

**COLLEGE OF AGRICULTURE AND NATURAL RESOURCES  
RESEARCH PARTNERSHIP  
AND SEED GRANT PROGRAM**

**2008 PROPOSAL GUIDELINES**

**Submit to:**

Dr. Tom Sims  
Associate Dean for Academic Programs and Research  
College of Agriculture and Natural Resources  
116 Townsend Hall  
(jtsims@udel.edu)

**Proposal Deadline:**

March 3, 2008

**COLLEGE OF AGRICULTURE AND NATURAL RESOURCES (CANR)  
RESEARCH PARTNERSHIP AND SEED GRANT PROGRAM**

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*I. Purpose and Objectives of the CANR Research Partnership and Seed Grant Program*

- A. The purpose of the CANR research partnership and seed grant program is to encourage and enhance research relevant to the aims of the college's plan of work, which contains the following eight programs (see <http://ag.udel.edu/agtoday/index.php>, under "Research", for the full version of the plan of work).

Program 1:	Animal Biology, Health, and Production Systems
Program 2:	Biotechnology and Biotechnology-Based Agribusinesses
Program 3:	Ecosystems and Biodiversity
Program 4:	Family and Youth Development
Program 5:	Food Science, Technology, Safety, and Nutrition
Program 6:	Plant Biology and Crop Production Systems
Program 7:	Rural Development and Land Use Change
Program 8:	Soils and Environmental Quality
Program 9:	Aquaculture

The financial support provided by the CANR to this program reflects our commitment to develop strong and lasting relationships with those industries, agencies, foundations, and other partners in research that share these priorities and to support the efforts of our faculty and professionals to build research programs and obtain new research skills.

- B. The specific objectives of CANR Research Partnership and Seed Grant program are as follows:

1. Research Partnership: (i) to increase the capacity of CANR faculty and professionals to conduct research consistent with college priorities by providing them an opportunity to match CANR funds with funds from external sources; and (ii) to encourage our faculty and professionals to engage in long-term productive research partnerships, external to CANR, that assist the college in achieving its research goals.
2. Seed Grant: (i) to foster the efforts of new faculty and professionals to initiate research programs; and (ii) to support existing faculty and professionals as they pursue new research objectives that will significantly advance their current research program.

*II. Criteria for Project Selection*

- A. Quality and nature of the proposed research: All projects must include original research at an advanced intellectual level. Proposals must clearly show how the research will build upon and advance existing scientific understanding in the designated area of research. Faculty and professionals are strongly encouraged to develop proposals that support graduate student education and/or post-doctoral training.

- B. Relevance to the CANR plan of work: The relevant program(s) of the CANR plan of work addressed by the research must be clearly stated in the proposal. For research partnerships, interests of both the college and the co-sponsor should be served. Research partners affirm that the research is relevant by sharing in the financial support of the research. The CANR assures relevance to college goals by peer evaluation of all proposals.

