C S U

A R I

California State University

Agricultural Research Institute

And

CAL POLY
SAN LUIS OBISPO

Guidelines

FY 2014-15
Call for Proposals

September 2013

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The items in GREEN are Cal Poly-specific modifications to the FY 2014-2015 Call for Proposals.

Unless otherwise specified, all terms, conditions, policies and procedures from that document will be followed.
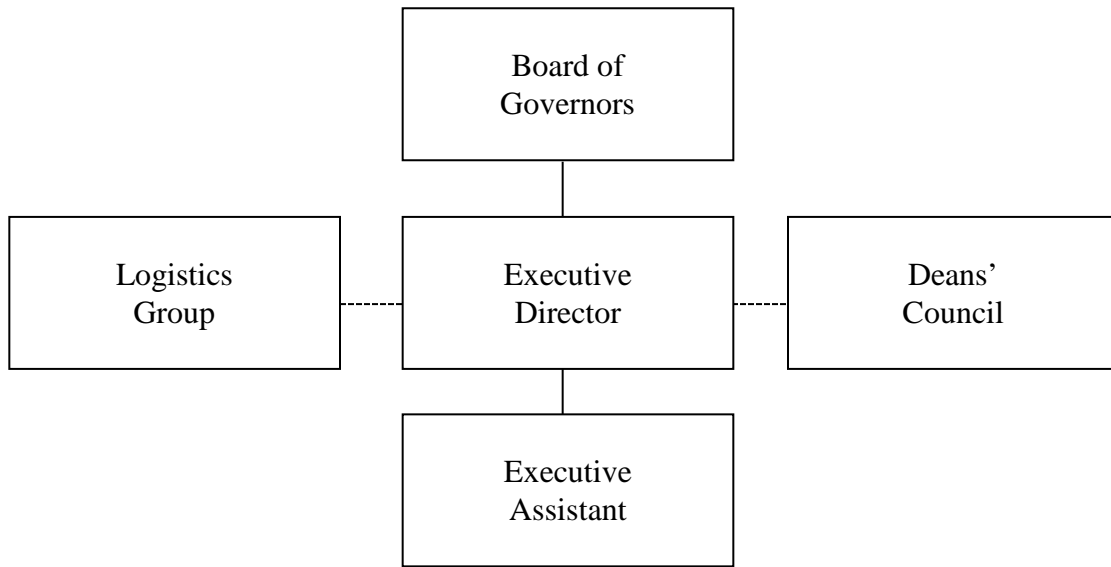
I.   **Program Information**
A.   **Overview**
The Agricultural Research Institute (ARI) exemplifies the California State University System (CSU) working for California through university-industry partnerships. ARI provides a diversified, multi-campus applied research program that annually matches $4 million in State General Funds with at least one-to-one external support for research on high-priority issues facing California agriculture.

The ARI engages the collective expertise of the CSU's four colleges of agriculture at CSU, Fresno; California Polytechnic State University, San Luis Obispo; California State Polytechnic University, Pomona; and CSU, Chico collaboratively with faculty and research scientists from other CSU and University of California (UC) campuses, the USDA, and other State, Regional and Federal organizations. ARI's research and technology transfer activities complement the basic research conducted by the nation's land grant universities and aim to improve the economic viability and sustainability of California agriculture.

B.   **Organization**
A **Board of Governors** serves as the policy and funding authority for the ARI. It consists of the four CSU Presidents from member campuses, the UC Vice President of Agriculture and Natural Resources, and four industry representatives, one for each member campus. A **Deans' Council**, consisting of the four Deans of agriculture from member campuses, oversees the respective campus ARI operations, including annual budgets and matching fund certification, and reviews System proposals prior to Board review. **Campus Coordinators** are responsible for campus daily administration and research project oversight. A **Logistics Group** consists of **Campus Coordinators** and research administrators at both the college and university/auxiliary level who provide day-to-day support for the ARI. The **Executive Director** reports to the Board of Governors and is responsible for the overall performance of the CSU ARI.

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For more information, please visit:
ari.calstate.edu or ari.calpoly.edu

C. **Research Priorities**

The ARI's State funding must be annually matched at least one-to-one with industry and/or other non-CSU State General Funds to support high-impact applied agricultural research. Priority is given to research conducted through university-industry and/or collaborative multi-college/university partnerships that demonstrate the potential to improve the economic efficiency, productivity, profitability, and sustainability of California agriculture and its allied industries. Project results dissemination and technology transfer should lead to increased consumer awareness and confidence in our environmentally sound and science-based food and agricultural systems. The ARI primarily focuses on finding immediate and practical solutions for high-priority challenges in the following broad research categories (see website for details):

- Agricultural Business
- Biodiversity
- Biotechnology
- Food Science/Safety
- Natural Resources
- Production and Cultural Practices
- Public Policy
- Water and Irrigation Technology

Based on State, national, and global challenges driven by environmental and regulatory concerns, new technology, and international competitiveness, California agricultural industry representatives, the ARI Board of Governors and the CSU's Agricultural

Advisory Committee recommended that an additional priority be given to projects specifically addressing the following research topics in agriculture:

- Climate change, air quality, greenhouse gas emissions and carbon sequestering
- Food safety and security practices and technologies
- Water quality, infrastructure, and conveyance technologies
- Energy efficiencies and alternative energy/fuel technologies and production
- Environmental infrastructure improvement and restoration
- Invasive species monitoring, prevention and eradication
- Public health and safety priorities

D. Funding Allocation

ARI funds are intended to encourage CSU system and individual campus excellence in applied agricultural research. Campus research funds are allocated through member campus colleges of agriculture, while System research funds are allocated to campuses hosting the respective Project Director. Research funding opportunities are not exclusive to the colleges of agriculture and may support faculty and research scientist collaborators from many disciplines. Pending passage of the FY 2014-15 State budget with $4M for the ARI, funds will be allocated as follows: $200K for system administration; $340K for campus administration; $800K for System research projects; and $2.66M for Campus research projects.

ARI Administration

Cal Poly, San Luis Obispo has been charged by the CSU and the Legislature to provide for ARI central administration and is allocated $200,000 annually for this purpose.

Campus Administrative Funding

Each of the CSU's four colleges of agriculture is allocated $85,000 annually in support of individual campus administration and coordination activities. Each campus is responsible for providing a Campus Coordinator and for working cooperatively with the ARI Executive Director and the ARI administrative office.

System Competitive Research Funding

The ARI annually allocates $800,000 in support of a multi-campus shared pool of competitive research funding for research of statewide significance. This funding is restricted to public domain projects.

Campus Competitive Research Funding

The ARI annually allocates $2.66 million to be dispersed by ARI Administration among the four CSU colleges of agriculture in support of individual intra-campus competitive applied agricultural research. Individual campus funding allocations are made specifically for addressing unique local and/or regional project activities. This funding is restricted to public domain projects.

