



FULL PROPOSALS FOR 2007-2008: GENERAL

SUPPORTED AREAS OF RESEARCH

The Florida Citrus Production Research Advisory Council supports research consistent with the objectives established by the Council, the policies of the Florida Department of Agriculture and Consumer Services, and the State of Florida. Research is funded in the following areas:

- Entomology
- Plant Pathology
- Management/Physiology
- Plant Improvement
- Other

ELIGIBILITY FOR FUNDING

FCPRAC accepts research proposals from institutions of higher education, government agencies and from non-profit organizations whose primary activities are research. Full proposals outlined here will be accepted only from previously approved Preproposal Applications unless provided a waiver by the FCPRAC Chairman or Scientific Coordinator.

NEW There are four general types of Grant Proposals: 1) New; 2) Continuing; 3) Revised; and, 4) Extension. New proposals are those that have not previously been submitted to FCPRAC. Continuing proposals are related to funding subsequent years of a previously supported FCPRAC project. Revised proposals are proposals previously submitted, but that have some modification from the prior preproposal (please indicate the number of the original proposal, if appropriate, on the cover page of the proposal). Finally, Extension projects are projects for which the original project term expired, but that are re-initiated under the same or similar title or objectives.

PROPOSAL SUBMISSIONS

Proposals must be submitted to:

Dr. Steven Rogers, Scientific Coordinator
Florida Citrus Production Research Advisory Council
700 Experiment Station Road
Lake Alfred, Florida 33850
Phone: 863-956-1151 x1374
Fax: 863-956-4631
email: steve@fcprac.com

on or before but no later than noon, January 31, 2006. (IFAS folks should submit their proposals to Dr. Harold Browning at the CREC by January 12, 2007.) A strict deadline policy will be enforced. Twenty-five (25) copies of the proposal are required. All pages should be duplexed (printed on both sides).



● GRANT APPLICATION COVER PAGE

GENERAL INFORMATION

- ___ **NEW** Be sure to use the Cover Page, *Grant Application Cover Page*, at www.fcprac.com.
- ___ **NEW** This Cover Page is attached as the first page of your typed proposal body.
- ___ The numbers in the sections below correspond to the box labels in the *Grant Application*.
- ___ Do NOT exceed the page number limit (10 maximum–5 to 6 preferred) for your typed content.
- ___ Font size will auto-adjust as you type into the form to accommodate your text. Use reasonable judgment so the type does not become too small to comfortably read.
- ___ Be sure to list all funding sources in the Budget Completion section. It is important to show the leverage generated with box-tax funds.
- ___ Send 25 copies of your Grant Application to my studio by the deadline of January 31, 2007.
- ___ IFAS faculty submit only one original copy to Dr. Browning's office. DEADLINE DATE - January 12, 2007! Dr. Browning's office will duplicate the 25 copies and arrange for them to arrive in my studio by January 31, 2006.

COVER PAGE PDF FORM

- ___ 1. **NEW** Be sure to check the proper box for NEW, CONTINUING, REVISED or EXTENSION projects.
- ___ 2. Category of grant–choose category of “best fit” and check appropriate box.
- ___ 3. Indicate year and project number.
- ___ 4. Grant title–self-explanatory.
- ___ 5. Principal investigators–give names, affiliations, addresses, etc. as directed.
- ___ 6. Other investigators and cooperators–list, if any, one name per line.
- ___ 7. Duration and financial information–numbers only, in dollars; then, dollars requested in total for multi-year project.
- ___ 8. Breakdown of funds–indicate salaries, expenses and equipment.

STATEMENT OF RESEARCH VALUATION

- ___ 9. **NEW** Provide a concise Statement of Valuation for this research.

FCPRAC understands this is not necessarily a straightforward valuation; therefore, you have considerable flexibility in how you approach your statement. If possible, try to answer the following four questions. Otherwise, describe ways in which the industry will benefit from applying the results of this research. You may be asked to explain your reasoning in your presentation.

- 1. What specific deliverable (product, service, information or technology) will result from this project?
- 2. What date do you expect to make your deliverable available to the industry?
- 3. What proportion of the acreage in the state do you realistically expect to benefit from this deliverable?
- 4. What is your estimate of the average annual return per acre expected from application of this knowledge?

“Grower funded research”



● FULL PROPOSALS–INSTRUCTIONS

PREPARING THE PROPOSAL SECTIONS

Note that there are several changes in proposal design this year. Your proposals should use the “Problem-Solution-Deliverable-Valuation” (PSDV) approach. The problem you are solving should be clearly defined, followed by an estimate of the cost of the problem to the industry. Next, describe your solution to the problem, then how you will provide a deliverable to the industry to manage or solve the problem. Your Grant Proposal should contain two sections, including the on-line PDF Form cover page attached to the front, then all other pages are your typed document. FCPRAC reserves the right to return without review *Grant Applications* not meeting these requirements. No additions or amendments to the proposal will be accepted after submission. The entire proposal shall not exceed 10 pages (5–6 pages preferred) and must include the following items in the order listed below.

