Agricultural Research Institute (ARI)

FY 2018-19 Request for Proposals

Application Deadlines:

System Pre-Proposal Application Deadline: November 13, 2017, 5:00 p.m. PT

System Full Proposal Application Deadline: February 12, 2018, 5:00 p.m. PT

Campus Application Deadline*:   February 12, 2018, 5:00 p.m. PT

* Note: Check with your Campus Coordinator/Point Person for your campus's internal deadline submission.

CSU The California State University   Member Campuses: Chico, Fresno, Pomona, San Luis Obispo • Associate Campuses: Humboldt, Monterey Bay

Agricultural Business • Biodiversity • Biotechnology • Food Science/Safety • Natural Resources
Production and Cultural Practices • Public Policy • Water and Irrigation Technology

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Executive Summary

The [Agricultural Research Institute (ARI)](#) exemplifies the California State University System (CSU) working for California through university-industry partnerships. ARI provides a diversified, multi-campus applied research program that annually matches $4.37 million in State General Funds with at least one-to-one external support for research on high-priority issues facing California agriculture.

The ARI engages the collective expertise of the CSU's four colleges of agriculture, defined as Member Campuses, at California State University, Fresno; California Polytechnic State University, San Luis Obispo; California State Polytechnic University, Pomona; and CSU, Chico. Associate ARI Campuses include CSU, Monterey Bay and Humboldt State. Faculty are encouraged to work collaboratively with faculty and research scientists from other CSU and University of California (UC) campuses, the USDA, and other State, Regional and Federal organizations. ARI's research and technology transfer activities complement the basic research conducted by the nation's land grant universities and aim to improve the economic viability and sustainability of California agriculture.

Part I - Funding Opportunity Description

This RFP provides essential information to prospective researchers and administrators regarding the funding opportunities, and the purpose of the program. Further details regarding policies and procedures are available in the [ARI Policies and Procedures](#).

A. Research Priorities

The ARI's State funding must be annually matched at least one-to-one with industry and/or other non-CSU State General Funds to support high-impact applied agricultural research. Priority is given to research conducted through university-industry and/or collaborative multi-college/university partnerships that demonstrate the potential to improve the economic efficiency, productivity, profitability, and sustainability of California agriculture and its allied industries. Project results dissemination and technology transfer should lead to increased consumer awareness and confidence in our environmentally sound and science-based food and agricultural systems. The ARI primarily focuses on finding immediate and practical solutions for high-priority challenges facing California agriculture in the following broad research categories that have the potential to affect the sustainability and profitability of California agriculture (for full descriptions of each research priority area please visit the ARI website at https://ari.calstate.edu):

- Agricultural Business
- Biodiversity
- Biotechnology
- Food Science/Safety/Security
- Natural Resources
- Production and Cultural Practices
- Public Policy

- Water and Irrigation Technology

Based on State, national, and global challenges driven by environmental and regulatory concerns, new technology, and international competitiveness, California agricultural industry representatives, the ARI Board of Governors and the CSU's Agricultural Advisory Committee recommended that an additional priority be given to projects specifically addressing the following research topics in agriculture:

- Climate change, air quality, greenhouse gas emissions and carbon sequestering
- Food safety and security practices and technologies
- Water quality, infrastructure, and conveyance technologies
- Energy efficiencies and alternative energy/fuel technologies and production
- Environmental infrastructure improvement and restoration
- Invasive species monitoring, prevention and eradication
- Public health and safety priorities

Part II – Award Information

A. Available Funding

ARI funds are intended to encourage CSU system and individual campus excellence in applied agricultural research. There are two separate ARI competitive grant competitions, System and Campus. System competitive grants are open to all 23 CSU campuses; collaboration is required and must include at least one CSU campus faculty or research scientist collaborating with another CSU campus faculty or research scientist from a UC, industry or another qualified research organization's faculty or research scientists. Campus competitive grants are administered on each ARI Member or Associate Campus and do not require collaboration with an external campus, a UC, state or federal agency.