E. Eligibility

Project Directors for Campus ARI projects must be **tenured or tenure-track** faculty **in the College of Agriculture, Food and Environmental Sciences** or research scientists

~~from a member campus~~. **(See additional requirements under III.A. Proposal Types.)** For System projects, Project Directors may be faculty or research scientists from member or affiliate campuses (CSU Monterey Bay or Humboldt State). If from an affiliate campus, Project Directors must collaborate with member campus personnel.

II. Proposal General Information

A. Online Proposal Submission

All ARI system and campus pre-proposals and full proposals must be submitted through the ARI Online Project Management (OPM) web-based proposal submission and routing system. The OPM is accessible on the ARI web site at www.ari.calstate.edu. No hardcopy pre-proposal or full proposal submissions will be accepted.

The application guidelines included herein and on the web site are designed to assist in the preparation, submission, and management of ARI pre-proposals, full proposals and projects funded in FY 2014-15. Additional assistance is available by first consulting with the ~~appropriate Campus Coordinator(s)~~ **CAFES Grants Analyst (6-7241)** and/or thereafter by contacting the ARI technical and/or system administrative office at (805) 756-6297.

B. Match

1. Requirement

Per ARI policy, all campuses must obtain aggregate match for their *Campus* research funds each year (allocation minus administrative funds). Each *System* research project is required to individually obtain 1:1 match to ARI funds provided.

ARI external match funding goals and objectives are intended to:

- Augment and extend CSU research faculty's capacity to conduct priority applied research, information dissemination, and technology transfer activities
- Help identify priority applied agricultural research projects and activities
- Facilitate CSU and ARI industry partnerships and community engagement
- Provide "real world" student experiential learning and science and technology based workforce development opportunities
- Keep ARI State funding actively committed to on-going research activities

2. Definitions

Matching funds must be project-related and be fully explained in the respective proposal. Care must be taken to demonstrate the scope of work completed under each form of support (ARI and match) and the relationships between/among these funding sources. <u>Both the narrative and the budget sections must reflect this support.</u> As an example, if support has already been received to perform objectives 1, 2 and 3, please explain that the ARI funding will be used to support additional new objectives 2a, 2b, 2c, 4 and 5. Proposals that do not contain all of the required sections and proper documentation of in-hand matching funds will <u>not</u> be considered (see section II.B.5). Researchers are advised to review the

"Proposal Rating Sheet" in the website forms page to determine how their respective proposals will be evaluated (OMB A-110 c. 23 guidelines will be followed unless otherwise specified in this document).

Cash Match
Cash match is defined as any cash, check and/or other negotiable United States currency contribution made by non-CSU State General Fund sources that directly benefits and is specifically pertinent to an ARI or ARI master grant funded project.

In-kind Match
In-kind match is defined as any contribution, other than cash (see cash definition above), donated or pledged, that originates from the gifting of the value of time, goods, services, equipment or other expendable property of verifiable financial "fair market value" other than that originating from a CSU State General Fund allocation and/or cash and in-kind contributions which have been previously utilized as ARI or ARI master grant match.

Fair Market Value
The "fair market value" equivalent for non-reimbursed contributions of professional, technical, and/or clerical staff time by other universities, agencies, and/or organizations may be used as in-kind match provided that the respective ARI Dean has verified its authenticity. Fair market value is defined as the generally acceptable commercial value of a donation. For example: the value of consultant and/or staff time will be determined based on what the individuals involved are actually paid by other clients for similar work.

Allowability
Cash or in-kind match originating from any CSU State General Fund allocation, any other ARI funded program, previously funded ARI projects or other donations which have been previously utilized as match for other projects is specifically prohibited from being used as external match. ARI and ARI master grant funding do not qualify as reciprocating match.

CSU Project personnel are not allowed to count their volunteer time on ARI projects as in-kind match.

3. **Match Priority**
The type of match further stratifies projects of equal ranking. Priority will be given to those proposals that document 100% cash match. Proposals with a combination of cash and in-kind match are prioritized in order of highest percentage of cash match relative to the ARI funding request.

Campus proposal match is additionally prioritized by source. Proposals with matching funds from industry or commodity groups as the predominant source of match receive higher priority than those without.

4. **Match Acquisition Timeframe**
   Project match must be documented and verified between six months prior and six months post either the start of the fiscal year or notification by the ARI Executive Director of ARI fund availability, depending on campus policies and procedures.

   For match arriving prior to six months before the project start date, only the available balance at the six month's prior date is allowable as project match.

5. **Documentation (see also Appendix 2)**
   Awarded ARI funding will not be released until match is received. Match is considered received if it is documented and verified on an ARI match verification form (see website) which indicates that it is "in-hand". The Project Director and a campus or auxiliary official must sign the form.

   Pending match may be submitted with proposals but must be received prior to release of project funds. The only exception is pending in-kind service which needs to be documented as both "committed" at the beginning and periodically, but no later than yearly, as "completed".

6. **Award Reductions and Cancellations**
   a. **Partial Project Setup**
      Projects may be set up with partial ARI funds released as soon as minimum match requirements have been met (and the campus is able to open projects). This allows Project Directors the flexibility to start work while still confirming the rest of the project match through the deadline of the match acquisition timeframe.

   b. **Reductions**
      Reductions in award amounts will be proportionate to the reduced received match by the deadline for the funding year, whether original year or subsequent years, for all projects requiring match.

      Reductions will be pro-rated based on the percentage of the cash requirement met or the percentage of the total match requirement received, whichever is the more limiting factor.

      Reductions cannot be recovered in subsequent years.

   c. **Project Cancellations**
      Proposals for which no external match can be documented within the approved match acquisition timeframe will be immediately cancelled. Awarded funds will be reallocated to the next year's funding pool.

      Project Directors may appeal an ARI campus administrative decision to cancel tentatively approved project funding based on delinquent external match

funding verification to the ARI Executive Director. Appeals must be dated and accompanied by a written justification within 30 days of a written funding cancellation notice. All appeal notices submitted to the Executive Director must be copied to the respective ARI Campus Coordinator and College Dean. The Executive Director shall have 30 days from receipt of an appeal to render a final decision.

C. Indirect Charges

Pursuant to ARI policy adopted by the Board of Governors regarding indirect charges, the ARI does not allow the imposition of any indirect charges to ARI State General Fund funded projects, contracts, subcontracts, and/or the transfer of portions of a project budget between colleges, centers, campuses, university systems, or other public or private agencies.

D. Confidentiality

The ARI receives research proposals in confidence and is responsible for protecting the confidentiality of their submission and contents. Proposals and accompanying attachments made accessible for administrative and review purposes may contain privileged and/or confidential information only for use by the intended recipient(s) for the express purpose of financial, technical, and/or scientific review and evaluation. Recipients of these materials are also charged with maintaining the confidentiality of their contents. If you have received a hardcopy proposal and/or electronic proposal access in error, please immediately notify the appropriate ARI system and/or campus administrator (ARI Executive Director or Campus Coordinator) listed in the contact page of this Call for Proposals (see section VIII). Recipients of a hardcopy proposal and/or electronic proposal access **MAY NOT** copy, quote, distribute, or otherwise use material from an ARI proposal submission without the expressed written consent of its author(s).

