**Application Instructions for the CFAES   
Immediate Needs Program**

* Instructions are noted in **blue font**. ***Please delete all blue instruction font before submitting.***
* Read and review all application instructions below and in the R&GE Internal Grants Program (IGP) Request for Proposals (RFP) before submitting your application.
* You must use this template to complete your proposal. This template is set up to match all required formatting guidelines set forth in the IGP RFP:
  + All proposals should be set to print on standard 8.5-inch by 11-inch paper. All margins must be at least 1-inch. Type size must be 12-point or larger with no more than six lines per inch, single-spaced. All pages of the proposal should be numbered at the bottom center of the page.
  + Margins and 12-point type size must be consistent throughout each required section of the proposal. This includes figure and table captions.
  + ***Proposals not meeting the formatting guidelines or with missing and/or unaddressed sections will be dismissed from the competition without review.***
* ***Applications MUST be submitted as one PDF document.*** Once you have completed this application in Word, convert to a PDF to upload via the Grant Portal.
* Please delete this page prior to submission.
* Please direct any application questions to Melissa Burant ([burant.2@osu.edu](mailto:burant.2@osu.edu))
* Good luck!

**Cover Page  
\*\*Use this format for the cover page and keep this information to one page in length.**

**Competition: Immediate Needs Program**

**Title of Project:**

**Anticipated Grant Period (Dates):** *Project should be no more than two years. Project start date should be March 1, 2022 or later.*

**Amount Requested from CFAES:** *Request can be up to $50,000*

**Project Summary:**

*Brief lay summary consisting of* ***250 words or less*** *to explain the purpose, relevance and expected outcome of proposed study. The summary should highlight the potential impact or benefits of the research and be written to be* ***understood by an average reader.***

*Proposals must include two or more investigators:*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Lead Investigator** | **Co-Investigator B** | **Co-Investigator C** |
| **Name** |  |  |  |
| **Department** |  |  |  |
| **Location** |  |  |  |
| **Title** |  |  |  |
| **Email** |  |  |  |
|  |  |  |  |
|  | **Co-Investigator D** | **Co-Investigator E** | **Co-Investigator F** |
| **Name** |  |  |  |
| **Department** |  |  |  |
| **Location** |  |  |  |
| **Title** |  |  |  |
| **Email** |  |  |  |

**Project Narrative**

***Project Narrative should be no more than 8 pages including any tables/figures*.**

Investigators must demonstrate that the proposed work represents a critical need for CFAES, our stakeholders and society. Letters of support from relevant stakeholder groups are **optional** (not included in the eight-page limit, see Support Letters section below).

Include the following sections in each Project Narrative: Introduction; Rationale and Significance; and Approach with a. Research Design and Data Analysis and b. Project Management. The blue text below offers prompts and additional guidance for each section.

1. **Introduction**
   1. Investigators must demonstrate that the proposed work represents a **critical** need for CFAES, our stakeholders and/or society.
   2. Include a clear statement of the long-term goal(s) and supporting objectives of the proposed project.
   3. Summarize the body of knowledge or past activities that substantiate the need for the proposed project.
   4. Describe ongoing or recently completed activities significant to the proposed project, including the work of key project personnel.
2. **Rationale and Significance**
   1. Concisely present the rationale behind the proposed research.
   2. Include preliminary data/information pertinent to the proposed project. Be sure to reference all works cited throughout.
   3. State the agricultural, food, environmental or societal issues — such as production efficiency, economic viability, social impacts and/or environmental quality — addressed by the research.
   4. Describe the study’s probable end products and their significance.
   5. Describe any innovative features or unique combinations of expertise of the investigators involved in the proposed project.
3. **Approach -** Plainly state the activities proposed or problems being addressed, and clearly describe the approaches applied. This section should be composed of the following parts:
   1. **Research Design and Data Analysis**
      1. Activities proposed and the methods that will be used — including the feasibility of the methods — in carrying out the proposed project. Clearly state the planned methods for processing and/or analyzing collected data to address the research questions, research objectives and hypotheses.
      2. Explain and justify intended procedures for data analysis/interpretation. Specify measurable outcomes or data collection.
      3. Identify any potential pitfalls that may be encountered.
   2. **Project Management**
      1. A timeline for attainment of objectives and for production of deliverables, including annual milestones.
      2. Key Personnel: Roles and responsibilities of each person named as an investigator or key person, including the amount of time each investigator or key person will be contributing to the project.
      3. Means of applying results or accomplishing technology transfer, where appropriate.
      4. A detailed strategy for acquiring extramural funding related to work outlined in the proposal is **required**. Identify specific funding opportunities and detail how this project will contribute to these submissions.

**References**

***No page limits.***

In this section, reference all works cited throughout the text. All references must be complete (i.e., must include titles and all co-author names) and must conform to an acceptable journal format. There is no page limit to the references section.

**Budget Form**

Using the form below, submit a ***separate budget form for each individual that will receive CFAES funds*.** Collaborators may not receive direct funding.

Tuition and fees do not need to be included for students enrolled in CFAES, as they will be paid from separate funds and allocated to the department; however, you must indicate in the budget narrative the number of semesters of tuition and fees for which you are requesting. **You will also need to enter the number of semesters into the Grant Portal.**

NOTE: to access the tuition/fee account, the Graduate Student **MUST** be paid salary and fringe benefits from the grant budget.