Research funding opportunities are not exclusive to colleges of agriculture and traditional agricultural programs, but are available to faculty and research scientists from many disciplines to support applied agricultural and natural resource research projects.

Funding is restricted to public domain projects for all types of awards.

1. System Competitive Research Funding

The ARI annually allocates $800,000 in support of a multi-campus shared pool of competitive research funding for research of statewide significance and open to all 23 CSU campuses.

2. Campus Competitive Research Funding

The ARI annually allocates $2.66 million to be dispersed by ARI Administration among the four CSU ARI Member colleges of agriculture in support of individual campus competitive applied

agricultural research. Individual campus funding allocations are made specifically for addressing unique local and/or regional project activities.

Associate Campus funding is provided through a separate allocation via the Chancellor's Office. In FY 18-19 it is anticipated that $100,000 for CSU Monterey Bay and $250,000 for Humboldt State University will be available. Up to 10% of the associate campus allocation may be used for administration purposes with 100% of the allocation requiring 1:1 match on individual projects and the overall campus allocation.

B. Types of Applications

1. System Funding

System grants can be funded for a maximum of 3 years with a minimum request of $75,000 per year and a maximum request of $150,000 per year. Pre-proposals are required. Requests for full proposals will be based on a pre-proposal evaluation and ranking.

System competitive grants are open to all 23 CSU campuses; collaboration is required and must include at least one CSU campus faculty or research scientist collaborating with another CSU campus faculty or research scientist from a UC, industry or another qualified research organization's faculty or research scientists. The principal investigator <u>must</u> be from a CSU campus. System proposals must document the research collaboration in terms of financial support and scope of work, through subcontracts, standard agreements, and/or transfer of matching funds from collaborator(s) to the Project Director's campus. System proposals involving multiple CSU campuses will receive priority.

The number of awards available is dependent on available funding each year.

Each System research project is required to obtain 1:1 match to ARI funds provided with a minimum of 50% cash.

2. Campus Funding

Campus grants can be funded for a maximum of 3 years with a maximum request of $150,000 per year.

Collaboration is not required, but encouraged.

The number of awards is dependent on available funding each year.

Each *Campus* research project is required to obtain 1:1 match to ARI funds provided with a minimum of 25% cash, with the exception of Seed Funding (see below).

3. Seed Funding

Seed grants can be funded for up to one year with a maximum request of $10,000. Collaboration and match are not required for individual projects. Instead, the campus research allocation must be matched in aggregate to cover seed grants.

Part III – Eligible Applicants

Project Directors for Campus (and Seed) ARI projects must be faculty (tenure-track or adjunct), lecturers or research scientists with campus-defined eligibility from the member or associate campus which receives the ARI allocation.

For System projects, Project Directors may be faculty (tenure-track or adjunct), lecturers or research scientists with campus-defined eligibility from their respective CSU campus.

Part IV – Match Requirement

Each System research project is required to obtain 1:1 match to ARI funds provided with at least 50% being cash. Each Campus research project is required to obtain 1:1 match with at least 25% being cash. In addition, the campus research allocation must be matched in aggregate to cover seed grants.

ARI external match funding goals and objectives are intended to:

- Augment and extend CSU research faculty's capacity to conduct priority applied research, information dissemination, and technology transfer activities
- Help identify priority applied agricultural research projects and activities
- Facilitate CSU and ARI industry partnerships and community engagement
- Provide "real world" student experiential learning and science and technology based workforce development opportunities
- Keep ARI State funding actively committed to on-going research activities

Matching funds must be project-related and be fully explained in the "Match & ARI Specific Objectives" form, added as a required attachment. As an example, if support has already been received through the match source to perform objectives 1, 2 and 3, use the form to indicate how ARI funding will be used to support additional new objectives, or alternatively, cofounding of the same objectives. Care must be taken to demonstrate the scope of work completed under each form of support (ARI and match) and the relationships between/among these funding sources. Note that the budget template requires the PD to specify ARI and match sources at the line-item level. Proposals that do not contain all of the required sections and proper documentation of in-hand matching funds will <u>not</u> be considered.