E. Insurance Certification

Project Directors are responsible for ensuring that the following liability insurance certification statement is incorporated into all agreement(s) with contractor(s) and subcontractor(s) and/or any other recipient(s) of ARI project funds. Certification recognizes the differing requirements of each ARI member campus and by this reference makes each campus' relevant policies, procedures, and directives a mandatory part of any ARI agreement(s) with contractor(s) and subcontractor(s) and/or any other recipient(s) of ARI project funds from each respective campus.

"Contractor shall defend, indemnify, and hold Sponsor (CSU Agricultural Research Institute), its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorney fees), or claims for injury or damages arising out of its performance of this Agreement but only in proportion to and to the extent of such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from negligent or intentional acts or omissions of Contractor, its officers, agents or employees."

III. Proposal Preparation
A. Proposal Types
For all types of funding, additional information is available in the appropriate section of this document. For Seed and Campus Competitive Funding, please contact your Campus Coordinator for additional requirements, conditions and/or restrictions.

System

System Competitive Research Funding
(Online funding type: System)

Length of Award	Maximum of 3 years
Funding	Minimum of $75,000; maximum of $150,000 per year
Collaboration	Required
Number of Awards Available	The number of awards is dependent on available funding each year
Matching Funding Required	Minimum of 100% total with 50% being cash
Timeline	System – Timelines in Section IV.A.

Campus

Campus Competitive Research Funding
(Online funding type: Campus)

Length of Award	Maximum of 3 years
Funding	No minimum; maximum of $150,000 per year
Collaboration	Not required
Number of Awards Available	The number of awards is dependent on available funding each year
Matching Funding Required	Minimum of **110%** ~~100%~~ total with 25% being cash
Timeline	Campus – Timelines in Section IV.A.

New Investigator Research Funding
(Online funding type: Campus)

Eligibility	**Project Director must be a first through fourth year tenure-track faculty member;** **Project Director is _not_ eligible if he/she has received or concurrently receives a Campus Competitive Award**
Length of Award	**Maximum of 2 years**
Funding	**No minimum; maximum of $20,000 per year**
Collaboration	**Not required**
Number of Awards Available	**Limited to four per year.**
Matching Funding Required	**Minimum of 75% total with 20% of that being cash**
Timeline	**Campus – Timelines in Section IV.A.**

Seed Funding
(Online funding type: Seed)

Eligibility	**Project Director must be a first year tenure-track faculty**

	member
Length of Award	1 year *(although all options are displayed, you may only enter 1 year)*
Funding	Up to **$5,000** ~~at the discretion of the Campus Coordinator~~
Collaboration	Not required
Number of Awards Available	Limited to four per year. ~~At the discretion of the Campus Coordinator~~
Matching Funding Required	None
Timeline	Special – see Timelines in Section IV.A.

B. System Pre-Proposals

Pre-proposals are required for System competitive research funding. Requests for full proposals will be based on a pre-proposal evaluation and ranking by the Deans' Council and the Executive Director.

C. Notices of Intent ~~Pre-Proposal Guidelines~~
COMPLETELY DIFFERENT SECTION FOR CAL POLY
A Notice of Intent (NOI) **MUST be submitted for New Investigator and Campus Competitive funding.** Seed Funding proposals should skip this step and proceed directly to the instructions for Full Proposals.

Notices of Intent should be submitted on the form available at:
http://ari.calpoly.edu/content/ari-rfp-2014-2015
The narrative part (NOI form item#13) should be no longer than 3 pages. There is no limit to the number of NOI's that may be submitted in a given funding year; they are used to indicate who may be participating that year.

Please submit one electronic copy by 5 pm PDT of the **Notice of Intent** by the due date listed in section 9 to the CAFES Grants Analyst.

In rare circumstances, a late Notice of Intent may be submitted if **new** matching funds have become available after the published due date and no later than January 10, 2012. Permission for submission is on a case-by-case basis made by the Campus Coordinator.

~~Pre-proposals require completion of the information fields/attachments listed below. A complete definition and/or explanation of the information being requested is provided in each web page subsection.~~
- ~~Project Director~~
- ~~Project Information~~
- ~~Project Personnel [Co-investigator(s), Collaborator(s), and Cooperator(s)]~~
- ~~Funding Request~~
- ~~External Match~~
- ~~Anticipated Outcomes (checkboxes)~~
- ~~Estimated Faculty/Research Staff Release and/or Additional Employment Pay~~

- Pre-Proposal Narrative
  - Narratives are limited to five single-spaced pages, not including references
  - File type: Adobe PDF
  - Font: Times New Roman
  - Font Size: 12 point
  - Margins: One inch – top and bottom, left and right
  - Headings: Double-spaced and boldface
- Miscellaneous Supportive Documents
- Appropriate Campus Signature, *if required by individual campuses*

To start a pre-proposal, the Project Director signs in to the OPM by clicking the "Sign in" button on the ARI website (see screenshot to right). The pre-proposal submission system will walk you through each step of creating and submitting a pre-proposal. Data entry in most information fields is mandatory. Failure to include the required information or the entry of inconsistent information will generate a program prompt requesting an appropriate correction. Pre-proposal development will not be allowed to advance further until the program prompt has been successfully addressed.
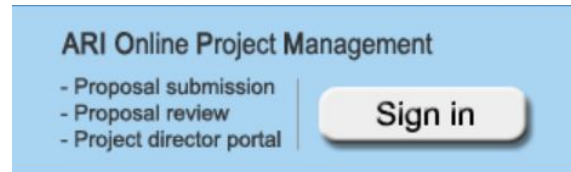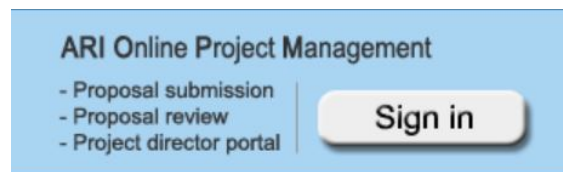
Once a pre-proposal is complete and ready for submission, a printable version of it will be generated for you to review. Project Directors are highly encouraged, at this time, to carefully review all pre-proposal information, making any necessary modifications, corrections, additions and/or deletions. After a final review, Project Directors should consult with their Campus Coordinator or his/her appointed designee(s) to insure proper completion of campus signature routing prior to completing the OPM submission process.

It is highly recommended that Project Directors print and retain a copy of the completed pre-proposal submission for their records. ***Once a pre-proposal has been submitted and accepted into the OPM system, it cannot be modified.*** Pre-proposals will be date/time recorded in the system to verify when they are originally submitted.

