

# REQUEST FOR NORTH CENTRAL REGIONAL AQUACULTURE CENTER

## Regional Aquaculture Extension Specialist (RAES) Pre-Proposals



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**Pre-proposals are due by 5 p.m. CDST  
Friday, May 4, 2018**



United States Department of Agriculture  
National Institute of Food and Agriculture

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## North Central Regional Aquaculture Center

The North Central Regional Aquaculture Center (NCRAC) is one of five Regional Aquaculture Centers administered by the U.S. Department of Agriculture – National Institute of Food and Agriculture (USDA-NIFA). NCRAC is an administrative unit that serves the twelve states in the North Central Region: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

The mission of the Regional Aquaculture Centers is to support aquaculture research, development, demonstration, and extension education to enhance viable and profitable U.S. aquaculture which will benefit consumers, producers, service industries, and the American economy. The Regional Aquaculture Center is an industry-led program aimed at solving problems and promoting profitable aquaculture throughout the United States. It is a program that pays no overhead, has no brick-and-mortar money, and relies on in-place salaried personnel, equipment, and facilities to carry out projects that have multi-state regional relevance, application, impact and/or importance to regional aquaculture producers. Regional, multi-state collaboration is encouraged.

### Problem Statement

There are a limited number of extension full-time equivalents (FTEs) in the North Central Region (NCR) available to address the needs of the aquaculture industry. To reduce this problem, a Regional Aquaculture Extension Specialist (RAES) is needed. The North Central Region Aquaculture Center's (NCRAC) Board of Directors has authorized up to \$150,000 total for a 2-year RAES Project starting September 1, 2018.

Responsibilities of the RAES will include:

- In conjunction with the NCRAC Industry Advisory Council and Technical Committees of Extension and Research, assess and prioritize NCR industry needs, focusing on issues with regional significance.
- Develop and implement strategies to address the pertinent needs of the industry.
- Interact with pertinent NCRAC and non-NCRAC aquaculture initiatives to accomplish identified strategies (state Cooperative Extension Service, Sea Grant, etc.).
- Develop and facilitate “linkages” among agencies, industry, academia, and other relevant entities to foster open, meaningful dialog on critical NCR issues.
- Coordinate efforts for seeking non-NCRAC support to facilitate information and technology transfer to the industry.

### Project Submission & Review Schedule

<i>Pre-proposals are due by 5 p.m. (CDST)</i>	<i>Friday, May 4, 2018</i>
Notification of pre-proposal review outcome	Late May
Full proposal due by 5:00 p.m. (CDST)	Early July
Project scheduled to begin ( <i>dependent on release of funds</i> )	September 1

### Reviews

The Director organizes a review of submitted proposals by the Executive Committee [EC] of the Industry Advisory Council (IAC) and Technical Committees Research and Extension (TCR&E) [four for IAC, three each of TC/R and E = 10 total]; review is submitted to the Board for acceptance or rejection. The full proposal of the selected project is then submitted to USDA-NIFA for final approval.

## **Conflict of Interest**

Any member of the IAC or TC who desires involvement in any capacity with proposed and funded projects may remain on the IAC or TC. However, any member who is funded by a NCRAC project or potentially may be funded by a proposal under consideration at the IAC/TC annual meeting must be excused during any final deliberation or review leading to a vote related to said project or proposal. He/she is also excluded from any vote related to said project or proposal during any breakout sessions of the IAC, and Research and Extension Subcommittees of the TC. The chair of the session announces when final deliberation or review leading to a vote is to commence and excuses those with a conflict of interest. Further, an individual who has been identified with Conflict of Interest may still provide objective input into other projects under consideration. Receipt of individual input implies no conflicting affiliations or interests.

## **Other Information**

Guidelines for development of pre-proposals and the pre-proposal format are enclosed for your information. Please note that the NCRAC pre-proposal and full proposal review processes are highly competitive, and the proposed budget is an important criterion used in their assessment.

## **Pre-proposals Submission and Deadline**

See Guidelines section (attached) for specific instructions.