A. Cash Match

Cash match is defined as any cash, check and/or other negotiable United States currency contribution made by non-CSU State General Fund sources that directly benefits and is specifically pertinent to an ARI or ARI master grant funded project. An allowable match directly benefits and is specifically applicable to an ARI or ARI master grant funded project and must be received by the ARI

project PD or Co-PD. For system projects, cash match from both the PI and Co-PI CSU campuses will be counted and the cash must reside on one of the two CSU campuses.

Cash matching funds must be project-related and verified with the signature of the Foundation/Auxiliary/Sate Authorizing personnel using the "ARI Cash Match Verification" form, added as a required attachment.

B. **In-Kind Match**

In-kind matching for an ARI funded grant program is the portion of project costs not paid by ARI funds. Matching includes any contributions from a non-CSU entity, in which time, goods, services, equipment or other expendable property of verifiable financial "fair market value" is contributed to the ARI project in support of achieving the objectives as presented in the project proposal. Matching contributions cannot originate from the CSU State General Fund allocation or other contributions which have been previously utilized as ARI or ARI master grant match.

Fair market value is defined as the generally acceptable commercial value of a donation. For example: the value of consultant and/or staff time will be determined based on what the individuals involved are actually paid by other clients for similar work. Proper accounting for the match includes documentation of land value, contributed time supported through payroll documents, receipts for materials and supplies. Matching contributions are subject to audit and should be verified via support documentation submitted on a quarterly basis, or at least annually.

In-kind cash matching funds must be project-related and verified with the signature of the Foundation/Auxiliary/State Authorizing personnel using the "ARI In-kind Match Verification" form, added as a required attachment.

C. **Match Allowability**

Cash or in-kind match originating from any CSU State General Fund allocation, any other ARI funded program, previously funded ARI projects or other donations which have been previously utilized as match for other projects is specifically prohibited from being used as external match. ARI and ARI master grant funding do not qualify as reciprocating match. Unrecovered indirect costs are not allowed as part of a match.

CSU Project personnel are not allowed to count their volunteer time on ARI projects as in-kind match.

D. **Match Priority**

The type of match further stratifies projects of equal ranking. Priority will be given to those proposals that document 100% cash match. Proposals with a combination of cash and in-kind match are prioritized in order of highest percentage of cash match relative to the ARI funding request.

E. **Match Acquisition Timeframe**

Project match must be documented and verified between six months prior and six months post either the start of the fiscal year (July 1) or notification by the ARI Executive Director of ARI fund availability, depending on campus policies and procedures.

For match arriving prior to six months before the project start date, only the available balance at the six months prior date is allowed as project match.

F. Documentation

Awarded ARI funding will not be released until match is received. Match is considered received if it is documented and verified on the ARI match verification form submitted with the proposal as an attachment (ARI Cash Match Verification form), which indicates that it is "in-hand". The Project Director and campus or auxiliary official must sign the form.

Pending match may be submitted with proposals but must be received prior to release of project funds by the campus. The only exception is pending in-kind service which needs to be documented as "pledged" at the beginning but must also be verified as "received" with support documentation after completion or no less than annually. In-kind service is subject to audit, and should be verified via support documentation submitted on a quarterly basis, but no later than annually.

Part V – Application and Submission Information

All ARI system and campus pre-proposals and full proposals must be submitted through the ARI InfoReady web-based proposal submission and routing system. InfoReady is accessible on the ARI website at www.ari.calstate.edu.

A. Content and Form of Application Submission

1. Pre-Proposals for System Competitions

System competitions require a pre-proposal. Some campuses may require a pre-proposal or letter of intent for their campus competition; please check with your respective ARI Campus Coordinator.