D. **Full Proposal Guidelines – System and Campus**

To start a proposal, sign into the OPM by clicking the "Sign in" button on the ARI website (see screenshot to right). The OPM system will walk you through each step of creating and submitting a complete proposal. *Specific instructions regarding completion of each section are provided in the section description.* Data entry in most information fields is mandatory. Failure to include the required information or the entry of inconsistent information will generate a program prompt requesting an appropriate correction. Proposal development will not be allowed to advance further until the program prompt has been successfully addressed. Once a proposal is complete

and ready for submission, a printable version of it will be generated for you to review. Please review the proposal information, making any necessary modifications, corrections, additions and/or deletions prior to completing the submission process. It is highly recommended that you print and retain a copy of your completed proposal for your records.

__Initial submission and acceptance of a proposal into the OPM system for routing DOES NOT constitute final submission or acceptance of a proposal for peer review or funding consideration. This action only sends your proposal to your Campus Point Person for checking.__ Proposals will be date and time recorded at this point to verify when they were submitted for routing. Because they automatically go to the Campus Point Person there is no need for that inclusion as a signatory. If all sections are present, complete and internally consistent, the proposal will be forwarded for routing to all signatories. If one or more of the above conditions are not met, the proposal will be electronically returned to the Project Director to be remedied.

Once forwarded by the Campus Point Person, the process of electronic routing will automatically begin. *However, it remains the Project Director's responsibility to ensure that all required signatures are obtained and that all signatories have been provided adequate review time prior to the final proposal submission deadline.* Signatories who have not been provided adequate review time may reject a proposal solely for this reason. Once all appropriate signatures have been secured and a proposal has been successfully submitted and accepted into the system, it will again be date and time recorded to verify when it was submitted and accepted for peer review and funding consideration. *This date and time recording will officially verify a proposal's final submission and acceptance into the OPM system for review and funding consideration.* Proposals may not be modified beyond this submission date.

System and campus full proposals require completion of the information fields listed below. A complete definition and/or explanation of the information being requested is provided in each web page subsection description.
- Project Director
- Project Information
  - Member Campus
  - Title
  - Funding Type
  - Duration
  - Primary Focus Area
  - Secondary Focus Area
  - Primary Research Category
  - Secondary Research Category
  - Abstract/Impact/Statement - Provide a summary (350 words or less, written for a layman to understand) that describes the research, its significance, and its benefit to society and/or the industry that can also be used for promotional purposes. The abstract/impact/summary statement is not part of the narrative.

(This pastes as plain text so please do not use symbols, italics or special formatting.)

- Project Personnel
- Funding Request - MUST match the budget
- External Match
- Anticipated Outcomes (checkboxes)
- Faculty/Research Staff Release and Additional Employment Pay - MUST match the budget
- Attachments - attached PDF documents.
    - Narrative
    - Budget
    - Timeline - use the Timeline from the ari.calstate.edu website; timelines for 1-, 2- and 3- year projects are available.
    - Curriculum Vitae/Resume - brief versions (no longer than six pages each) and ARI Presentations & Publications (for non-first-time requestors) should be <mark>HIGHLIGHTED</mark>.
    - Miscellaneous - examples: ARI match documentation forms; award letters; equipment specifications; etc.
- Signatories
    - Required Signatories
        - ✓ Department Chair/Head
        - ✓ Campus Coordinator: **Mark Shelton**
        - ✓ Dean of the College of Agriculture
    - Additional Signatories (if applicable) - Please check with your Campus Coordinator or Point Person for individual campus policies and procedures.
        - ✓ **Collaborators**
        - ✓ **Department chairs/heads of Collaborators, if academic personnel**
        - ✓ **Dean of collaborator's College if other than CAFES**
        - ✓ Center Director(s)
        - ✓ Farm Manager/Director of Operations: **Kevin Piper**

You do NOT need Sponsored Programs or Grants Development signatures for these proposals. Grants Development must be included only for a System-wide proposal.

1. **Narrative Requirements – Campus Competitive and New Investigator**
    - Narratives are limited to **TEN** ~~eight~~ single-spaced pages, not including references or appendices
    - File type: Adobe PDF
    - Font: Times New Roman
    - Font Size: 12 point
    - Margins: One inch – top and bottom, left and right
    - Text: Single-spaced
    - Headings: Double-spaced and boldface
    - Footer: Essential on each page (document name, date and page number)

Narratives will be reviewed and scored according to the criteria listed in Section V. The Proposal Rating Sheet is available on the website.

Proposal narratives should include the following information:

A. Approach to the Problem/Issue (20 points)
Briefly describe the problem or issue being addressed and explain why it is a high priority for California agriculture, the environment, and/or public health and safety; include the anticipated economic impact of addressing the issue as proposed. Describe the work of other investigators relevant to this problem and the proposed methods for solving it. Describe how this project with its matching funds is unique or supports the research of others and the short- and long-term benefits of the anticipated research outcomes.

B. Statement of Methodology (25 points)
Provide a statement of the purpose of the research, a list of the research goals and objectives as well as a description of research activities. Describe which aspects of the project are to be covered by ARI and which by matching funds. Include the experimental design and the method of data collection and analysis, including statistics. A timeline of major activities should outline the start and the end date of each activity. (See Timelines on p. 17 and at www.ari.calstate.edu/forms.aspx)

C. Dissemination Plan (10 points)
Each plan must contain a detailed account of the actions that will be taken to disseminate project results to the California agricultural industry and consumers. *In any news release or public conference initiated by the issuance of a news release, during the conduct of any public conference, and/or within the release of any publication, newsletter and/or project summary, the following statement must be included: "Partial funding for this project has been provided by the California State University Agricultural Research Institute (ARI)."* It is also highly recommended that external donors be acknowledged and recognized for their contributions to the success of a project. The following list includes, but is not limited to, examples of approved ARI dissemination activities:

Events
- Conferences, seminars, workshops, or field days
- Continuing education professional programs

Publications
- California State University Agricultural Research Institute (ARI) website
- CSU system and campus newsletters and articles
- Other newsletter articles
- Technical reports, research bulletins, circulars, or fact sheets
- Interim and/or annual reports of research in progress
- Articles in popular trade journals and/or other publications

- Articles in refereed journals
- Books
- Monographs

Presentations
- Posters
- Video/PowerPoint/photographic materials
- Industry meetings
- Internet

The ARI requires that a major effort be made to provide relevant information to California farmers, ranchers, agribusiness concerns and other relevant consumer and stakeholder groups. While professional journal publications, attendance and presentations at professional meetings, and other service to one's discipline are strongly encouraged, involvement in these activities alone does not constitute a complete ARI dissemination plan, since California farmers, ranchers, consumers, and agribusiness concerns typically do not receive such publications or participate in such activities.

D. Evidence of Economic Impact (15 points)

Describe the expected return of the proposed research to California agriculture and its related industries. This return from your research may come from an expected decrease in costs, an expected increase in benefits, or both. You can cite academic or other scholarly sources that have already estimated the potential returns of your research. Industry trade publications can be an acceptable source as long as the information is not anecdotal. If this information does not exist, you should attempt to develop an expected value of your research by making an estimation of the reduced costs, increased benefits, or both for the stakeholders your research will affect. This brief economic analysis should include financial information on the industry under investigation as well as an estimate of costs and/or benefits to the proposed research. Direct cost savings are usually more easily estimated, while social or physical benefits are traditionally more difficult to assign financial value.