- C. Eligibility: All faculty members and professionals in the CANR who are responsible for the development of research programs are eligible to apply. However, investigators who are delinquent in reporting on prior CANR research partnership or seed grant projects, or who are delinquent in submitting CRIS reports for any project, are not eligible to apply for new CANR research partnership and seed grant funding. No individual can be the lead investigator on more than one project in the research partnership and seed grant program at any given time. Post-doctoral fellows and post-doctoral researchers are not eligible to apply to this program.
- D. Research Partner Requirements: The following types of external organizations are eligible to serve as co-sponsors of CANR funded research: (i) for-profit, commercial business enterprises; (ii) state, regional, and federal government agencies and commissions; and (iii) not-for-profit foundations and institutes. **Exceptions: Funds obtained from University of Delaware organizations and peer-reviewed, competitive grant proposals (e.g., USDA-NRI, NSF) may not be used to match CANR funds.** It is the responsibility of principal investigator(s) to contact the Associate Dean for Academic Programs and Research prior to submitting a proposal and ensure that all potential co-sponsors are eligible to participate in this program. Note: All project co-sponsors must be made fully aware that support is available only if they act before the available funds for any given year are exhausted. All co-sponsors must pay indirect costs at the appropriate rate for CANR on any funds they provide to support research through this program.
- E. Solicitation and Oversight of Proposals and Projects: The Associate Dean for Academic Programs and Research is responsible for soliciting and receiving research proposals, for providing a selection process to identify and determine funding eligibility for the proposals that best meet the plan of work objectives of the college, and for ensuring that funds received are properly budgeted, accounted for, and reported to the college on an annual basis.
- F. Funding Level and Project Duration: At least \$100,000 will be set aside by the CANR each year to support this program. It is anticipated that ~80% of CANR funds will be allocated to research partnerships and ~20% of CANR funds will be allocated to seed grants each year. The amount set aside will depend on overhead returned during the previous year, the success of the program, and the financial health of the college. Renewal of CANR Research Partnership and Seed Grant Program projects may be considered, but reasons for continuation must be clearly justified.
1. *Research Partnerships*: The CANR contribution to the total project budget cannot exceed \$40,000 per year. Projects can be proposed for up to a three-year period. At least a 1:1 match from an appropriate external research partner is required and must be “new” money, i.e., funds cannot be allocated to a project outside of this program that is already in progress.
  2. *Seed Grants*: Projects can be proposed for one or two-year periods. The budgets for seed grants cannot exceed \$10,000 per year (maximum = \$20,000). Matching funds are not required for seed grants, which must be completed within a two-year period.

### III. *Procedures for Submitting Proposals*

- A. Call for Proposals: The Associate Dean for Academic Programs and Research will issue a call for proposals in November, with the deadline normally being March 1 of the following year.
- B. Proposal Review Committee: All proposals are distributed for review to a CANR committee consisting of one representative from each academic department and Cooperative Extension. The committee is chaired by the CANR Associate Dean for Academic Programs and Research.

- C. Proposal Review - Research Partnerships: Each research partnership proposal must be accompanied by a letter of interest from prospective co-sponsor(s) of the research that can provide matching (at least 1:1) funding and that will pay indirect costs at the appropriate rate. The purposes of the proposal review committee are to ensure that: (i) the research is of sufficient quality to merit funding. The committee may solicit external reviews as needed to assist in their evaluation of proposals; (ii) the proposed research falls within the scope of the CANR plan of work; (iii) there is sufficient evidence of interest in the proposed research from the co-sponsor(s) to justify approval of the project. The proposal review committee will complete the selection process within one month of the application deadline and convey their recommendations to the Associate Dean for Academic Programs and Research, who will notify project investigator(s).
- D. Proposal Acceptance - Research Partnerships: Funding will be allocated to approved projects on a first-come, first-served basis, which means that the first project investigators who complete arrangements with their co-sponsors and have the agreements signed will share the available funding. Project investigator(s) have six months from the date of proposal submission to secure a written, signed research agreement from their co-sponsor(s). If a written agreement is not secured by this time, funds will be allocated to another approved project, if available, or will be carried forward for use in next year's program. All proposals must be routed through the university system and a research agreement negotiated and fully executed with the research partner before the research can begin. It is the responsibility of the principal investigator to contact the CANR Business Office for assistance entering the proposal information into the Grants Management System and to initiate and oversee the status of negotiations with the co-sponsor. The UD Research and Graduate Studies (RGS) Office will assist in the negotiation of the research agreement and will supply a model agreement at the request of the researcher. Research agreements that originate with the co-sponsor must include a statement that the work will be done with support from the CANR Research Partnership.

Proposal Review and Acceptance - Seed Grants: The purposes of the proposal review committee are to ensure that: (i) the research is of sufficient quality to merit funding; (ii) the research falls within the scope of the CANR plan of work; (iii) the investigator(s) have provided a clearly written statement explaining how the proposed research will provide the investigator(s) with a foundation for future funding or enable the investigator(s) to obtain new skills that will enhance their ability to obtain funding in the future. The proposal review committee will complete the selection process within one month of the application deadline and convey its recommendations to the Associate Dean for Academic Programs and Research, who will notify project investigator(s). All proposals must be routed through the university system and all appropriate university review committees (e.g., biosafety) before the research can begin

#### IV. *Proposal Preparation and Budget Development*

An electronic version of the proposal should be submitted via e-mail to Dr. Tom Sims, Associate Dean for Academic Programs and Research ([jtsims@udel.edu](mailto:jtsims@udel.edu)). The deadline date for research partnership and seed grant proposals is March 3, 2008.