Pre-proposals require completion of the information fields/attachments listed below. A complete definition and/or explanation of the information being requested is provided in each web page subsection.

- Project Director
- Project Information
- Project Personnel (Co-investigator(s), Cooperator(s))
- Estimated Funding Request
- External Match
- Estimated Faculty/Research Staff Release and/or Additional Employment Pay
- Pre-Proposal Narrative

The pre-proposal narrative must not exceed five pages, 1.15 line spacing pages, not including references. Use Times New Roman, font size 11, 1" margins and bold headings. It must be uploaded as an Adobe PDF.

Include the following headings in the pre-proposal narrative:

- Abstract
- Identification of the Problem
- Address its importance to California agriculture
- Objectives and Experimental Approach
- Budget narrative
- Provide an estimated budget that includes an overview of support for personnel, equipment, supplies, travel, etc. needed for the project.

Miscellaneous Supportive Documents

- Load documents in support of your application, which may include letters of support, match verification, preliminary data, etc.

2. Full Proposals

System and campus full proposals require completion of the information fields listed below. Researchers are encouraged to review the Evaluation Criteria below to determine how their respective proposals will be evaluated.

- Project Director
- Project Information
- Proposal Abstract - In 500 words, in lay-person's terms, please provide a concise, stand-alone description of the project including a) identification and significance (extent) of the problem to California agriculture and natural resources; b) goals and objectives of the project; c) contribution to California workforce development through student participation in project; d) statement on the potential impact of the project to California agriculture and/or natural resources. (This pastes as plain text so please do not use symbols, italics or special formatting.)
- Project Personnel (Co-investigator(s), Cooperator(s))
- Funding Request
- External Match
- Faculty/Research Staff Release and Additional Employment Pay - MUST match the budget
- Project Narrative (consisting of sections A-G, see below)
- Required Attachments (checklist provided below)
- Miscellaneous supportive documents, e.g. letters of support or appendices of narrative.

Project Narrative

The Project Narrative consists of sections A-G, listed below. Sections A-E (inclusive), must not exceed ten pages. Sections F-G must be included in the narrative but will not be counted against the ten page limit. Load the complete narrative (sections A-G) as an Adobe PDF (Times New Roman, font size 11, Normal (1") margins, 1.15 line spacing, and narrative section headings in bold).

Project narratives must include the following sections; please use the headings as listed below to label each section.

A. Problem/Issue to be Addressed

Identify and briefly describe the problem or issue being addressed and explain why it is a high priority for California agriculture; justify the project by briefly discussing the extent of the problem and the anticipated economic impact of addressing the issue as proposed. Describe the current knowledge relevant to this problem and provide relevant citations. Describe how the proposed work will contribute to the body of knowledge and solving the stated problem.

B. Statement of Methodology

Provide a statement of the purpose of the research, a list of the research goals and objectives as well as a detailed description of research activities. List the objectives and methodology in sufficient detail for reviewers to judge the likelihood of success in obtaining data that supports the objectives and will test stated hypotheses. Include the experimental design, what data will be generated and how those data will be analyzed. Identify and address possible pitfalls in the methodology and their solutions. Use and attach the form "Match & ARI Specific Objectives" to describe which objectives are supported by the ARI and those of the match source. Use and attach the form "Timeline of Activities" to provide an overview of the activities that will be undertaken in support of each objective.

C. Dissemination Plan

Each plan must contain a detailed account of the actions that will be taken to disseminate project results to the California agricultural industry and consumers. ***In any news release or public conference initiated by the issuance of a news release, during the conduct of any public conference, and/or within the release of any publication, newsletter and/or project summary, the following statement must be included: "Partial funding for this project has been provided by the California State University Agricultural Research Institute (ARI)."*** It is also highly recommended that external donors be acknowledged and recognized for their contributions to the success of a project.