Please note that just because you are dealing with a large industry or group of stakeholders, this is not enough justification of the value of your research. You also need to estimate the magnitude of the problem within the context of the industry/stakeholders. If you are having difficulty with justifying/estimating the expected returns of your research, you could consider collaboration with economists both before and during your project to enhance its value the same way you would use a statistician.

If industry has NOT been able to provide financial support, please provide justification why this high-priority work has failed to attract industry

support and what steps will be taken to develop such support for the duration of the research.

~~Describe the value of the proposed research to California agriculture and its related industries. Provide a brief economic analysis of the expected benefits of this work to the relevant sector of agriculture, environment, or public health and safety. If industry has been able to provide financial support for this project, provide reference to this here on the~~ **budget** ~~and~~ **match documentation forms**~~. If industry has NOT been able to provide financial support, please provide justification why this high-priority work has failed to attract industry support and what steps will be taken to develop such support for the duration of the research.~~

E. Staffing (10 points)
Provide the following information for all key project personnel [Project Director, Co-investigator(s), and Collaborator(s)]
1. Detailed statement of each key individual's roles and responsibilities

When the first RFP for this Institute came out, our Dean and the ARI Board of Governors indicated their preference for proposals with strong components of student time, both graduate and undergraduate. **Also, faculty time commitments during the academic year should come from release time, if possible, because additional workload for faculty could have adverse impacts on the primary mission of the College – teaching students.**

F. Budget Narrative (15 points)
Budget narratives and budget spreadsheets must be consistent. Provide a complete budget narrative justification for each major budget expenditure, such as, but not limited to, salaries, wages and benefits, equipment purchases, subcontracts, service agreements, consulting services, and travel expenses, as well as other applicable expenditures such as printing, postage, telephone, supplies, etc.

ALL budgets MUST be prepared through the office of the Grants Analyst. This will facilitate correct information for both budget forms for the OPM and for the Cal Poly Corporation. Budgets need to be provided for matching funds separately as well as the requested ARI funding.

~~Please use the Budget Spreadsheets provided in the Pre-award Forms section of the ARI web site at www.ari.calstate.edu to communicate your detailed funding needs and the use of your matching funds.~~ If a multi-year project is being proposed, provide a complete budget for each fiscal year and a consolidated project budget. ~~Your Campus Coordinators/Point Persons may have forms adjusted for your campus.~~

Faculty may claim academic release time and/or additional employment pay (summer salary and/or overload) on ARI projects. Generally, preference will be

given to proposals for which release time, rather than additional pay, is requested for academic year duties. When claiming faculty release and/or additional pay, technical/other staff, and/or student salary funding, an appropriate university/auxiliary payroll tax/benefit expense must be included in the project budget. To determine the appropriate benefit rate, consult with your respective Campus Coordinator or Point Person.

Identify the anticipated sources of required professional, technical, and other project staffing. ARI strongly encourages collaborative working relationships among departments, other colleges, other CSU campuses, the University of California, industry partners, and other agricultural research agencies. The participation of graduate and undergraduate students in project activities is also strongly encouraged and valued.

Budgets will be evaluated based on the relationship between resources requested and work proposed (i.e., level of funding requested relative to work performed, appropriateness for proposed work, and efficient use of funds). While Campus Coordinators and/or their respective designee(s) will make every reasonable effort to assist Project Directors in budget development, monitoring, and tracking, Project Directors are responsible for budget development and accountability.

G. Outcomes Evaluation Plan (5 points)

If it is important to California agriculture to fund this project, then it is important to show how the project will be evaluated in terms of success. Describe the project outcomes from the stated objectives and the methods to be used to measure them. Describe the deliverables for this project.

USDA-NIFA considers the terms **outcome** and **accomplishment** to be synonymous. They can represent a change in knowledge, action and/or condition. Almost all research projects have an outcome with a change in knowledge, but many ARI projects also have other outcomes because of their applied nature.

Examples:
Increase in profits for XXXX growers by using YYYYY technique for last year.
Decrease the percent of obese children entering kindergarten in WWWW at-risk population.

II. D. 1. **Narrative Requirements**
 Seed Funding Proposals
This limited funding is available to a maximum of 4 new faculty members of the College of Agriculture and is intended to help with whatever costs may be associated with each individual's plan for incorporating research, and preferably future ARI projects, into their professional growth plan here at Cal Poly.

The following two sections have different narrative requirements than the Campus Competitive and New Investigator proposals.

Approach to the Problem/Issue (20 points)

To the extent possible, describe your intended 5-year research goals and your recent research experience. Explain how these goals fit the scope of the ARI priority areas described at http://ari.calpoly.edu/content/research-classification-0. Outline your plan of work and timeline for the activities you would like to accomplish using ARI Seed Funding. Explain how these activities and expenses are critical to the current phase of your professional growth and development here at Cal Poly. Please provide your Professional Growth Plan as an attachment.

Describe any thoughts you have regarding merging your teaching activities, students (both undergraduate and graduate) and your research interests. List any professional societies to which you currently belong as well as any to which you think you ought to join.

~~Evidence of Economic Impact~~ Future Funding (15 points)

One of the concepts of seed funding is that it will provide the beginning to a successful research career. If this work lead to future external funding opportunities and collaborations, please explain them in as much detail as you can anticipate at this point.

IV. Timelines

  A. Submission and Processing

System

September 2013	Call for Proposals released
August 26, 2013	System pre-proposals due
September 12, 2013	System pre-proposal review by Deans' Council (conference call)
September 16, 2013 (or earlier)	Request for system full proposals
December 13, 2013	System full proposal submission deadline into OPM system
January 24, 2014	System full proposal submission to reviewers
February 28, 2014	System full proposal due from reviewers
March 14, 2014	Deans' Council system full proposal review (conference call)
April 1, 2014	Board of Governors system full proposal review and tentative awards
May 9, 2014	Tentative system award notification

Campus

Late – September 2013	Call for Proposals released
October 25, 2013	**Notices of Intent due by email at 5 pm PST**
February **14**, 2014	**Deadline for proposal upload to OPM; 5 pm PST**

	Check with your Campus Coordinator/Point Person for internal deadlines to allow for checking and routing
March 7, 2014	Campus full proposal submission deadline by OPM to ARI management
Spring 2014	Review by campus Technical Review Committee
Mid-May 5 to July 1, 2014	Campus awards notification (may vary by campus)

Campus proposals may be considered for funding **after** the above deadlines at the discretion of the Campus Coordinator/Dean and when match is in–hand.

B. Project Director Orientation Meetings

Campus Coordinators are responsible to ensure that new Project Directors are provided an ARI orientation prior to the project start date.

