<center>**Call for Proposal**</center>

# AgHIPS: AGNR High Impact Proposal/Project Support Program

<center>**College of Agriculture and Natural Resources**
**Maryland Agricultural Experiment Station**
**University of Maryland Extension**</center>

<center>**Deadline(s): September 30, December 31, March 31, and June 30**</center>

## A.  Program Description

The overarching goal of this competitive proposal/project support program is to encourage the development of high impact research-only, teaching-only, extension-only, or integrated (e.g., research and extension, research and teaching, and research, teaching, and extension) transdisciplinary proposals or projects in any of the AGNR Strategic Initiative or cross-cutting areas. High impact proposals/projects are defined as proposals that bring a significant amount of funding and/or visibility to AGNR (examples include USDA Sustainable Agricultural Systems program, NSF Research Traineeship program, etc.); proposals/projects that involve a large number of Co-PIs from either multiple AGNR departments, UMD colleges and schools, and/or other institutions; and proposals/projects that require a significant amount of administrative support that cannot be met by the current administrative support available within AGNR departments or in the College. The effort on such proposals/projects is so large that the faculty member leading the proposal/project cannot accomplish it without the support provided by this program. The program has **two** award **components**: (1) **financial incentive** and (2) **administrative support** (*e.g.*, pre- and post-award administrative support). A request can be made for either one or both components of the program.

If a request is made for the first component (*i.e.*, financial incentive) to lead a large proposal, then a funded award will also include the second component (*i.e.*, administrative support) of this program.

## B.  Eligibility

Proposals will be accepted from project directors (PDs) who are full-time tenured, tenure track, or PTK faculty with appointments in AGNR. However, this Call for Proposal is intended for PDs with a track record of securing medium (typically greater than $400K) to large size (typically greater than $1M) competitive research, education, or extension/outreach grants/contracts or those with experience in leading high impact, multidisciplinary, multi-institutional research, teaching, extension or outreach efforts. Project teams may include faculty from UMD and other universities, experts from federal/state agencies or industry, and other stakeholders as appropriate. **However, funding will be given to the AGNR PD leading the effort, unless the PD makes a strong case for allocating funds to other AGNR Co-PIs who would contribute greatly to the effort.**

## C. Award Size
The program has two award components.

**Financial Incentive:** The maximum award size for this program is **$20,000**. Examples of the ways funds can be used include temporary hiring, contracting for grant development services, travel to meet with program managers or collaborators at other institutions, summer salary support for the PD (please see below for more detail on this), and/or inviting collaborators from other institutions to meet with the proposal development/project team. Funds can also be used to support other activities that help the PD concentrate on writing a large proposal or initiating a high impact project. Funding requests should be coordinated with the department chairs and should be within the university policies and guidelines.

**Administrative Support:** The administrative support offered by this program seeks to enhance the support faculty receive within their departments or from AgPAS. Examples include organizing meetings for the PD, compiling/writing proposal materials for the PD (e.g., postdoc mentoring plans, project management plans, logic model, etc.), team information management, assisting with post-award management (help organize meetings, collect/write project progress reports, submit progress and final reports, provide oversight to funded project budgets, develop a website(s) for the project, increase the visibility of the project on social media (Twitter, LinkedIn, Facebook, etc.), write text or develop graphics for the website(s) or social media platforms, and assist with any other reasonable request made by the PD.

A proposal can be submitted for either one or both components of the program. An example of the latter only is when administrative support is required for the launching of a big project before or after funding has been secured. In the case of the latter, the proposal should not contain a budget.

It is highly recommended that the PDs budget for the needed post-award administrative support on their high impact proposals if administrative support beyond what the College normally provides is needed. The post-award administrative support provided by this program is intended to fill the gap.

## D. Type of Project/Proposal
High impact proposals/projects may be single-function (*i.e.,* research, extension/outreach, or teaching) or utilize an integrated approach (*e.g.,* research and extension, or research and teaching). The proposals/projects should establish **multidisciplinary** teams and achieve outcomes that will lay the foundation for continued research, teaching, or extension/outreach activities in a particular area.

A major goal of this program is to stimulate submission of large, competitive extramural proposals (typically > $2M) or to initiate high impact projects that cannot be initiated with the currently available resources in AGNR or at UMD.

Activities funded through this program should be completed in one year. That is, the funds must be spent and the proposal should be submitted/project should be initiated within a year. Unspent funds should be returned to the College.

