

Request for Out-of-Cycle Proposals

North Central Regional Aquaculture Center
(NCRAC) <http://www.ncrac.org/>

In Cooperation with
USDA
National Institute of Food and Agriculture (NIFA)



United States
Department of
Agriculture

National Institute
of Food and
Agriculture

- **General Criteria for Funding**
 - **Your proposed research or project must support commercial aquaculture Industry development** within the 12-state North Central Region (NCR). Your project must be relevant to the needs of the aquaculture industry and/or provide evidence of potential economic benefit to the industry. Individuals from both institutions and industry may apply but all must fulfill all requirements related to the federal code [Responsible Code of Research](#). It is strongly suggested that members of the aquaculture industry partner with institutional investigators that can develop and approve protocols required by USDA-NIFA.
 - **Out-of-Cycle Projects** are 1-year projects designed to address immediate research or extension/outreach needs or opportunity that arises outside of the regular funding cycle (up to \$35,000). They are not designed for multi-year funding.
 - **Have the assistance, support, or endorsement of industry** in the NCR. Funded or non-funded industry collaborators are encouraged. Three (3) Letters of Support (not directly associated with the project) from industry members or associations are required and can provide additional evidence of the benefits to the aquaculture industry of the proposed project.

- **Submission**
 - Individuals wishing to submit proposals should first send a 1-page summary to the Center’s office for initial review prior to submission of the proposal.
 - Upon approval from the Directors office, individuals may submit electronic copy of the proposal to NCRAC for formal review. Proposals that fail to follow the format guidelines will not be considered. All inquiries and submissions should be addressed to:

North Central Regional Aquaculture Center
 Iowa State University 339 Science II
 Ames, Iowa 50011-3221
 Telephone: (515)294-5280; Email: ncrac@iastate.edu

- **Proposal Review**

The Director organizes a proposal review by the Executive Committee [EC] of IAC, TCR&E (four for IAC, three each of TC/R and E = 10 total) and that review is submitted to the Board for acceptance or rejection.

<i>Criteria</i>	<i>Score</i>
Overall quality of the project outline. —Does the outline clearly address the priorities identified in the NCRAC call for proposals? Is the justification and literature properly documented? Are the procedures clearly stated per objective? (Maximum = 10 points)	
Benefits to the aquaculture industry including the deliverables. —NCRAC projects should provide significant (but realistic) benefits to commercial aquaculture. (Maximum = 20 points)	
Likelihood that the objectives of the project will be achieved during the proposed time frame. —Can the work be completed in the allotted time? (Maximum = 10 points)	
Quality and appropriateness of the approach. —Are the methods sound? Is the design statistically sound? Is the scale (laboratory, field, pond size, etc.) appropriate? Are studies conducted under conditions relevant to commercial aquaculture? Is there a high probability that the work can be successful? (Maximum = 30 points)	
*Outreach and Evaluation Plan. —Can the planned results or objectives be accomplished given the inputs invested and the activities identified? (Maximum = 10 Points)	
Appropriateness of the budget for the proposed work. —Consider the requested funding in light of the overall goals of the project. Although not required, NCRAC prefers to fund projects that leverage existing funds, rather than funding projects in total. (Maximum = 10 points)	
Qualifications of investigator(s). —Considerations include the investigator’s experience in the subject, and the quality and quantity of past work in the subject area. (Maximum = 10 points)	
Total (100 maximum)	

* Consideration of the ‘Logic Model’ in program development and delivery (see NCRAC web site [http://www.ncrac.org/files/presentation/file/2013%20NCRAC%20Logic%20Model%20Presentation Morris Patill o Brown Final%20Read-Only.pdf](http://www.ncrac.org/files/presentation/file/2013%20NCRAC%20Logic%20Model%20Presentation%20Morris%20Patill%20Brown%20Final%20Read-Only.pdf)).