The ARI requires and will assess each project regarding whether an effort was made to provide relevant information to California farmers, ranchers, agribusiness concerns and other relevant consumer and stakeholder groups. While professional journal publications, attendance and presentations at professional meetings, and other service to one's discipline are strongly encouraged, involvement in these activities alone does not constitute a complete ARI dissemination plan, since California farmers, ranchers, consumers, and agribusiness concerns typically do not receive such publications or participate in such activities.

D. Evidence of Economic Impact to Industry and Consumer

Describe the value of the proposed research to California agriculture and its related industries or the consumer. Provide a brief economic analysis of the expected benefits of this work to the relevant sector of agriculture or consumer. If industry has been able to provide financial support for this project, provide reference to this here on the **budget** and **match documentation forms**. If industry has NOT been able to provide financial support, please provide justification why this high-priority work has failed to attract industry support and what steps will be taken to develop such support for the duration of the research.

E. Outcomes Evaluation Plan

If it is important to California agriculture to fund this project, then it is important to show how the project will be evaluated in terms of success. Describe the project's objectives and describe how you will determine if the objectives have been met. This may be as simple as indicating a dataset was created, new knowledge was created or a new variety was created and by doing so fulfills objective 1, 2, or 3. Describe or list the deliverables for this project.

The terms **outcome** and **accomplishment** are considered to be synonymous. They can represent a change in knowledge, action and/or condition. Almost all research projects have an outcome with a change in knowledge, but many ARI projects also have other outcomes because of their applied nature.

Examples:
Increase in profits for XXXX growers by using YYYYY technique for last year. Decrease the percent of obese children entering kindergarten in WWWW at-risk population.

Sections F-G must be included in the narrative but will not be counted against the ten page limit.

F. Staffing

Provide the following information for all key project personnel (Project Director, Co-investigator(s), and Cooperators(s)). Provide a detailed statement of each key individual's

roles and responsibilities as listed in the timeline of activities. If students are supported on this project, provide a detailed statement of each student's role and responsibilities as indicated in the Timeline of Activities.

For campus proposals, ARI strongly encourages collaborative working relationships among departments, other colleges, other CSU campuses, the University of California, industry partners, and other agricultural research agencies. For system proposals, collaboration is required and must include at least one CSU campus faculty or research scientist collaborating with another CSU campus faculty or research scientist from a UC, industry or another qualified research organization's faculty or research scientists.   The principal investigator <u>must</u> be from a CSU campus.

The participation of graduate and undergraduate students in project activities is strongly encouraged and valued.

G. Budget Narrative

Budget narratives and budget spreadsheets must be consistent. Sufficient detail should be provided to allow the reviewer to determine whether there is a clear relationship between the resources requested and the work proposed. Provide a complete budget narrative justification for sections A – G from the Budget Spreadsheet:

- *Senior Personnel* – Provide the annual base salary and percent commitment in the details of your calculations for each Senior Personnel.
- *Other Personnel* – As appropriate, provide annual salary or hourly rate, number of hours committed to the project (if student indicate AY and/or summer) and complete calculations of funding request for each personnel.
- *Fringe Benefits* – Provide benefit rate and complete calculation of benefit request for each Senior and Other Personnel.
- *Equipment* – Provide estimated cost including tax and shipping.
- *Travel* – Please identify meetings expected to attend, estimated registration fees, estimated lodging costs, per diem costs, travel costs and anticipated associated costs.
  - ARI PI Meeting – PI's with <u>system grants</u> are required to attend the annual PI meeting. PI's with a <u>campus grant</u> of $150,000 over the lifetime of the grant are required to attend. Travel funds should be requested in the proposed budget to support attendance of the meeting every year during the life of the grant. Please identify lodging, per diem and travel costs plus other anticipated costs.
- *Participant Costs* – Provide details and all calculations regarding tuition reimbursement, scholarships, stipends, travel, etc.

- *Other Direct Costs* – Include details of materials and supplies used in support of experimental objectives. Include publication costs, consultant services, computer services, subawards, etc.