C. Project Start Date

The start date will be July 1, 2014. A project's start date is either the start of the fiscal year or notification by the ARI Executive Director of ARI fund availability, depending on campus policies and procedures. Single and multi-year project anniversary dates are observed in 12-month intervals commencing on each project's start date.

D. Match Receipt

To align with the new Call, match must be received no sooner than January 1, 2014 and no later than December 31, 2014 to qualify for the first year of these projects. If match is received before January 1, 2014, but still meets all other requirements of section II.B., the available balance as of January 1, 2014 may be used.

See section II.B.4. Match Acquisition Timeframe.

E. No-Cost Extensions

The Executive Director and/or Campus Coordinators or other authorized designee(s), in consultation with the respective campus Dean, may approve up to two separately requested, one-year, no-cost extensions when requested by a Project Director and accompanied with an appropriate written justification. Requests for no-cost extensions must be submitted to the Campus Coordinator via email with an appropriate technical justification. No-cost extension requests must be submitted at least 30 days prior to the current project expiration date.

V. Proposal Review

A. Proposal Review Process

System pre-proposals will be collaboratively evaluated and ranked by the Deans' Council and the Executive Director in accordance with the criteria identified below prior to the requests for full proposals to determine 1) alignment with one or more of the ARI

research priority areas, 2) statewide significance of the proposed research, and 3) appropriate level of collaboration.

System full proposals are first reviewed by subject matter experts identified by the ARI Executive Director. Reviewer comments are then considered during a second review by the Executive Director and ARI Deans' Council, who recommend the top proposal(s) to the ARI Board for final approval.

Campus proposals are reviewed by technical review committees comprised of campus and other subject matter experts chosen by the campus ARI personnel.

All reviewer copies of proposals should be destroyed at the conclusion of the review process to ensure confidentiality.

B. **Proposal Evaluation Criteria (Campus Competitive and New Investigator)**
   Reviewer Notice: Proposals are confidential as per section II.D.

If you believe that a colleague can make a substantive contribution to the review of a proposal and/or its attachment(s), which you have agreed to review, please consult the appropriate ARI system or campus administrator (ARI Executive Director or Campus Coordinator) before contacting your colleague. When you complete the review process, destroy any proposal documents or bring them with you to the panel review meeting, if convened, and leave them with the appropriate designated system or campus administrator at the conclusion of the meeting.

Full proposals will be evaluated by peer reviewers and/or a peer review committee using the criteria listed below. In addition to asking reviewers to numerically score each of the proposal subsections listed, they are asked to provide comments and/or suggestions that they believe may enhance the proposal goals and/or outcomes.

Approach to the Problem/Issue (20 points):
Determine whether the problem is addressed clearly and presented convincingly. The Project Director should demonstrate a clear understanding of the significance of the problem, which should be solvable. Determine whether other researchers are addressing this problem, and whether the Project Director possesses a thorough understanding of related work that has been reported by others.

Statement of Methodology (25 points):
Determine whether the proposed methodology is sound and whether there are any significant limitations associated with the proposal design. Determine whether the proposal indicates how data will be collected and analyzed, whether the major objectives and milestones of the proposal have been identified, and whether they are appropriate. Evaluate whether the timeline of proposed activities is realistic and appropriate to the work proposed, and whether the objectives can be achieved using the approach identified. If matching funds were required, has the relevance of those funds been addressed, including non-overlap of objectives except in the case of direct cost-share?

Dissemination Plan (10 points):
Determine whether the information dissemination activities proposed are adequate, that they primarily address California farmers', ranchers', and/or agribusiness concerns (a requirement for all ARI funded proposals), and that they are well thought out.

Evidence of Economic Impact (15 points):
Evaluate the value of the work proposed relative to California agriculture, agribusiness, food and natural resources and whether the agricultural industry recognizes this problem and assigns it a high priority. **The economic analysis should include financial information on the industry sector under investigation as well as an estimate of costs and/or benefits to the proposed research.** ~~Determine whether the agricultural industry's recognition of this problem as being high priority was economically accurate. Establish that industry has provided adequate support for this project or justified why it cannot.~~

Staff Needs/Researcher Qualifications and Collaboration (10 points):
Determine whether the proposal clearly describes the qualifications of the Project Director and other key personnel to solve the identified proposal problem (training, education, demonstrated awareness of the issue) and whether the level of staffing is appropriate. Determine whether the roles of all the key personnel have been clearly defined. Student involvement is strongly encouraged.

Budget Appropriateness (15 points):
Evaluate whether the resources requested are appropriate to the work proposed and whether there are more efficient ways to conduct the project. Determine whether there is a clear relationship between the resources requested and the work proposed.

Proposal Outcomes Evaluation Plan (5 Points):
Evaluate whether the proposed methods to assess the final project outcomes will achieve the objectives stated in the original proposal.

VI. Reports
A. General Information
While Campus Coordinators, their respective designee(s), and other appropriate administrative staff will make every reasonable effort to assist Project Directors in completing progress reporting obligations, Project Directors are responsible for timely and accurate financial and programmatic progress reporting. Future funding and proposal submission approval may be withheld from Project Directors with progress reporting delinquencies or poor project management.

ARI reports must be completed in the following formats using the appropriate printable interactive Annual or Final Report Templates available in the (Post-award) Forms section of the ARI web site at www.ari.calstate.edu. Project Directors should submit all reports directly to their respective Campus Coordinator or their designee, per campus guidelines.

B. **Annual Reports**

Yearly submission of an annual report to the Campus Coordinator is required for all multi-year projects **in April,** ~~within 60 days of each anniversary of the project start date,~~ except in the year when the project is completed, in which case a final report is due within 90 days after a project's scheduled completion date.

C. **Additional Annual Reports as a Result of a No-Cost Extension**

If no-cost extensions are approved, additional annual reports will be required within **30** ~~60~~ days of each anniversary of the project start date, except for the final year when the project is completed, in which case a final report is due within 90 days after project completion.

D. **Final Reports**

Final reports for all projects are due within 90 days after a project's scheduled completion date.

VII. **Allocation Process for Campuses**

ARI funding is allocated annually by formula to member campuses for projects and administration. Additional System competitive research funding, as awarded, will also be allocated.

The Executive Director will notify member and affiliate campuses when the annual CSU ARI funds have been received from the Chancellor's Office.

A. **Dean's Allocation Request and Certification Letter**

Each Campus Dean to send the allocation request letter (see Appendix 1) to the Executive Director for campus and system competitive research funding (if applicable), certifying: 1) the proposals/projects are in the appropriate format; 2) meet/exceed minimal ARI requirements and match; and 3) Project Directors are in compliance with all previous ARI awarded project reporting requirements. Campuses are also to provide their procedures for ensuring that match is documented and uploaded to the OPM system and that all data entry into the OPM is accurate.

