

FORMAT FOR GSCSSA RESEARCH PROPOSALS

FONT NO SMALLER THAN 12 PT.

1" MARGINS

BODY OF THIS PROPOSAL

5 pages maximum and must include:

Title:

Duration: Total time for project completion (no more than 3 years).

Research Area: See attached "Program Objectives and Specific Priority Areas for GSCSSA Research Proposals."

Investigators: Identify Principal Investigator, email, and mailing address.

Cooperators: List individuals and be specific about the nature of their involvement in the project.

Statement of Problem: Specifically identify problem to be addressed.

Objective(s): Be specific for this proposal. Proposals requesting second- or third-year funding should restate the objectives outlined in the previously funded request.

Procedures: Procedures or methodology to be applied to the proposed effort should be explicitly stated. This section should include but not necessarily be limited to: (i) a description of the proposed investigations and/or experiments in the sequence in which it is planned to carry them out; (ii) techniques to be employed, including their feasibility; (iii) kinds of results expected; (iv) means by which data will be analyzed or interpreted; (v) pitfalls which might be encountered; and (vi) limitations to proposed procedures.

Justification: This section should include in-depth information on the following, when applicable: (i) estimates of the magnitude of the problem and its relevance to on-going State-Federal food and agricultural research programs; (ii) importance of starting the work during the current fiscal year; (iii) reasons for having the work performed by the principal investigators; and (iv) potential benefits to growers, industry, and society.

Current Work: Current unpublished institutional activities to date in the program area under which the application is being submitted should be described.

Project Timetable: List month and year when specific accomplishments are expected.

SUPPLEMENTARY PROPOSAL INFORMATION

These are not part of the 5-page proposal limit

Budget: Use the attached Excel spreadsheet, “New Budget Form for USDA,” for your budget.

Provide budgets for each year of requested funding AND a cumulative budget. No indirect costs or tuition costs are allowed.

PLEASE NOTE: if your budget includes funds going to a researcher at a different university, you must provide individual budgets for each university.

Budget Justification: On a separate page(s), justify each budget line item in accordance with CSREES budget instructions. Failure to justify each budget line in every detail has resulted in a delay in receiving funding.

Subcontracts: If entering into a formal subcontractual arrangement, this must be fully explained and justified. A letter from the Authorized Organizational Representation (AOR) at the subcontracting entity must be attached stating: (i) the scope of work to be done and (ii) the amount of money the subcontractor is expecting to receive for the work.

Literature Review: A summary of pertinent publications with emphasis on their relationship to the effort being proposed should include all important and recent publications from other institutions, as well as those from your institution. The citations themselves should be accurate, complete, and written in an acceptable journal format.

Vita: Attach a one- to two-page vita for each Principal Investigator(s). Pages 3 and beyond will be eliminated.

Current & Pending Support Form: Include a Current and Pending Support Form. You may use any C&P Support Form you prefer. We have attached one for your use if you don't have one that you already like to use.

Your GSCSSA proposal in response to this RFP should be listed under “Pending” on this form.

Assurance Statement: Include an Assurance Statement form of your or your university's preference. You may use the attached Assurance Statement or one that you already like to use.

If your proposal **does** use (a) DNA/RNA, (b) vertebrate animals, or (c) humans, this form **MUST** be signed by the Authorized Organization Representative (AOR) at your University.

If your proposal **does not** use (a) DNA/RNA, (b) vertebrate animals, or (c) humans, this form can be signed by the Principal Investigator.

PROGRESS REPORT REQUIRED IF PREVIOUS FUNDING HAS BEEN GRANTED FROM THIS PROGRAM (see attached FY06-09 funding.doc)

This is not part of the 5-page proposal limit

Progress: Attach a progress report for previously funded projects and for new projects that are linked to a previously funded, completed project. Guidelines for preparing the progress report are attached.

**UNITED STATES DEPARTMENT OF AGRICULTURE
COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE**

CURRENT AND PENDING SUPPORT

Instructions:

1. Record information for active and pending projects, including this proposal.
2. All current efforts to which project director(s) and other senior personnel have committed a portion of their time must be listed, whether or not salary for the person involved is included in the budgets of the various projects.
3. Provide analogous information for all proposed work which is being considered by, or which will be submitted in the near future to, other possible sponsors including other USDA programs.

NAME (List/PD #1 first)	SUPPORTING AGENCY AND AGENCY ACTIVE AWARD/PENDING PROPOSAL NUMBER	TOTAL \$ AMOUNT	EFFECTIVE AND EXPIRATION DATES	% OF TIME COMMITTED	TITLE OF PROJECT
	Active:				
	Pending:				

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0524-0039. The time required to complete this information collection is estimated to average 1.00 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

WASHINGTON STATE UNIVERSITY: Assurance Statement(s)

Investigator:	Phone:
OGRD #:	E-mail:
Project Title:	
Sponsor:	WSU Account #:

Biosafety and Chemical Safety

* includes livestock pathogens and toxins

Project does not involve recombinant DNA/Vectors/Plasmids; Infectious/Select Agents; Carcinogens, Mutagens, or Teratogens.

Project involves:

Recombinant DNA/Vectors/Plasmids

Carcinogens, Mutagens, or Teratogens

Infectious/Select Agents*

Reserved

MUA #: (if known)

Care and Use of Animals

Project does not involve vertebrate animals.

Project involves vertebrate animals.

ASAF #: (if known)

Protection of Human Subjects

(includes the use of human tissue or bodily fluids)

Project does not involve human subjects.

Project does involve human subjects.

IRB #: (if known)

Use of Radioactive Materials or Radiation Equipment

Project does not involve the use of radioactive materials or radiation equipment.

Project does involve the use of radioactive materials or radiation equipment

Conflict of Interest

Conflict of Interest definitions and questions (www.ogrd.wsu.edu/coi_dq/)

Project does not involve a Conflict of Interest

Project does involve a Conflict of Interest

Signature of the Principal Investigator

Signature of the Authorized University Representative