Use and submit as part of the application the Budget Spreadsheet Template provided on the ARI website.

Faculty may claim academic release time and/or additional employment pay (summer salary and/or overload) on ARI projects. Generally, preference will be given to proposals for which release time, rather than additional pay, is requested for academic year duties. When claiming faculty release and/or additional pay, technical/other staff, and/or student salary funding, an appropriate university/auxiliary payroll tax/benefit expense must be included in the project budget. To determine the appropriate benefit rate, consult with your respective Campus Coordinator or Point Person.

While Campus Coordinators and/or their respective designee(s) will make every reasonable effort to assist Project Directors in budget development, monitoring, and tracking, Project Directors are responsible for budget development and accountability.

a. Required Attachments

- References Cited
- Timeline of Activities (use template provided)
- Budget (use template provided)
- Current & Pending Support Form (use template provided)
- Cash & In-Kind Match Verification Form (use template provided; not required for seed funding)
- Match & ARI Specific Objectives (use template provided; not required for seed funding)
- Data Sharing and Use of Preexisting Intellectual Property (use template provided)
    - Investigators are expected to share with other researchers, at no more than incremental cost and within a reasonable time, the primary data, samples, physical collections and other supporting materials created or gathered in the course of work under ARI grants. A declaration of pre-existing intellectual property must be noted on the form and submitted with the proposal.
- Curriculum Vitae / Biosketch – Use brief versions (no longer than three pages each) and ARI Presentations & Publications should be HIGHLIGHTED.
- Letter(s) of Commitment - All individuals listed as a Co-PI should be documented in a letter of commitment from each. Please use the required template. Such letters should be provided as an attachment in the supplementary documentation section of InfoReady.
    - The letters should convey the commitment to agree to undertake the tasks assigned to the Co-PI or their organization, as described in the project

description of the proposal, and commits them to providing or making available the resources specified therein.

- o The letter of commitment must be unique to the specific proposal submitted and cannot be altered without the author's explicit prior approval.
- o Please see the ARI Policies and Procedures Manual for guidelines for Human Subjects, Vertebrate Animals, and Recombinant DNA.

B. Electronic Application Submission

All ARI system and campus pre-proposals and full proposals must be submitted through the ARI InfoReady web-based proposal submission and routing system.

The application guidelines included herein and on the website are designed to assist in the preparation, submission, and management of ARI pre-proposals, full proposals and projects funded in FY 2018-19. Additional assistance is available by first consulting with the appropriate Campus Coordinator(s) and thereafter by contacting the ARI system administrative office at (909) 869-4328.

Approvals Required for System and Campus Proposals

In addition to the following required approvals, your individual campus may request other signatures.

System Competitions:

For ARI Member / Associate Campuses:
- ✓ Campus Point Person
- ✓ ARI Executive Director

For All Other Campuses:
- ✓ ARI Executive Director

Campus Competitions:

For ARI Member and Associate Campuses:
- ✓ Campus Point Person

Part VI – Application Review Requirements

A. General

System pre-proposals will be collaboratively evaluated and ranked by the Deans' Council and the Executive Director in accordance with the criteria identified below prior to the requests for full proposals to determine 1) alignment with one or more of the ARI research priority areas, 2)

statewide significance of the proposed research, and 3) appropriate level of collaboration. System proposals involving multiple CSU campuses will receive priority.

System full proposals are first reviewed by Subject Matter Experts (SME) identified by the ARI Executive Director. Reviewer comments are then considered during a second review by the Executive Director and ARI Deans' Council, who collectively recommend the top proposal(s) to the ARI Board for final approval.

Campus proposals are reviewed by technical review committees comprised of campus and other subject matter experts chosen by the campus ARI personnel.

All reviewer copies of proposals should be destroyed at the conclusion of the review process to ensure confidentiality.

