REQUEST FOR
Rapid Response Proposals

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

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

- **General Criteria for Funding**
  - o **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 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.
  - o **Rapid Response 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.
  - o **HAVE THE ASSISTANCE, SUPPORT, OR ENDORSEMENT OF INDUSTRY** in the NCR. Funded or non-funded industry collaborators are encouraged; letters of endorsement from industry members or associations are required and can provide additional evidence of the value of the proposed project.

- **Submission**
  - o 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.
  - o 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:

    > Denise Birney, Administrative Specialist II, North Central Regional Aquaculture Center
    > Iowa State University 339 Science II
    > Ames, Iowa 50011-3221
    > Telephone: (515) 294-5280; Email: short@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.

Criteria	Score
Relevance/benefits to industry (maximum = 20 points)	
Research has multi-state relevance and/or application to the North Central Region (maximum = 20 points)	
Quality appropriateness of the approach including applicable deliverables* (maximum = 20 points)	
Competency to complete the work within the 1-year time period (maximum = 10 points)	
Quality of the facilities (maximum = 10 points)	
Evidence of strong industry support or partnership (maximum = 10 points)	
Appropriateness of budget (maximum = 5 points)	
Qualifications of the principal investigator(s); competency to complete the work (maximum = 5 points)	

* 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_Pattillo_Brown_Final%20Read-Only.pdf).

- **Funding Levels**
  - o 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.
  - o Ideally, successful proposals can expect to receive funding within four (4) months of the application deadline.
  - o 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).

- **Special Considerations**
  - o 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 Available, 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.
  - Detailed description of all sections noted later in this document.
- **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 Rapid Response 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.
      - Examples of fundable projects might include: specialized (and timely) workshops that address pressing industry needs, pilot field studies, proof of concept principal research, economic or spatial planning studies and technology transfer activities that can be addressed within the timeline of the proposal.
      - 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 Industry Advisory Council (IAC) or Technical Committee Research/Extension (TC/R or E) 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.

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

NCRAC Rapid Response 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 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.

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. Format for curriculum vitae is shown in Appendix B located in http://www.ncrac.org/files/page/files/Manual%20October%202015.pdf .

CHECKLIST FOR SUBMISSION OF RAPID RESPONSE 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.

___ 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.

_____ 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