

**AgSEED - Agricultural Research and Extension  
Leading to Economic Development in Indiana  
Agriculture and Rural Communities**

**Request for Proposals 2019**

We are pleased to continue the AgSEED program for 2019. AgSEED has successfully funded high-quality research and Extension proposals that have strengthened collaborations across the College and University. Last year, 19 of the 87 received proposals were funded. Proposals from the Colleges of Agriculture, Veterinary Medicine and Health and Human Sciences have been funded through AgSEED. We look forward to seeing the results and reporting back to the Indiana State Legislature about the exciting research and Extension activities happening at Purdue University. For a list of funded projects please visit <https://ag.purdue.edu/AGSEED/Pages/default.aspx>.

Purdue University's land grant mission thrives on discovery and engagement that is vital to growth in Indiana agriculture and rural communities. Thanks to line item support from the State of Indiana, Purdue's College of Agriculture established AgSEED, an internal competitive grant program to foster Indiana's leadership in plant and animal agriculture and rural growth, especially through entrepreneurial initiatives. The program funds grants based on proposals in Applied Research / Extension and Basic Research.

Approximately ½ of the funding will be used to focus on opportunities that strengthen Extension and research conducted in the field or community. We encourage proposals strategically designed to address issues of importance to citizens of Indiana that utilize statewide resources, including Purdue Ag Centers, clinics, and Extension offices in the field.

Teams of field educators, campus specialists and PAC superintendents are strongly encouraged to submit proposals alone and/or in partnership with faculty. Additionally, we encourage proposals that redesign or redevelop existing Extension programs including field days in ways that enhance impact and modernize methods of delivery and content.

The College will be able to support approximately 15 to 18 grants of \$50,000 and a few two-year grants at \$75,000.

AgSEED funding continues to focus on plant or animal agriculture and rural development as described by our strategic themes:

- Building a sustainable and secure food production system
- Utilizing molecular approaches to expand the frontiers of agriculture and life sciences (targeted to plant and animal sciences)
- Developing a robust bioeconomy to feed and power the world
- Enhancing food and health

- Strengthening ecological and environmental integrity in agricultural landscapes
- Facilitating informed decision-making to improve the economic well-being of people, their families, and Indiana's communities

**It is essential that proposals are responsive to the details of this RFP. Proposals that do not fit RFP goals will not be funded. All proposals will be treated as new submissions.**

## **Eligibility**

The project leader must be faculty (research, clinical, tenured, tenure track), Extension campus staff, county Extension educator or PAC superintendent with at least an MS degree in the Colleges of Agriculture, Health and Human Sciences, or Veterinary Medicine.

Adjunct faculty must collaborate with an eligible project leader. Other personnel on the project can be from any College at Purdue University or from elsewhere within the state, including partnerships with farmers. An eligible individual can only be the project leader on one proposal. Graduate students and / or post-doctorates may not serve as project leaders.

Projects that are conducted on a PAC or clinic needs to have a letter of support from the PAC or clinic.

**All currently funded AgSEED proposals must have project reporting requirements up-to-date at the time of submission of a new AgSEED proposal.**

## **Program Components**

### **Applied Research / Extension Proposals:**

#### *Required Components:*

- Teams of campus and field-based personnel
- Address a contemporary problem
- Demonstration / outreach component
- Revised Extension programs or new activity
- Metrics to measure and report impact (e.g., economic, social, publications and bulletins, etc.)
- If a facility manager is not a proposal's PI, a letter of support must be included indicating their willingness to be involved in the project

#### *Highly Encouraged Components:*

- Address issues using multidisciplinary approaches
- Partnerships that provide matching funds/in-kind contributions
- Entrepreneurial activity or potential

### **Basic Research Proposals:**

#### *Required Components:*

- Teams of campus and field-based personnel
- Address contemporary problems
- Innovative / novel idea
- Link to a vision for plant or animal agriculture or rural development
- Should be a seed grant to obtain preliminary data to submit a competitive grant or to enhance / start entrepreneurial activities
- Metrics to measure and report outcome (e.g., proposed grant submissions, publications, potential economic impact, potential startup company, etc.)