B. **Allocation Spreadsheet**

Campuses are to include a spreadsheet with the following elements:
1. Separate sections for: system projects, first year of new campus projects, second year of funded campus projects, and third year of funded campus projects.
2. ARI Project Number – format is AA-BB-CCC where AA is the round number, BB is the campus designation (see notes below), and CC is actual project number.
3. Project Director Name – last name, first name
4. Project Title
5. Current Year ARI Funding Amount
6. Current Year Total Match Received (this should be a sum of all 7b plus all 8b.)
7. Use as many lines as necessary
   a. Cash Amount-to-Date (per sponsor)
   b. Cash Amount Current Year (per sponsor)

  c. Sponsor Name
  d. Sponsor Category
 8. Use as many lines as necessary
  a. In-Kind Amount-to-Date (per sponsor)
  b. In-Kind Amount Current Year (per sponsor)
  c. Sponsor Name
  d. Sponsor Category
 9. Total ARI dollar value of project for all years (ONLY ARI awards)
10. Total value of project, including match received-to-date (sum of #9 plus all 7a's and 8a's)
11. If any project is receiving less ARI dollars for the current year than previously awarded, please indicate the received amount and note this project on both the spreadsheet and OPM.
12. Add all Current Funding Year Amounts (#5).
13. Include Adjustments – usually prior projects closed with positive balances (list all)
14. Include amount for Campus Administration.

Campus Numbers:
01 = System
02 = Fresno
03 = Cal Poly, SLO
04 = Cal Poly, Pomona
05 = Chico

Campuses update the OPM with all project information, upload proposals and match documentation, and update the screens for first, second and third year of funding. Since this is the system all campuses will use for ARI, all screens should be completed for all ARI projects.

Once approved by the Executive Director, the ARI administrative office will request the transfer of funds to the respective campuses.

C. Allocations
Campuses may request more than one allocation order per year. A **partial allocation** request may be submitted as soon as one project has enough match to meet OPM allocation order requirements.

D. Insufficient Match
Occasionally, research projects may fall short of required matching funds 1) prior to campus allocation of ARI funds or 2) after ARI allocations are sent to the campus.

Pre-Allocation Match Shortfall
If *campus* projects fall short of matching funds (within the 12 month period allowed to document and verify these), excess match from other ARI *campus* projects that year may be used to meet the campus aggregate match requirement. If a campus lacks overall matching funds from ARI *campus* projects equal to its required aggregate match, ARI

policy allows partial funding allocation (via CPO from the ARI Administrative office) reflecting the amount of shortfall. The unallocated campus ARI funds for that year will be available for use on next year's *campus* projects for that campus' use.

If a *system* project falls short of match, a partial funding allocation will be made to the campus hosting that project. The unallocated ARI funds for such projects will be available for use by future *system* projects among the eligible campuses.

Post-Allocation Match Shortfall
If a campus lacks matching funds from ARI *campus* projects equal to its required aggregate match after the final allocation of that year's ARI funds has been received, the subsequent year's allocation to that campus will be reduced by this shortfall amount. The unallocated campus ARI funds in that year will then be available for use by the following year's *campus* projects for that campus' use.

If a *system* project falls short of match, the next year's allocation to the campus hosting that project will be reduced by the shortfall amount. The unallocated ARI funds for such projects will be available for use by future *system* projects among the eligible campuses.

Affiliate (non-member) campuses must cover any match shortfall in the *final* year of a *system* project or return unmatched project funds to the ARI administrative office at project's end.

An annual campus aggregate funding request must include at a minimum a one-to-one external match for projects. At least 25% of the minimum required match must be a cash match.

VIII. ARI Contacts

CSU ARI **Executive Director**
> Mark D. Shelton, **Associate Dean**
> (805) 756-2161   (805) 756-6577 Fax
> mshelton@calpoly.edu
> California Polytechnic State University, San Luis Obispo
> College of Agriculture, Food and Environmental Sciences
> 1 Grand Avenue
> San Luis Obispo, CA 93407

California Polytechnic State University, San Luis Obispo
> Andrew J. Thulin, **Interim Dean**
> Mark D. Shelton, **Campus Coordinator, Associate Dean**
> (805) 756-2161   (805) 756-6577 Fax
> athulin@calpoly.edu
> California Polytechnic State University, San Luis Obispo
> College of Agriculture, Food and Environmental Sciences
> 1 Grand Avenue

San Luis Obispo, CA 93407

California State Polytechnic University, Pomona
Lester Young, **Dean**
David W. Still, **Campus Coordinator, Professor**
(909) 869-2138   (909) 869-2258 Fax
lcyoung@csupomona.edu
dwstill@csupomona.edu
California State Polytechnic University, Pomona
College of Agriculture
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Pomona, CA 91768

California State University, Chico
Jennifer Ryder Fox, **Campus Coordinator, Dean**
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California State University, Chico
College of Agriculture
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California State University, Fresno
Charles Boyer, **Campus Coordinator, Dean**
(559) 278-2061   (559) 278-4496 Fax
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California State University, Fresno
Jordan College of Agriculture Sciences and Technology
2415 E. San Ramon M/S AS79
Fresno, CA 93740

See website for Board of Governors and Logistics Group membership.

IX. Glossary

Additional Employment (pay)   For faculty, additional employment is sometimes referred to as "overload." Therefore, additional employment refers to CSU additional employment of up to 25% percent of a full-time position in excess of a full-time workload, or when appropriate, in excess of a full-time time-base. Additional employment and overload limitations and calculations are based on workload or time-base, not salary (CSU Policy HR 2002-05). For employees covered by collective bargaining agreements, the additional employment provisions of the applicable collective bargaining agreement supersede CSU Policy HR 2002-05 and govern the administration of additional employment.

Affiliate Campuses   CSU Monterey Bay and Humboldt State University.

Allowability   Cash or in-kind match originating from any CSU State General Fund allocation, any other ARI funded program, previously funded ARI projects or other donations which have been previously utilized as match for other projects is specifically prohibited from being used as external match. ARI and ARI master grant funding do not qualify as reciprocating match. CSU Project personnel are not allowed to count their volunteer time on ARI projects as in-kind match.

ARI   The California State University Agricultural Research Institute.

Campus Coordinator   Campus Coordinators are the individuals at each ARI member campus responsible for ARI campus administration, local program oversight and collaboration with the ARI Executive Director.

Campus Funding   Campus funding is ARI funding disbursed directly to member campuses in support of intra-campus competitive agricultural and natural resources applied research.

Cash Match   Cash match is defined as any cash, check and/or other negotiable United States currency contribution made by non-CSU State General Fund sources that directly benefits and is specifically pertinent to an ARI or ARI master grant funded project.

Collaborator   Collaborators are scientifically and/or practically qualified individuals with key expertise and responsibility for completion of a significant portion of a project's goals and objectives.

Cooperator   Cooperators are scientifically and/or practically qualified individuals with specific expertise in project topics that provide advice, guidance and consultation to the Project Director and Co-investigators.

Co-investigator   Co-investigators are scientifically qualified individuals with specific project-related expertise who work collaboratively with Project Directors to undertake key research activities, perform industry outreach, information dissemination and technology transfer activities.