- Cover Page–On-Line Grant Application PDF Form (available at www.fcprac.com)
Please follow the *Grant Application Cover Page* guidelines described earlier and attach this page as the cover to your typed content.
- Abstract (beginning on second page; follow typing guidelines on next page)
The Abstract, not to exceed 200 words, should include title, definition of the research problem, brief description of your solution, your objectives, your deliverable and methodology.
- Description of the Problem
State the problem that requires your research and estimate of its cost to the industry.
- Summary of Progress to Date (Continuing projects only)
Prepare a summary of your current progress. This is the most important section of your Continuing proposal. To stay within space, you may reduce other information as necessary.
- Solution Outline and Objectives
A clear and feasible outline of how your solution will address the problem and the research objectives achievable within the project duration that will help you manifest your solution.
- Methods and Approach to Accomplish Objectives (not to exceed 2 pages)
Methodology, plan of work, experimental and statistical design in adequate detail to assess how results will be analyzed, role of each collaborator and a timetable for your work plan.
- Expected Results and Anticipated Benefits (expand or codify your Statement of Valuation)
Describe technical and economic contributions, benefits to citrus growers and practical applications. How will this deliverable be provided to and used by the industry?
- Budget Form and Budget Justification
See the Budget Preparation pages herein on completing the Budget Form and Justification.


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● FORMATTING AND TIPS

PROPOSAL STYLE GUIDE

You may use any word processing program you wish to prepare your FCPRAC *Grant Application*. We recommend Adobe InDesign CS2. The following typography guidelines should be used to format the visual layout of your document. You may download a template in Microsoft Word and Adobe InDesign format at www.fcprac.com. All pages should be duplexed (printed on both sides) to save paper, postage and space.

1. Set your page within 1-inch margins on all four sides. Indent bulleted or numerical lists an additional 0.5-inch from each margin.
2. Use Times New Roman, Minion Pro or comparable typeface set at 12-point and a 1.25 line spacing. This makes reading much easier and allows for notation.
3.  Use a single-space after periods and before beginning your next sentence.
4. Separate section headings and content with an additional 1.25 line space between each, similar to the format used in this style guide.
5. Number each page in the lower right-hand corner with the PI's last name and page number (for example, Rogers-4).

IMPORTANT TIPS—READ CAREFULLY

UF–IFAS faculty should submit a single copy of their proposals to Dr. Harold Browning at CREC, Lake Alfred by January 12, 2006. His office will distribute proposals for review, make the appropriate copies and see that they are in my studio by the due date of January 31, 2006.

1. A 10-page maximum applies, but 5-6 page proposals are adequate and are preferred.
2. The 25 copies prepared for submission must be copied on both sides of the paper (duplexed). Two-sided copying does not mean you can exceed the page limit. Page limits are based on total pages printed, not the number of sheets of paper.
3. The 25 copies must be in my studio no later than noon, Wednesday, January 31, 2007. This is an absolute deadline.
4. If you are requesting funds for a CONTINUED or EXTENSION project, you must prepare a summary of your progress to-date. For EXTENSION projects, you must explain why the extension is necessary (i.e., why did you not achieve your goals during the initial term. The progress-to-date section is the most important section of your proposal. To stay within space limitations, you may reduce other information as necessary.
5. This information and copies of forms can be found on the Internet at www.fcprac.com.



● BUDGET PREPARATION

BUDGET PREPARATION

Investigators are expected to detail all major items for each year of the grant period. List all capital equipment. List items over \$1000 individually. IFAS faculty should complete the Budget Form using the accompanying instructions. USDA scientists should fill in the form with as much information as can be provided, realizing that not all information requested of IFAS will apply to USDA. Please note that the FCPRAC does not allow for indirect costs of institutions.

OMNIFORM MAILABLE FILLER

This form is available on the Proposals and Reports page at www.fcprac.com. Just click on the OmniForm executable, then say yes to accept the terms. Tab from one position to another as you fill in the form. Do a "Save As" so you don't override your blank form. The url for this form is

www.fcprac.com/omniform/omniform.exe

SALARIES

1. List each position separately. Fill in the FTE (i.e., one FTE=one person, full-time for one year) for that position. Use the number of months if FTE is not required by the agency. Total the dollars required for this position.
2. Percentage fringe benefit rates are updated frequently by the University of Florida to determine the amount of dollars the employer is required to contribute to the employee's total compensation amount. This percentage rate is applied directly to the total dollar amount you have determined for that salary position. These dollars reflect the cost of Workman's Compensation insurance, Social Security Tax, and Retirement benefits where applicable. Use the Frequently Used Facts for Proposal Submission (FPS) for the current rates or call the IFAS Sponsored Programs Office (ISPO) for assistance. No fringe benefits are assessed on students.
3. Health Insurance Benefits (HIB) are provided only for Faculty, A&P and USPS positions. HIBs are prorated by FTE or months budgeted for the position. HIB is added to the fringe amount to achieve the total fringe benefits for that position. Because HIB is updated frequently by the University, please consult the FPS or ISPO staff for assistance. We recommend that the married (HIB) rate be used in all cases.



● BUDGET PREPARATION-CON'T

EXPENSES (OE)

1. Materials and Supplies: Expendable items of less than \$1000.00 each.
2. State regulations govern travel allowances by State Employees. Please consult the General Information on Travel (GIT) available in the ISPO or one of the ISPO staff if you need assistance. NOTE: non-state employees who are reimbursed directly by UF for travel expenses must adhere to UF state regulations on travel. Almost without exception, foreign travel air fares, destination, and estimated dates are required to be included in the Budget Justification by the funding agency.
3. Be sure to include a section for your Budget Justification, if required, by your institution.
4. Other Direct Costs: A Career Service Personnel Assessment is required by the State Department of Administration in the expense category for all USPS employees. This dollar amount is updated frequently by the University of Florida and can be determined from the FPS or the ISPO. This cost should be prorated by FTE or months, but should not be less than one quarter's assessment.
5. Subcontracts: Include expenses and subcontractor indirect cost rates in this category. A budget breakdown for the subcontractor award should be included.
6. Equipment (OCO): Include items \$1000 and over. This category usually requires a justification of need for these items.