B. **Evaluation Criteria**

Full proposals will be evaluated by peer reviewers using the criteria listed below. In addition to asking reviewers to numerically score each of the proposal subsections listed, they are asked to provide comments and/or suggestions that they believe may enhance the proposal goals and/or outcomes.

If you believe that a colleague can make a substantive contribution to the review of a proposal and/or its attachment(s), which you have agreed to review, please consult the appropriate ARI system or campus administrator (ARI Executive Director or Campus Coordinator) before contacting your colleague. When you complete the review process, destroy any proposal documents or bring them with you to the panel review meeting, if convened, and leave them with the appropriate designated system or campus administrator at the conclusion of the meeting.

a. **Problem/Issue to be Addressed** (20 points): Determine whether the problem is addressed clearly and presented convincingly. The Project Director should demonstrate a clear understanding of the significance of the problem, which should be solvable. Determine whether other researchers are addressing this problem, and whether the Project Director demonstrated a thorough and relevant understanding of related work that has been reported by others.

b. **Statement of Methodology** (25 points): Determine whether the proposed methodology is sound and whether there are any significant limitations associated with the proposal design. Determine if pitfalls and possible solutions were identified. Determine whether the proposal indicates data will be collected and analyzed, whether the major objectives and milestones of the proposal have been identified, and whether they are appropriate. Evaluate whether the timeline of proposed activities is realistic and appropriate to the work proposed, and whether the objectives can be achieved using the approach identified. If matching funds were required, has the relevance of those funds been addressed, including non-overlap of objectives except in the case of direct cost-share?

c. **Dissemination Plan** (10 points): Determine whether the information dissemination activities proposed are adequate, that they primarily address California farmers', ranchers', and/or agribusiness concerns (a requirement for all ARI funded proposals), and that they are well thought out.

d. **Evidence of Economic Impact to the California Industry and Consumer** (15 points): Evaluate the value of the work proposed relative to California agriculture, agribusiness, food and natural resources and consumers. Determine whether the agricultural industry's recognition of this problem as being high priority was economically accurate. Establish that industry has provided adequate support for this project or justified why it cannot.

e. **Outcomes Evaluation Plan** (5 Points): Evaluate whether the methods proposed to assess the final project outcomes will determine whether or not objectives stated in the original proposal have been achieved. Evaluate if the milestones appear reasonable and achievable.

f. **Staff Needs/Researcher Qualifications and Collaboration** (10 points): Determine whether the proposal clearly describes the qualifications of the Project Director and other key personnel to solve the identified proposal problem (training, education, demonstrated awareness of the issue) and whether the level of staffing is appropriate. Determine whether the roles and activities of all the key personnel have been clearly defined.   Student involvement is strongly encouraged and their roles in the project should be clearly defined.

g. **Budget Appropriateness** (15 points): Evaluate whether the resources requested are appropriate to the work proposed and whether there are more efficient ways to conduct the project. Determine whether there is a clear relationship between the resources requested and the work proposed.

Part VII – Submission and Processing Timeline

Follow the submission deadlines indicated on the cover page for both Campus and System competitions.

*Please note proposals have earlier internal deadlines; please check with your campus ARI for internal submission deadlines. All proposals are due by 5:00 p.m. PT.

System Funding

July 2017	Request for proposals released
November 13, 2017	Pre-proposal submission deadline
December 6, 2017	Request for full proposals
February 12, 2018	Full proposal submission deadline

Campus Funding

July 2017	Request for proposals released
February 12, 2018	Full proposal submission deadline

Part VIII – Award Administration

A. **Award Reductions and Cancellations**

1. Reductions

Awards may be reduced from the original budget as a consequence of proposal review or a match shortfall. In cases where award amounts are reduced from the original budget, the PI will submit a revised budget, budget narrative and objectives. Reductions in award amounts will be proportionate to the reduced received match by the deadline for the funding year, whether original year or subsequent years, for all projects requiring match.

Reductions will be pro-rated based on the percentage of the cash requirement met or the percentage of the total match requirement received, whichever is the more limiting factor.