PIs and/or Co-PIs can include budgeted travel to **one domestic conference only**. *All travel must abide by current University travel restrictions.*

Those with Principal Investigator and/or Co-PI status cannot charge their wages or fringe benefits to the Internal Grants Program.

Requesting to purchase capital equipment is **not** an appropriate request for the R&GE-IGP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Investigator:** | | |  | |
| **Department:** | | |  | |
| **Department Org:** | | | | |
| **Budget Period:** | | | **Year 1** | **Year 2** |
| **A: Salaries & Wages** | | |  |  |
| # | Research Associates/Post Doctorates/Lab Personnel | |  |  |
| # | Graduate Students | |  |  |
| # | Undergraduate Students | |  |  |
|  | Other (define) | |  |  |
|  | **Total Salaries & Wages** | |  |  |
|  |  | |  |  |
| **B: Fringe Benefits** | | |  |  |
|  | Research Associates/Post Doctorates (31.5%) | |  |  |
|  | Graduate Students (11.5%) | |  |  |
|  | Undergraduate Students (11.5%) | |  |  |
|  | Other (define) | |  |  |
|  | **Total Fringe Benefits** | |  |  |
|  |  | |  |  |
| C: Total Salaries & Fringe Benefits | | |  |  |
| D: Materials & Supplies | | |  |  |
| E: Travel: Domestic | | |  |  |
| F: Publication Costs | | |  |  |
| G: Non-CFAES Graduate Students | | |  |  |
| H: Other (define) | | |  |  |
|  | |  |  |  |
| **YEARLY TOTALS (C through H)** | | |  |  |
| **TOTAL IGP BUDGET REQUEST (Year 1 + Year 2)** | | |  | |

|  |  |
| --- | --- |
| **Requested Semesters of Graduate Tuition and Fees** |  |

**Budget Narrative**

***2-page limit.***

Provide a detailed summary describing the role and type of personnel (graduate students, post-doctoral trainees, technicians, etc.) needed. Include wages, fringe benefits, materials and supplies, travel, publication costs, rental fees, etc.

You must indicate in the budget narrative the number of semesters of tuition and fees for which you are requesting. **You will also need to enter the number of semesters into the Grant Portal.**

NOTE: to access the tuition/fee account, the Graduate Student **MUST** be paid salaries and fringe benefits from the grant budget.

Students outside of CFAES may be part of a project, but tuition and fees need to be budgeted or paid from another source.

Explain other expenditures that will be supported by the requested funds.

Your budget sheet and budget justification should add up to the same amount.

The IGP does not pay indirect costs on projects.

**Support Letters**

***Limit to one page per support letter.  
Optional Section.***

Investigators must demonstrate that the proposed work represents a critical need for relevant support groups. Where applicable, include **up to** **four** signedletters of support. Letters of support are **optional**. Please include signed letters here as a PDF.

**Previous SEEDS Funding**  
***Limit to two pages per award.***

Each investigator and Co-PI on a proposal who has received prior or current SEEDS support within the past five years is **required** to supply information on the results from that prior funding. Enter the pertinent information in the blank boxes. ***Please fill out one form per SEEDS project:***

|  |  |
| --- | --- |
| **Previous SEEDS Funding Form** | |
| **SEEDS Project Number** | YYYY-### |
| **PI Name / Department** |  |
| **Title of Project** |  |
| **Extramural funds/grants awarded** **as a result of this project:** | |
|  | |
| **Published peer-reviewed scientific manuscripts, abstracts, popular press articles, bulletins, and/or book chapters as a result of this project (OSP #, sponsor, amount, results):** | |
|  | |
| **Oral presentations as a result of this project:** | |
|  | |
| **Conference proceedings as a result of this project:** | |
|  | |
| **Poster presentations** **as a result of this project:** | |
|  | |
| **Obtained patents, invention disclosures and/or licensing agreements** **as a result of this project:** | |
|  | |
| **Doctoral dissertations and/or master’s theses produced as a result of this project:** | |
|  | |
| **Undergraduate, masters and/or doctoral students funded** **as a result of this project:** | |
|  | |

***If you do not have any Previous SEEDS Funding, please delete this page.***

**Curriculum Vitae for Each Investigator**

***Limit to three pages for each investigator.***

Provide a CV for all investigators. CVs for collaborators are not needed nor requested and will count against the overall narrative page limit. CVs can be in any sponsor-approved format (NIFA, NSF, NIH, etc.).

***Each CV should be no longer than three pages, inclusive of publications.***

If you do not have a CV prepared, please use the [USDA-NIFA Biographical Sketch Template](https://research.cfaes.ohio-state.edu/sites/research/files/imce/USDA_NIFA%20BIOGRAPHICAL%20SKETCH%20template.docx).

**Current and Pending Support Form for Each Investigator**

***No page limits.***

Include an updated current and pending research support form for all investigators. Include public or private support as well as the proposed project. The current and pending form should be recent and should include this proposal as pending.

C&P forms can be in any sponsor-approved format (NIFA, NSF, NIH, etc.).

If you do not have a C&P form prepared, please use the following format.

Add rows as needed by placing your cursor on the left side of any line and clicking the “**+**” button.

|  |
| --- |
| **Name:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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:** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |