent); ten pages or less in total including figures and tables. The description should cover:
	1. Introduction – A clear statement of the goal(s) and supporting objectives or research questions of the proposed project should be included. The most significant published work in the field under consideration, including the work of key personnel on the current application, should be reviewed. The status of research in this field of science should be described including, but not limited to, any ongoing NPMTI-recommended work currently underway. Preliminary data pertinent to the proposed research may be included in this section. Present and discuss published literature that is directly related to and supports the proposed research (research objectives, materials, and methods).
	2. Rationale and Significance – Present the rationale behind the proposed research; identify the gaps in the knowledge base that your proposal is trying to fill. Relevance of the project to the goals of the NPMTI with specific reference to the priorities listed in the FYXX 5-Year Action Plan should be clearly stated, as should a description of the expected collaboration with other NPMTI research. If applicable, please indicate if the research proposed here could lead to successful acquisition of grant funds from other agencies.
	3. Research Materials and Methods. Specifically, this section must include:
		+ The hypotheses or questions being asked.
		+ A description of the investigations and/or experiments proposed in the sequence in which the investigation or experiments are to be performed.
		+ Techniques and methodologies to be used in carrying out the proposed project, including the feasibility of the techniques. (Describe in step-by-step fashion exactly what techniques, materials, and methods will be used).
		+ Results expected.
		+ Means by which experimental data will be analyzed or interpreted.
		+ Means of applying results or accomplishing technology transfer, where appropriate.
		+ Pitfalls that may be encountered.
		+ Limitations to proposed procedures; and
		+ A tentative schedule for conducting major steps involved in these investigations and/or experiments.
	4. Facilities and Equipment – All facilities and major items of equipment available for use or assignment to the proposed project during the requested period of support should be described. In addition, items of nonexpendable equipment necessary to conduct and successfully conclude the proposed project should be listed (including dollar amounts), and, if funds are requested for their acquisition, justification should be included in the Budget Justification.
* **Collaborative or Sub-contractual Arrangements** – if applicable

## References to Project Description

***Submit all responses in one package by 1/31/24 to*** ***administrator@AgPMT.org***

U.S. DEPARTMENT OF AGRICULTURE RESEARCH, EDUCATION, AND ECONOMICS

**AGREEMENT BUDGET**

|  |  |  |
| --- | --- | --- |
| COOPERATOR:AGREEMENT NO.: TYPE OF ACTION: |  AGENCY TO REIMBURSE | COOPERATOR CONTRIBUTION(S) |
| A. Salaries and Wages1. Senior/Key Person . . . . . . . . . . . . . . . . . . . . .
2. Other Personnel (Post-Doctoral Associates, Graduate Students, Undergraduate Students)
3. Support Personnel/Secretarial/Clerical . . . . . . . . .