*Highly Encouraged Components:*

- Address issues using multidisciplinary approaches

## **Proposal Guidelines**

### **Include the following items:**

1. **The cover page** should include: the project title, project leader contact information (department, campus address, email, telephone), and names and email addresses of other personnel. Also, check the box to indicate whether the proposal is Applied Research / Extension or Basic Research. The cover page can be found at <https://ag.purdue.edu/agseed/Pages/proposals.aspx>
2. **Abstract** of 250 words
3. The **text of the proposal** should not exceed **three (3) pages (excluding the cover page and abstract)**. Use either **Arial 11 or Times New Roman 12 font with one-inch margins**. The proposal can be single- or double-spaced but cannot exceed three (3) pages. The proposal should include the following labeled sections:
  - i. Problem Statement
  - ii. Objectives and Rationale
  - iii. Materials and Methods
  - iv. Summary and Conclusion
  - v. Metrics to Measure Success / Impact (For Basic Research, this includes information regarding the agency / program to which a competitive grant will be submitted. If the end point is a startup company or a patent, identify paths to additional funding.)
4. **References** should be **one page or less**. Each reference must include the names of authors (in the same sequence in which they appear in the publication; if there are more than 10 authors, include the first 5, then an ellipsis [...] and the last author), the article and journal title, book title, volume number, page numbers, and year of publication.
5. A **two-page resume** should be provided by the project leader and key personnel. The format described below was adapted from NSF guidelines:  
<http://www.nsf.gov/pubs/policydocs/pappguide/nsf13001/gpprint.pdf>

### **Include:**

#### **Name and Email Address**

#### **Education**

List your undergraduate and graduate education and postdoctoral training.

#### **Positions**

List academic / professional appointments in reverse chronological order, beginning with the current appointment.

#### **Products**

Include up to five publications, events or presentations (if field based educator) you have created / conducted that most closely relate to the proposed project.

## Related Activities

Include three examples that demonstrate broader impact. Examples could include:

- Previous development of Extension materials and pedagogical methods
- Contributions to the science of learning
- Development and / or refinement of research tools
- Computation methodologies and algorithms for problem-solving
- Development of databases to support research and extension
- Broadening the participation of underrepresented groups

## 6. Budget form

You DO NOT need to submit a COEUS budget. Do not include any indirect costs (F&A).

- a. Include a **one-page or less description of major expenditures on the budget up to \$50,000 for 1 year proposals and \$75,000 for 2 year proposals.**
- b. Include a description of leveraged dollars, if applicable.
- c. No more than 50% of the award can be budgeted for student and other allowable salaries (not including fee remits).
- d. **Note:** Funded grants will be required to provide current and pending support to verify that the project is not funded by another source.

*See funding guidelines below.*

## Submission Guidelines

*Please note submissions WILL NOT go through Pre-Award. You will submit your proposal via email to [agseed@purdue.edu](mailto:agseed@purdue.edu).*

1. Proposals, including abstracts, must be saved as PDFs using this name convention:

Ag2019**Project leader last name** followed by project category (Applied or Basic)

Example: Ag2019Plautapplied.pdf

2. The PDF must be submitted to [agseed@purdue.edu](mailto:agseed@purdue.edu) no later than **4 p.m. EDT, Friday, September 28, 2018.**
3. **ALL MATERIALS MUST BE IN ONE PDF DOCUMENT!**

## Evaluation Criteria

Evaluation Criteria	Applied	Basic
Scientific soundness; appropriateness of methodology; feasibility of completion; investigator qualifications	25	35
Innovation / creativity	20	30
Leverage of external and other funding sources	10	
Metrics and measurement of impact (for basic research, this means publications, targeted grants, etc.)	25	20
Partnership with campus and field-based personnel	20	15

<b>Total</b>	<b>100</b>	<b>100</b>
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## **Funding Guidelines**

- **The funding period is one year and up to \$50,000.** Funding will be awarded in March 2019. If two years of support is essential to the success of the project, \$75,000 in direct costs is allowable. (*Note:* No more than 25% of AgSEED projects will be funded for two years, and the project leader[s] will be ineligible to compete in the 2020 RFP should there be one.) In rare cases and with strong justification, funding may exceed indicated levels.
- Funds may be used for:
  - In-state travel
  - Expenses for research materials and supplies
  - Workshops, webinars, and other extension products
  - Publication and website development
  - Graduate or undergraduate student support, technicians or post-docs (*Note:* There is no guarantee of support in subsequent years for graduate assistantships. Faculty should make arrangements for alternative funding for graduate students in subsequent years.)
  - For individuals on academic year appointments (and without recurring summer support), 10% of the grant can be allocated for summer salary for a single participant and 20% for proposals with multiple participants (e.g., a \$50,000 grant with a single investigator can request up to \$5,000 in summer salary). The salary of Extension Educators and 12-month faculty should not be budgeted.
- **A final report must be submitted within 60 days of the project's completion.** A reporting template will be provided to the project leader. Funding on subsequent projects will not be awarded if a final report has not been completed.