*Send the Pre-proposal by either email or mail (Email is preferred):*

Send both PDF and WORD versions to: [short@iastate.edu](mailto:short@iastate.edu).

*Mailing address*, in case you are unable to email your document.

Mail one (1) printed copy to:

North Central Regional Aquaculture Center  
Iowa State University  
339 Science II Building, 2310 Pammel Drive  
Ames, IA 50011

## **Deadline for submission of pre-proposals is Friday, May 4, 2018.**

NCRAC encourages **early submission** of pre-proposals. If a pre-proposal is received at least two weeks prior to the final deadline, this will allow time for the Administrative Office to review the pre-proposal using the checklist and inform the authors what requirements are not met, thereby providing the authors time to adjust and re-submit before the final deadline.

A Pre-Proposal must meet the following requirements or it will not be accepted:

- Received by the announced deadline. Electronic submission by the due date qualifies as meeting the deadline – printed copies must be received within a day of the deadline.
- Each element is addressed in the order presented on the Checklist.
- Include checked and signed Checklist by the lead Principal Investigator [PI].
- NCRAC also strongly encourages investigators who are submitting a pre-proposal for the first time to consult with the Executive Director, Dr. Joseph E. Morris ([jemorris@iastate.edu](mailto:jemorris@iastate.edu)) and the Administrative Specialist, Denise Birney ([short@iastate.edu](mailto:short@iastate.edu)) for questions regarding the pre-proposal submission process.
- To meet the deadline of Friday, May 4, 2018, please plan accordingly to ensure inclusion of all necessary components and signatures.

## **Guidelines: Pre-Proposal Format**

Pre-proposal shall not exceed four (4) pages not including the references, budget and the 1-page vita for all project participants.

### **Project Title**

#### **Investigator(s):**

Name:

Affiliation:

Street Address:

City, State, Zip Code

Phone:

Fax:

E-mail:

#### **Project Summary:**

Text limited to 200 words (approximately half a page) that describes the project in everyday language without the use of scientific or technical jargon. State the problem, challenge or issue your project is addressing. Include dollar estimates if it's an economic issue (e.g., a potential decrease in feed costs). Briefly, tell how this project will address or solve the problem or challenge. Answer the "Who cares?" or "So what?" question: Why is this worth the attention of people? How does this impact the lives of real people? What difference will it make, and to whom? What is the benefit or potential benefit of a successful project?

#### **Objective(s):**

State objectives clearly and concisely in a logical sequence. Include only those objectives on which significant progress can be made during the life of the project with the facilities, and human and financial resources committed in the Pre-proposal. Objectives should be related to a coordinated effort of individuals involved, and should relate to a problem of regional scope.

#### **Approach:**

Procedures should correspond with each numbered objective and described in sufficient detail to clearly delineate the methodology to be followed. Descriptions should be adequate enough to allow a reviewer familiar with the subject to evaluate the approach. The responsibilities, work assignments, and budgets for each participating institution must be stated in the procedure for each objective.

#### **Facilities Available:**

Describe the facilities available, the location of each facility and specific procedure(s) to be conducted at the location. Sufficient information should be included to enable the reviewer to assess the suitability of facilities and to evaluate the joint planning and coordination by the Work Group.

**Outreach and Evaluation Plan:**

A well-considered and appropriate outreach component is an essential part of any NCRAC project. Increasing attention to the quality of outreach has been emphasized by USDA-NIFA, and has received considerable emphasis from NCRAC’s Board of Directors. To ensure the necessary Extension/Outreach components are included in the full proposal investigators should review <http://www.ncrac.org/files/presentation/file/NCRAC%20Logic%20Model%20and%20Impact%20Statements.pdf> for needed details and include text that addresses program development and delivery. A complete Logic Model will be required for all full proposal submissions.