**Total Wages and Salaries** |  |  |
|  |  |
|  |  |
| **$0.00** | **$0.00** |
| **REQUIRED: Salary and Fringe Descriptions** |  |  |
| B. Fringe Benefits (If charged as Direct Costs) . . . . . . . . . . |  |  |
|  B.1 Fringe for Senior/Key Person |  |  |
|  B.2 Fringe for Other Personnel |  |  |
|  B.3 Fringe for Support Personnel |  |  |
| **C. Total Salaries, Wages, and Fringe Benefits (A plus B)** | **$0.00** | **$0.00** |
| D. Equipment (Provide supporting data; list items and dollar amounts for each item exceeding $5,000) |  |  |
| E. Materials and Supplies . . . . . . . . . . . . . . . . . . . . . . |  |  |
| F. Travel (List destination and amount for each trip. See Notes 8.)1. Domestic (Include Canada, Mexico, and U.S. Possessions)
2. Foreign
 |  |  |
|  |  |
| G. Publication Costs . . . . . . . . . . . . . . . . . . . . . . . . . . |  |  |
| H. ADP/Computer Services . . . . . . . . . . . . . . . . . . . . . |  |  |
| I. Subawards . . . . . . . . . . . . . . . . . . . . . . . . . . . . . |  |  |
| J. All Other Direct Costs (Provide supporting data.List items and dollar amounts for each item.) |  |  |
| **K. Total Direct Costs (C through J) . . . . . . . . . .** | **$0.00** | **$0.00** |
| L. Indirect Costs (Specify rate and base) . . . . . . . . . . . . . .Rate:Base: |  |  |
| **M. Total Costs (K plus L) . . . . . . . . . . . . . .** | **$0.00** | **$0.00** |
| NOTES:1. A separate budget is required for each year.
2. Federal Statute (7 U.S.C. 3318 (b)(1)(B) ) requires a contribution of resources by all parties toward meeting the objectives of the cooperative agreement.
3. The Cooperator’s contribution must be no less than 20 percent of the total of the resource contributions under the cooperative agreement. Resource contributions of the Cooperator must consist of a sufficient amount of itemized direct costs to substantiate a true stake in the project as determined by the ADO. The Cooperator’s contribution must be maintained at 20 percent of Federal funding throughout the period of performance.
4. Under 7 USC 3319, USDA is prohibited from reimbursing State Cooperative Institutions for indirect costs or tuition remission in connection with non-assistance cooperative agreements awarded under the authority of 7 USC 3318(b).
5. Indirect costs will be reimbursed only upon receipt of a current approved Negotiated Indirect Cost Rate Agreement for all non State Cooperative Institutions.
6. Unrecovered indirect costs may be used to meet a portion of the resource contribution requirement toward the cooperative effort. Indirect costs only for the resource contribution requirement is not allowed.
7. Unallowable costs as defined in 2 CFR Part 200, Subpart E - Cost Principles, cannot be considered as resource contribution.
8. When funds are identified for F. Travel in the Agency to Reimburse column, the funds are only for Cooperator staff travel. Participant/Trainee Support Costs travel must be itemized under J. All Other Direct Costs.
 |

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*NOTE: Unrecovered indirect costs not to exceed 50% of the resource contribution requirement toward the cooperative effort.*

# BUDGET JUSTIFICATION

## COOPERATOR NAME:

**AGREEMENT NUMBER/FAIN:**

### Salaries, Wages, and Fringe Benefits - $

* 1. Senior/ Key Person(s)

Add details for salary and fringe benefits associated with the Senior/Key Person (i.e., PI/PD). Details should include PI’s Base Salary ($), the number of Calendar, Academic, and/or summer months/time to be devoted to the research project and fringe rate.

* 1. Other Personnel (Post-Doctoral Associates, Graduate Students and Undergraduate Students) *Add details for salary and fringe benefits associated with the Other Personnel. Details should include the percentage of time (months)/total hours to be devoted to the research project, rate of pay and fringe rate. Include the amounts requested for Salary, Fringe Benefits, and number of personnel for each subcategory (Post Doc, Graduate Students, Undergraduate Students).*
	2. Support Personnel/Secretarial/Clerical

Add details for salary and fringe benefits associated with the Support Personnel. Details should include the percentage of time (months)/total hours to be devoted to the research project, rate of pay and fringe rate.

### Fringe Benefits (Breakdown for each Salary Line Item) - $

* 1. Senior/ Key Person(s)
	2. Other Personnel (Post-Doctoral Associates, Graduate Students and Undergraduate Students)
	3. Support Personnel/Secretarial/Clerical

### Total Salaries, Wages, and Fringe Benefits (A plus B) - $

1. **Equipment - $**

Equipment is tangible personal property that has a useful life of more than one year and an acquisition cost of $5,000 or more per unit. Justification must include relevance to proposed research and dollar amounts. Include cost per item. Include a quote and any supporting documentation.

### Materials and Supplies - $

Provide as much detail and specificity as possible for all materials and supplies associated with proposed research. Materials and Supplies should be described in detail e.g., chemical reagents, printer/field paper and supplies, glassware, lumber, etc., under each subcategory (Field, Greenhouse, Laboratory and Other).