## **Timeline for Submission**

- April 2018 Request for proposals
- **4 p.m. EDT, Sept. 28, 2018** Submit proposal to [agseed@purdue.edu](mailto:agseed@purdue.edu)
- March 2019 Notification of awards and projects begin
- April 30, 2020 Termination date for awarded projects
- June 30, 2020 Final report must be submitted

**If you have questions, please direct them to Meredith Cobb:**

[mcobb2@purdue.edu](mailto:mcobb2@purdue.edu)

(765) 494-3951

**For FAQs and a cover page template, please visit:**

<https://ag.purdue.edu/agseed/Pages/proposals.aspx>

## **Acknowledgment**

All publications, posters, websites, field day presentations, etc. that result from funding must include the following information:

***“This activity was funded by Purdue University as part of AgSEED Crossroads funding to support Indiana’s Agriculture and Rural Development.”***

Reviewer Name: \_\_\_\_\_

## AgSEED Applied Research / Extension Evaluation Form

Grant Title: \_\_\_\_\_

PI / Co-PIs: \_\_\_\_\_

- Scientific soundness; appropriateness of methodology; feasibility of completion; investigator qualifications (25 points)
- Innovation / creativity (20 points)
- Partnership with campus and field-based personnel (20 points)
- Metrics and measurement of impact (25 points)
- Leverage of external and other funding sources (10 points)

Does the Proposal Fit the RFP?

Yes

No

Total Score:

Strengths:

Weaknesses:

Feasibility of Completion in One Year \_\_\_\_\_ High \_\_\_\_\_ Low \_\_\_\_\_ Moderate

Recommendation:

\_\_\_\_\_ Fund \_\_\_\_\_ Discuss \_\_\_\_\_ Do Not Fund

Reviewer Name: \_\_\_\_\_

## AgSEED Basic Research Evaluation Form

Grant Title: \_\_\_\_\_

PI / Co-PIs: \_\_\_\_\_

- Scientific soundness; appropriateness of methodology; feasibility of completion; investigator qualifications (35 points)
- Innovation / creativity (30 points)
- Metrics and measurement of impact (20 points)
- Partnership with campus and field-based personnel (15 points)

Does the Proposal Fit the RFP?

Yes

No

Total Score:

Strengths:

Weaknesses:

Feasibility of Completion in One Year \_\_\_\_\_High \_\_\_\_\_Low \_\_\_\_\_Moderate

Recommendation:

\_\_\_\_\_Fund \_\_\_\_\_Discuss \_\_\_\_\_Do Not Fund

**AgSEED — Agricultural Research and Extension Leading  
to Economic Development in Indiana Agriculture and  
Rural Communities**

*Please use this cover page when submitting a proposal.*

**Project Title:**

Project leader:

Project leader department:

Campus Address:

Email:

Telephone Number:

Other Personnel (name, department and contact info):

Amount of funding requested:

\$50,000 (1 year)                       \$75,000 (2 year)

Applied Research / Extension                       Basic Research

Are animals being used?

Yes                       No

Are human subjects being used?

Yes                       No



# AgSEED FAQs

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- 1. Will I receive confirmation that my proposal was received?**  
Yes, you will receive an email confirmation.
- 2. Can I use pre-award services in putting together my proposal?**  
You do not need to provide a formal COEUS budget at the time of submission. If your proposal is selected for funding, you will then work with pre-award to do a COEUS budget.
- 3. Do all personnel on the project have to be located in Indiana?**  
Yes.
- 4. Do all personnel on the project submit a CV / bio sketch? What is meant by “key personnel”?**  
All individuals essential for accomplishing the work need to submit the requested CV/ bio sketch.
- 5. I am not faculty member but would like to be a project leader on a project involving animal or human subjects; is that allowed?**  
If animals or human subjects will be used in research, then faculty oversight is required. If animals or human subjects are used as part of Extension programming, a non-faculty person can continue to serve as the project lead. The project lead will have to follow Extension policies for human and animal subjects in Extension programming.
- 6. My project uses human or animal subjects in research. Do I have to get IRB or PACUC approval before I receive funding?**  
Yes.
- 7. If my project is approved for two years of funding, are all funds awarded at the beginning of the project?**  
Yes, you will receive all funding in the beginning and will be required to provide an interim report.
- 8. I have been asked to be a part of more than one AgSEED project proposal. Is that OK?**  
Yes, you may be on more than one project; however, you may only serve as project leader or co-leader on one project.
- 9. If project funding is pending from another source, can I submit my proposal to AgSEED?**

Yes. However, if both projects are funded, your award will be reduced in areas where the projects overlap.

**10. Do I need to submit information on awarded and pending grants?**

This information will be requested if your proposal is selected for funding consideration.

**11. Should I include letters of support?**

Yes, please include letters of support if you have them. They do not count against the three-page (3-page) limit.

**12. Should I include fee remissions for graduate students?**

Yes.

**13. Is travel funding restricted to in-state travel only?**

Yes.

**14. If I propose a two-year project and it is not funded, would the committee consider one year of funding instead?**

No, the committee will base its review on the project as proposed.