**E. Proposal Format**

The proposal is **limited to 8 pages** including cover page, narrative, budget and justification, literature cited, and PD's 2-page CV. The proposal must adhere to the following formatting guidelines: (a) font size must be at least 12 points, (b) margins must be at least one inch in all directions, (c) line spacing must not exceed six lines of text per vertical inch, and (d) page size must be a letter (*i.e.*, 8.5 inches × 11 inches).

Each proposal must include the following five components:

1. Cover page – please use the attached template (limit one page)
2. Narrative – limited to **three pages**

   The narrative must clearly and succinctly describe the following:
   a. A specific problem in one or more of the Strategic Initiative areas the PD will try to address using a transdisciplinary approach.
   b. How the proposal fits the definition of a high impact proposal/project.
   c. The multidisciplinary team the PD plans to assemble to address the problem. The team members can be from any UMD departments or other institutions. Briefly describe the expertise and role of each of the team members.
   d. Planned activities (research, extension, and/or education). That is, briefly describe the research, extension/outreach, teaching, or integrated activities the PD is planning to undertake with the high impact proposal/project.
   e. Briefly describe the proposal development/project initiation activities that the PD envision the funding provided by this program will support.
   f. Anticipated outcomes and plan for extramural funding (*i.e.*, identify the target agency and program for the high impact proposal submission).
3. Budget and justification – please use the attached template (limit one page)
4. Literature cited (limit one page)
5. Brief CV (limit two pages) for the PD.

**F. Review and Award Process**

Proposals will be reviewed by a panel of internal reviewers with relevant expertise. Each proposal will be reviewed and qualitatively scored (high, medium, or low priority) independently by the panel members. The panel will then meet to discuss and reach a consensus score for each proposal. The panel meeting will be convened by the Associate Dean for Research who will act as a non-voting panel manager. Proposals in the high and medium categories will be ranked by the panel in order of recommended priority for funding.

The criteria for scoring will be based on the required components of the narrative described in section E above. The number of proposals funded in any given round will be determined by the Associate Dean for Research based on the availability of funding.

Awards will be announced within a month after the proposal submission due date and funding will be made available soon after that.

**G. Project Period and Reporting Requirements**

A brief (2-page) report will be due at the end of the 12-month project period. The report should contain efforts made towards submitting a high impact proposal or initiating a high impact project, challenges encountered, and suggestions to further improve this grant program. In case of high impact proposal submission, the proposal submission will be verified via AgPAS and/or ORA. In case of high impact project initiation, the report should contain a plan for sustaining the activities initiated with this funding. If a PD fails to make a serious effort to develop and submit a large proposal or initiate a large project during the project period, the PD may not be eligible for funding from this program for the next three years.

**H.  How to Apply**
Proposals should be submitted as a PDF file as an email attachment to Rubie Mize (rgmize@umd.edu) by 5:00 pm on September 30, December 31, March 31, and June 30. Questions related to this call for proposals can be directed to either Dr. Puneet Srivastava (srivapu@umd.edu) or Rubie Mize.

# Project Proposal

## AgHIPS: AGNR High Impact Proposal/Project Support Program

## Proposal Cover Page

*Faculty members are advised to inform their Department Chair of their participation in this grant competition.*

Title of Project:
Area of Focus:
Funding Request ($20,000 maximum):

Project Director (PD) name:
PD phone:
PD email:
PD mailing address:
Department or Research Center:
Dept. Business/Account Manager:

Co-PD name:  If applicable
Co-PD phone:
Co-PD email:
Co-PD mailing address:
Department or Research Center:

Co-PD name:  If applicable
Co-PD phone:
Co-PD email:
Co-PD mailing address:
Department or Research Center:

Proposal Approval

| Title | Name | Signature | Date |
|---|---|---|---|
| Project Director | | | |
| Department Chair | | | |

# Project Budget Request

## AgHIPS: AGNR High Impact Proposal/Project Support Program

The categories below are suggested but not required.

| |
| --- |
| Salaries |
|       Summer Salary (including fringe) for PD* (please see below) |
|       Technical |
|       Graduate Student |
|       Undergraduate Student |
| |
| Meetings/Workshops |
|       Room rental |
|       Catering |
|       Honoraria |
| |
| Contractual Services |
| |
| Supplies |
| |
| Travel |
| |
| Other |

**Total**

**Brief justification -** All budget items should be justified.

*Summer salary can be requested only by 9-month faculty. A request for summer salary would require that the faculty member prepare a Plan of Action, which would require Chair approval and then get sent to Academic Affairs for review. At the end of the summer, the faculty member would also need to file an End of Summer Report with Academic Affairs. Summer salary request should also include fringe.