- A. All proposals must include the following:
1. The CANR research partnership and seed grant application (attached) and all appropriate supporting documentation.
  2. Research partnership proposals must include a letter from all prospective co-sponsor(s), signed by a responsible officer of the organization, clearly indicating that they have reviewed the proposal and have interest in potentially supporting the research project.

3. Budget:
  - a. For research partnerships: A two-part budget should be prepared, with one column showing items that will be charged to the co-sponsor and the other showing charges to the CANR. The co-sponsor budget may exceed the college budget, but the college budget may not exceed the co-sponsor budget. College funds cannot be used for summer salary for project investigators. No more than 50% of the costs of any equipment included in the proposal can be charged to the co-sponsor's budget. The project budget must include indirect costs for the co-sponsors, charged at the approved federal indirect cost rate for the CANR. Indirect costs are not charged to the college budget and are not applied to equipment in the co-sponsor budget. In-kind co-sponsor contributions of equipment and other items cannot be used to satisfy the required funding match. Note: Unless otherwise specified in the final approved research agreement with the co-sponsor of the project, prior approval for re-budgeting co-sponsor or college funds is not required.
  - b. For seed grants: A budget for CANR funds should be prepared indicating the costs of all items needed for the project. No indirect costs are applied to seed grant research projects.
4. A copy of the technical proposal.

V. *Project Accountability and Reporting;*

All researchers supported by this program agree to:

- A. Ensure the quality of the research and expend all monies within the time period specified in the research agreement.
- B. Submit a final, written report no later than three months after the end date of the project. These reports will be used to promote the CANR Research Partnership and Seed Grant Program to potential external research partners.
- C. Present their research findings, and the impact of their research, in appropriate venues. These presentations will also be used to promote this research program and will be coordinated by the Associate Dean for Academic Programs and Research.
- D. Secure intellectual property assets, as appropriate.

It is critical that the impact of work carried out and its relevance to the CANR plan of work be outlined in the project report and any presentations on the research. The CANR will provide the administrative support needed to ensure that these requirements are met in a timely manner.

**2008 COLLEGE OF AGRICULTURE AND NATURAL RESOURCES  
RESEARCH PARTNERSHIP AND SEED GRANT PROPOSAL FORMAT**

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**Technical proposal:** The technical proposal cannot exceed 10 pages of single-spaced text (exclusive of cover sheet and supporting documentation) and must contain all of the following sections and supporting materials:

A. Cover Sheet (one page)

1. Project title
2. Project time period
3. Project keywords
4. Project investigators (name and department)
5. Project co-sponsors
6. Indicate if this is a *Research Partnership* or *Seed Grant* proposal
7. Indicate if this is a *new* or *continuing* project
8. Signature of department head(s) of all project investigator(s), confirming that the project is consistent with departmental priorities and that all investigator(s) are eligible to participate in this research program.

B. Project Justification and Background

C. Project relevance to CANR Research Priorities and Plan of Work

D. Literature Review

E. Project Methodology

F. Anticipated Benefits to:

1. Delaware Agriculture and Natural Resources
2. Research Partner

G. Literature Cited

H. Project Budget

I. Supporting documentation:

1. Letter of interest from co-sponsor(s) (*Research partnership* grants only)
2. Current and Pending Support
3. Short CV for all project investigator(s) - 2 pages maximum for each CV
4. Description of proposed research in non-technical language - 2 pages maximum
5. Statement explaining how the research will provide the investigator(s) with a foundation for future funding or enable the investigator(s) to obtain new skills that will enhance their ability to obtain funding in the future (*Seed Grants* only).