Reductions cannot be recovered in subsequent years.

2. Cancellations

Proposals for which no external match can be documented within the approved match acquisition timeframe will not be approved. Awarded funds will be reallocated to the next year's funding pool.

Project Directors may appeal an ARI campus administrative decision to cancel tentatively approved project funding based on delinquent external match funding verification to the ARI Executive Director. Appeals must be dated and accompanied by a written justification within 30 days of a written funding cancellation notice. All appeal notices submitted to the Executive Director must be copied to the respective ARI Campus Coordinator and College Dean. The Executive Director shall have 30 days from receipt of an appeal to render a final decision.

B. **Project Start Date**

A project's start date is either 1) the start of the fiscal year or 2) the date of notification by the ARI Executive Director of ARI fund availability, depending on campus policies and procedures. Single and multi-year project anniversary dates are observed in 12-month intervals commencing on each project's start date.

C. **Budget Revisions**

When any budget category (i.e. A-G on ARI spreadsheet) deviates by 20% of that category, a rebudget is required and requires approval by the Campus Coordinator. No project expense may exceed the total project budget. Each campus may elect rebudget criteria that are more restrictive, but not less restrictive, than that stated above.

D. **Indirect Charges**

Pursuant to ARI policy adopted by the Board of Governors regarding indirect charges, the ARI does not allow the imposition of any indirect charges to ARI State General Fund funded projects,

contracts, subcontracts, and/or the transfer of portions of a project budget between colleges, centers, campuses, university systems, or other public or private agencies. Each ARI Campus receives an allocation to support administration of the program on that campus; any additional administrative fees and/or indirect charges cannot be built into individual projects, this includes transaction fees charged by the campus Foundation or other auxiliary.

E. Confidentiality of Proposals

The ARI receives research proposals in confidence and is responsible for protecting the confidentiality of their submission and contents. Proposals and accompanying attachments made accessible for administrative and review purposes may contain privileged and/or confidential information only for use by the intended recipient(s) for the express purpose of financial, technical, and/or scientific review and evaluation. Recipients of these materials are also charged with maintaining the confidentiality of their contents. If you have received a hardcopy proposal and/or electronic proposal access in error, please immediately notify the appropriate ARI system and/or campus administrator (ARI Executive Director or Campus Coordinator) listed in the contact page of this Request for Proposals (see section VIII). Recipients of a hardcopy proposal and/or electronic proposal access **MAY NOT** copy, quote, distribute, or otherwise use material from an ARI proposal submission without the expressed written consent of its author(s), unless required by law.

F. Intellectual Property Policy

ARI project funding is restricted to public domain endeavors, therefore all intellectual property which is created or developed with ARI funding shall be subject to federal and state laws, all California State University applicable collective bargaining agreements, and individual campus policy.

Part IX – Award Reporting

A. General

While Campus Coordinators, their respective designee(s), and other appropriate administrative staff will make every reasonable effort to assist Project Directors in completing progress reporting obligations, Project Directors are responsible for timely and accurate financial and programmatic progress reporting. Future funding and proposal submission approval may be withheld from Project Directors with progress reporting delinquencies or poor project management.

B. Annual Reports

Yearly submission of an annual report to the Campus Coordinator is required for all multi-year projects and are due on August 15th of each year. The annual report can be found here.

C. Additional Annual Reports as a Result of a No-Cost Extension

If a no-cost extension is approved, an additional annual report will be required every August 15th for the life of the project. A final report is due within 90 days after the project end date.

D. **Final Reports**

Final reports for all projects are due within 90 days after a project's scheduled end date. The final report can be found [here](#).

It is essential that ARI research is understandable and relevant to our stakeholders, including the agricultural community and general public. To this end, Project Directors may be contacted by the ARI Executive Director or administrative staff to assist in preparation of public impact statements that describe the project's findings and justify the use of ARI funds. Non-technical summaries of Final Reports should be written with this in mind.

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