**Proposed Summary Budget for Year \_\_\_\_\_  
For All Participating Institutions (additional budget pages should be prepared for each year of proposed budget)**

	NCRAC Funds				
	Objective #	Institution (PI Name)	Institution (PI Name)	Institution (PI Name)	Project Total
Salaries, Wages, and Fringe Benefits					
Nonexpendable Equipment					
Materials and Supplies					
Travel					
All Other Direct Costs					
Total					

**Budget Justification**

(PI Name)

**Objectives: #**

- A. Salary, Wages and Fringe Benefits (\$ and reason)
- B. Nonexpendable Equipment
- C. Materials and Supplies
- D. Travel
- E. All Other Direct Costs

## VITA

Name  
Address

Phone:  
Fax:  
E-mail:

### EDUCATION

B.S. (Institution, Year, Major/Field of Study)  
M.S. (Institution, Year, Major/Field of Study)  
Ph.D. (Institution, Year, Major/Field of Study)

### POSITIONS

List each position on a separate line from newest to oldest

### SCIENTIFIC AND PROFESSIONAL ORGANIZATIONS

List alphabetically each organization on a separate line

### SELECTED PUBLICATIONS

List from newest to oldest relevant publications. Follow format of the American Fisheries Society which is as follows, including spelling out journal titles:

(1) ARTICLES IN JOURNALS AND OTHER PERIODICALS listed in *BIOSIS Serial Sources* (BIOSIS, Philadelphia): author(s); year; title; serial; volume; issue (if needed); inclusive pages. Include the issue number only when each issue starts with page 1.

Crawshaw, L. I., D. E. Lemons, M. Palmer, and J. M. Messing. 1982. Behavioral and metabolic aspects of low temperature dormancy in the brown bullhead, *Ictalurus nebulosus*. *Journal of Comparative Physiology B* 148:41–47.

Hochachka, P. W. 1990. Scope for survival: a conceptual “mirror” to Fry’s scope for activity. *Transactions of the American Fisheries Society* 119:622–628.

Kennedy, V. S. 1990. Anticipated effects of climate change on estuarine and coastal fisheries. *Fisheries* 15(6):16–24.

Kent, M. L., G. S. Traxler, D. Kieser, J. Richard, S. C. Dawe, R. W. Shaw, G. Propseri-Portia, J. Ketcheson, and T. P. T. Evelyn. 1998. Survey of salmonid pathogens in ocean-caught fishes in British Columbia, Canada. *Journal of Aquatic Animal Health* 10:211–219.

(2) BOOK: author(s); year; title; edition (other than 1<sup>st</sup>) or volume (if part of a series); publisher; city; state, province, or country (only if needed to locate city). Omit the number of pages.

APHA (American Public Health Association), American Water Works Association, and Water Environment Federation. 1992. *Standard methods for the examination of water and wastewater*, 18<sup>th</sup> edition. APHA, Washington, D.C.

Hoar, W. S., and D. J. Randall, editors. 1988 *Fish physiology*, volume 11, part B. Academic Press, New York.

Rheinheimer, G. 1985. *Aquatic microbiology*, 3<sup>rd</sup> edition. Wiley, New York.

Waters, T. F. 1995. *Sediment in streams: sources, biological effects, and control*. American Fisheries Society, Monograph 7, Bethesda, Maryland.

(3) ARTICLE IN A BOOK: author(s); year; title; inclusive pages; editor(s); book title; publisher; series name (if appropriate); city; state, province or country (only if needed to locate city). Identify conference proceedings by year of publication, *not* by the year of the meeting, and give the publisher's name and location (i.e., where the proceedings may be obtained), *not* the location of the meeting.

Adams, S. M., and J. E. Breck. 1990. Bioenergetics. Pages 389–415 in C. B. Schreck and P. B. Moyle, editors. *Methods for fish biology*. American Fisheries Society, Bethesda, Maryland.

Campton, D. E. 1995. Genetic effects of hatchery fish on wild populations of Pacific salmon and steelhead: what do we really know? Pages 337–353 in H. L. Schramm, Jr., and R. G. Piper, editors. *Uses and effects of cultured fishes in aquatic ecosystems*. American Fisheries Society, Symposium 15, Bethesda, Maryland.