### Travel (Domestic/Foreign) - $

Travel costs are the projected expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business related to the Federal award. Funds provided for travel are only for Cooperator Staff. Provide requested amount for domestic and foreign. The travel costs

should be supported with the purpose of the travel, the estimated amount of the trip(s) and the destination(s) if known at the time of award. It is not necessary to identify traveler names and travel dates.

### Publication Costs - $

Provide details for any publication costs for electronic and print media, including distribution, promotion, and general handling, for which funds are being requested. NOTE: Page charges for professional journal publications are allowable provided publications report research that was supported by USDA-ARS.

### ADP/Computer Services - $

Section covers cost of computer services, including computer-based retrieval of scientific, technical, and education information. In the space below, list all ADP/CS and include the established computer service rates, if applicable.

### Subawards - $

Provide details for all costs associated with subawards and contractual costs. The total requested amount for this subcategory should include both direct and indirect costs for all subaward organizations.

A separate budget for the subaward should be included (i.e., attached to funding application).

1. **All Other Direct Costs - $**

## Total Direct Costs (C through J) - $

### Indirect Costs (Specify rate and base) - $

“IDC Rate” refers to Indirect Cost Rate or Overhead Rate (Facilities & Administration). It is not applicable for USDA- ARS PIs, or to entities currently being funded under a Non-Assistance Cooperative Agreement (NACA) as a State Cooperative Institution, as defined in 7 U.S.C. 3103 (18). Provide below your Institution’s approved Indirect Cost (IDC) rate for NPMTI/USDA-ARS grants. Per Public Law 115-334, Sec. 7303 of H.R. 2 – Agriculture Improvement Act of 2018, Congress has set an Indirect Cost Rate limit for pre-proposals submitted to the NPMTI of **NOT** more than 10%. The grantee is allowed to charge their applicable Federally Negotiated Indirect Cost Rate Agreement (NICRA) rate or 10%, whichever is less.

## Total Costs (K plus L) - $

### Cooperator Contribution - $

Cooperator Contribution is a requirement of the Non-Assistance Cooperative Agreement (NACA). The contribution must be no less than 20 percent of the total funding provided by ARS and cannot fall below 20 percent of the total Federal funding throughout the period of performance. All Cooperator Contributions must consist of a sufficient amount of itemized direct costs (DC) to demonstrate a true stake in the project, as determined by the ADO. A minimum of 10 percent provided by ARS must be applied towards direct costs, the balance can be in indirect costs, even if a State Cooperative Institution. All contributions must be documented in the budget and be consistent with the Cooperator's institution classification of costs.

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# CURRENT AND PENDING SUPPORT (CPS) PAGE

(Each PI and Co-Investigator must submit a separate form.)

**Instructions:**

1. Record information for active and pending projects, **including proposals submitted to NPMTI.**
2. All current research to which principal investigator(s) and other senior personnel have committed a portion of their time must be listed, whether salary for the person involved is included in the budgets of the various projects.
3. Provide analogous information for all proposed research which is being considered by, or which will be submitted soon to, other possible sponsors including other USDA programs and NPMTI.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PRINCIPAL INVESTIGATOR (PI)** | **SUPPORTING AGENCY** | **REQUESTED/AWARD AMOUNT** | **EFFECTIVE AND EXPIRATION DATES** | **TITLE AND OBJECTIVES OF PROJECT** |
| **Total $ Amount** | **PI $ Allocation** |
| **Current:** |  |  |  |  | **Title: Objectives:** |
|  |  |  |  |  | **Title: Objectives:** |
|  |  |  |  |  | **Title: Objectives:** |
|  |  |  |  |  | **Title: Objectives:** |
|  |  |  |  |  | **Title: Objectives:** |
| **Pending:** |  |  |  |  | **Title:****Objectives:** |
|  |  |  |  |  | **Title: Objectives:** |
|  |  |  |  |  | **Title: Objectives:** |
|  |  |  |  |  | **Title: Objectives:** |
|  |  |  |  |  | **Title: Objectives:** |

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