- **Funding Levels**
 - A maximum of \$35,000 per request for 1-year maximum with a completion date for all project activities, reports, and final expenditures. No-cost extensions will **not** be granted. A total of \$105,000 is available at this time.
 - Ideally, successful proposals can expect to receive funding within six (6) months of the application deadline.
 - Individuals submitting proposals *are not assured of funding by NCRAC*. Ultimate approval for funding of proposals will be by the NCRAC Board of Directors and by the US Department of Agriculture, National Institute of Food and Agriculture (USDA-NIFA).
- **NCRAC Funding Limitations**
 - The NCRAC program will not pay indirect costs (i.e., overhead) to participating institutions, and will not pay student tuition remission costs. NCRAC expects applicants to have equipment and facilities in place; NCRAC will not pay for brick-and-mortar costs.
- **Format**
 - The proposal body (not to exceed four [single-sided] pages, in a font not smaller than Times Roman 10 point; margins - top 1", sides and bottom, 0.5" minimum) describing in the project summary the specific problem being addressed and why it is important to the aquaculture industry.
 - Sections in the proposal body are: Project Summary, Objective(s), Approach, Facilities, Outreach and Evaluation Plan, and Budget. If the proposal is accepted for submittal as a project outline you will be asked to provide the following additional sections for final approval in a Project Outline: Justification, Related Current and Previous Work, Anticipated Benefits, References, Project Leaders, Budget using CSREES-2004 format, Schedule for Completion of Objectives, and a List of Principal Investigators. A complete Logic Model must also be included in all Project Outlines being submitted to USDA-NIFA for review. See <http://www.ncrac.org/files/page/files/Manual%20October%202015.pdf> for guidelines and associated project checklist regarding format of project outlines; and for information related to Logic Models.
 - One page only vita (resume) for each researcher or cooperator and documented expertise appropriate for the proposal. Vitas as well as any letters of endorsement from industry members are not included in the 4-page limit of the proposal.
- **Regional Involvement**
 - NCRAC normally requires that all proposals have regional involvement (defined as having participants in two or more states within the NCRAC region). This requirement may be suspended for Out-of-Cycle Proposals if the author(s) can defend not doing so. However, the proposal must still have multi-state regional relevance, application, impact and/or importance to regional aquaculture producers. Regional, multi-state collaboration is still encouraged. Dissemination of project results to targeted audiences is strongly urged as is discussion of extension aspects with members of the NCRAC Extension work group.
- **Focus areas of eligibility:**
 - NCRAC is interested in funding selected projects dealing with the research or extension that fall within the following criteria:
 - Projects of time-sensitive nature or would not otherwise be practical within the existing NCRAC project development process.
 - Projects of limited scope, but which still apply, that do not necessarily fall within the current industry research priority areas.
 - High risk preliminary data that has potential to benefit the aquaculture industry if successful.
 - Examples of fundable projects might be critical research on a new disease that affects commercial aquaculture operation; research on a new technique in spawning regionally important fish that could be immediately used in the industry; investigations into a novel method for developing fish feed that could be used for future research projects; and specialized (and timely) workshops that helps the industry using best management practices to respond to new research findings.
 - Proposals with strong industry support and evidence of industry partnership are required. Furthermore, although not a requirement, evidence of strong industry, academic or governmental matching resources are encouraged.

- **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 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. *[Policy Approved February 8, 2018]*

- **Reporting Requirements**
 - A detailed written Termination Report is required for Out-of-Cycle Projects.
 - Investigators may be requested by the Director's office to provide a presentation at the annual NCRAC meeting.

NCRAC Out-of-Cycle Proposal

*Description of Project Categories and
Body of Proposal (note to exceed 4 pages excluding budget and vitas)*

Project Title

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?

Objectives

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 Project Outline. 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 and work assignments for each participating unit must be stated in the procedure for each objective.

Facilities

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.

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					

Curriculum Vitae for Principal Investigators

One (1) page vitae must be included for each listed principal investigator. Content of vitae should reflect expertise to accomplish proposed tasks.

VITA

Name
Address

Phone:
Fax:
E-mail:

EDUCATION

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

(1) 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 1st) 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*, 18th 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*, 3rd 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. Saalfield, 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.glfc.org/databases/commercial/commerc.asp. (September 2000).

Checklist for Submission of Full 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.
- ___ Provide names of three possible reviewers who will not have a Conflict of Interest
- ___ 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).
- ___ Include signed Letters of Intent for identified Extension and Industry Liaisons.
- ___ Letters of Support from industry (not directly associated with the project) to illustrate the importance of the project to the commercial aquaculture industry in the North Central Region.
- ___ Assemble the full proposal in this order: Title Page, Project Summary, Justification, Related Current and Previous Work, Anticipated Benefits, Objective(s), Deliverables, Procedures, Project Deliverables, Logic Model, Facilities, Project Leaders, Budget, Schedule for Completion of Objectives. Participating Institutions and Principal Investigators, Curriculum Vitae for Principal Investigators (PIs).
- ___ Three Letters of Support (not directly associated with the project) from industry members or associations are required to provide additional evidence of the benefits to the aquaculture industry of the proposed project.
- ___ All identified co-PIs have been provided a final draft of the full proposal.
- ___ Submit in Word format.

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

Principal Investigator Signature

Date