Livingstone, A. C., and C. F. Rabeni. 1991. Food-habitat relations of underyearling smallmouth bass in an Ozark stream. Pages 76–83 in D. C. Jackson, editor. *The first international smallmouth bass symposium*. Mississippi Agriculture and Forestry Experiment Station, Mississippi State University, Mississippi State.

(4) DISSERTATION OR THESIS: author; year; title; dissertation; university; city; state, province, or country (only if needed to locate city).

Chitwood, J. B. 1978. The effects of threadfin shad as a forage species for largemouth bass in combination with bluegill, redear, and other forage species. Master's thesis. Auburn University, Auburn, Alabama.

Hartman, K. J. 1993. Striped bass, bluefish, and weakfish in the Chesapeake Bay: energetic, trophic linkages, and bioenergetics model applications. Doctoral dissertation. University of Maryland, College Park.

(5) GOVERNMENT PUBLICATION: author(s) or agency; year; title; agency; type and number of publication; city; state, province, or country (only if needed to locate city).

EPA (U.S. Environmental Protection Agency). 1986. Quality criteria for water. EPA, Report 440/5–86–001, Washington, D.C.

Gimbarzevsky, P. 1988. Mass wasting on the Queen Charlotte Islands: a regional inventory. British Columbia Ministry of Forests and Lands, Land Management Report 29, Victoria.

(6) CONTACT REPORT: author(s); year; title; organizations that issued the report (if different from the author); organization that received the report; receiver's city; state, province, or country (only if needed to locate city).

Smith, A. B. 1986. Turbine-induced fish mortality at Highrise Dam, 1985. Report of Robertson Consultants to Prairie Utilities, Jonesville, Alberta.

(7) INTERNET CITATIONS: author(s) or agency; year; title; publisher; URL; month and year accessed.

Baldwin, N. A., R. W. Saalfeld, M. R. Dochoda, H. J. Buettner, and R. L. Eshenroder. 2000. Commercial fish production in the Great Lakes 1867–1996. Great Lakes Fishery Commission. Available: [www.glfrc.org/databases/commercial/commerc.asp](http://www.glfrc.org/databases/commercial/commerc.asp). (September 2000).



## CHECKLIST FOR SUBMISSION OF PRE-PROPOSALS

- \_\_\_ Follow guidelines with the exception of the budget sheets.
- \_\_\_ Format manuscripts for 22 x 28 cm (8½ x 11 inch).
- \_\_\_ Number *all* pages sequentially.
- \_\_\_ Use 10 font; Times New Roman. Do not justify right margins.
- \_\_\_ Format headings appropriately.
- \_\_\_ Leave at least a 2.5-cm (1-inch) margin on all sides.
- \_\_\_ Use metric units of measurement with English units in parenthesis, e.g., 2.54 cm (1 inch).
- \_\_\_ Define all abbreviations the first time they are used.
- \_\_\_ Express ratios by using a slant line (e.g., mg/L).
- \_\_\_ Scientific names should accompany common names in the title and when they are first mentioned in the abstract and in the text. Authority for scientific names need not accompany the genus and species unless needed for clarity.
- \_\_\_ Spell out one to ten unless followed by a unit of measurement (e.g., four fish, 4 kg, 14 fish). Do not begin a sentence with a numeral. Use 1,000 instead of 1000; 0.13 instead of .13; and % instead of percent.
- \_\_\_ Use the 24-hour clock for dial time: 0830, not 8:30 a.m. Calendar date should be day month year (7 August 1990).
- \_\_\_ Assemble the manuscript in this order: Title Page, Project Summary, Objective(s), Approach, Facilities, Budget, and Curriculum Vitae for Principal Investigators (PIs).
- \_\_\_ All identified co- PIs have been provided a final draft of the pre-proposal.
- \_\_\_ Submit in Word format.

*If the NCRAC Administrative Office cannot verify inclusion of any element, the Pre-Proposal will not be accepted.*

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Principal Investigator Signature

Date