Executive Director   The Executive Director is the individual responsible for the ARI's overall administration, day-to-day operational management and oversight, promotion, and program and financial accountability.

External Match   External match is donated or pledged cash and/or in-kind goods, services or equipment of verifiable financial value other than that originating from the CSU State General Fund allocation, any other ARI

funded program, previously funded ARI projects or other donations which have been previously utilized as match for other projects.

Faculty Release　　Faculty release is an ARI project budget funded reduction in the academic teaching workload of a specific faculty member(s) for the expressed purpose of conducting competitively funded applied agricultural and/or natural resources research, information dissemination and technology transfer activities that benefit California agriculture, the environment or society.

Fair Market Value　　The "fair market value" equivalent for non-reimbursed contributions of professional, technical, and/or clerical staff time by other universities, agencies, and/or organizations may be used as in-kind match provided that the respective ARI Dean has verified its authenticity. Fair market value is defined as the generally acceptable commercial value of a donation. For example: the value of consultant and/or staff time will be determined based on what the individuals involved are actually paid by other clients for similar work.

Full Proposal　　A full proposal is a detailed scientific research, information dissemination and technology transfer strategic plan that identifies an agricultural or natural resources problem and/or issue, the specific applied research to be performed and the methodology to be followed, the research's impact on California agriculture, the environment or society, a detailed budget and timeline, staffing requirements, and a comprehensive dissemination and technology transfer plan.

In-kind Match　　In-kind match is defined as any contribution, other than cash (see cash match definition), donated or pledged, that originates from the gifting of the value of time, goods, services, equipment or other expendable property of verifiable financial "fair market value" other than that originating from a CSU State General Fund allocation and/or cash and in-kind contributions which have been previously utilized as ARI or ARI master grant match.

Key Personnel　　Key personnel are project personnel with significant identified project-related responsibilities (Project Directors, Co-investigators and Collaborators).

Member Campus　　Member campuses are those CSU campuses with colleges of agriculture: California State University, Fresno (Fresno State); California Polytechnic State University, San Luis Obispo (Cal Poly, SLO); California State Polytechnic University, Pomona (Cal Poly, Pomona); and California State University, Chico (Chico State).

Pending Match　　Pending match is any ARI project-related cash or in-kind external

funding request that has been submitted to an industry, governmental entity and/or foundation prior to the submission of the ARI funding request that is awaiting final funding notification.

Pre-proposal A pre-proposal is a one-to-five page preliminary proposal that generally identifies the specific research being proposed and its significance to California agriculture, the environment or society; the anticipated level of collaboration and key personnel required as well as any faculty release and/or additional employment pay anticipated; an estimated budget, timeline and alignment with one or more of the ARI research focus areas; an estimated ARI funding request; and potential external match funding sources.

Project Director The Project Director is the individual ultimately responsible for all pre-award and post-award proposal and project management including, but not limited to, proposal preparation and submission, securing and verifying appropriate external match, budget management, coordination of research and personnel activities, timely submission of research and financial reports, information dissemination, and relevant technology transfer.

System Collaboration System collaboration requires a research team including at least one qualified ARI member campus faculty or research scientist collaborating with another CSU campus faculty or research scientist or CSU, UC, UCCE, industry and/or other qualified research organization's faculty or research scientists. System proposals must document the research collaboration in terms of financial support and scope of work, through subcontracts, standard agreements, and/or transfer of matching funds from the Collaborator(s) to the Project Director's campus. System proposals involving multiple CSU campuses will receive priority.

System Funding System funding is ARI funding which supports collaborative research partnerships addressing issues of statewide or regional importance.

Technical Review Committees Technical review committees are comprised of campus and outside subject matter experts who review campus proposals for technical merit and make funding recommendations to the agriculture college Dean.

X.   APPENDIX 1
Dean's Allocation Request and Certification Letter

Date

Dr. Mark Shelton, Executive Director
Agricultural Research Institute (ARI)
College of Agriculture, Food and Environmental Sciences
California Polytechnic State University
1 Grand Avenue
San Luis Obispo, CA 93407-0250

Re: [*fiscal year*] ARI Allocation Request

Dear Mark,

As decided by the Board of Governors for the Agricultural Research Institute, the funds allocated for each campus and its projects are to be transferred directly from Cal Poly State University. In return for this transfer, the Deans of the Colleges of Agriculture on each of the four principal campuses assume administrative responsibility.

[Full Allocation Request]
In accordance with this policy, I am requesting that a total of $[*funding amount*] of the [*fiscal year*] ARI funds be transferred immediately to our campus as per the attached spreadsheet. This money represents the third year of funding for projects initiated in [*fiscal year*], the second year of funding for the projects initiated in [*fiscal year*] and the first year funding for projects which began in [*fiscal year*] for both our campus-funded projects and our system-wide projects. Please have this amount transferred to our CMS chartfield: _____.

[Partial Allocation Request]
In accordance with this policy, I am requesting that a total of $[*funding amount*] of the [*fiscal year*] ARI funds be transferred immediately to our campus per the attached spreadsheet. This money is a partial allocation request and represents the third year of funding for [*number of projects*] projects initiated in [*fiscal year*], the second year of funding for [*number of projects*] projects initiated in [*fiscal year*] and the first year funding for [*number of projects*] projects which began in [*fiscal year*] for both our campus-funded projects and our system-wide projects. Should sufficient match be secured for the [*number of projects*] outstanding projects, an additional allocation request will be submitted within the appropriate timeframes. Please have this amount transferred to our CMS chartfield: _____.

[Rollover Request for Unallocated Funds]
In accordance with this policy, I am requesting that a total of $[*funding amount*] of the [*fiscal year*] ARI funds be transferred immediately to our campus per the attached spreadsheet. This money represents the unallocated project funds for [*fiscal year*] which resulted from a combination of [*new/ongoing*] projects [*not receiving as much match as planned/old projects closing with higher than anticipated balances*]. Please have this amount transferred to our CMS chartfield: _____.

I certify that the projects submitted for campus funding are complete and in compliance with the prescribed ARI format, are complete and up-to-date in the ARI Online Project Management System, meet and/or exceed all appropriate ARI campus funding requirements and that prospective project directors are in compliance with all previous ARI awarded project reporting requirements.

Thank you for your prompt attention. If you have any questions on this matter, please contact _____.

Sincerely,

Attachment
Cc:

Campus procedures for ensuring that match is documented and uploaded into the ARI-OPM system

- Project award notification sent out to PI's, center reps and center directors.
- Timeline identified for documenting match.
- Match completed and approved on the ARI match form.
- Match forms forwarded to Dean/Campus Coordinator for approval.
- When approved email is sent to PI, Center Rep and foundation grant analyst to initiate a project meeting to review and finalize budget.
- During the project meeting the Final Budget Approval form is completed and approved. This form is a recap of project that is forwarded along with the approved budget to Dean/Campus Coordinator for 'final approval'.
- Email sent to PI when project is fully approved for expending funds.
- Project info is updated in the OPM system and then checked by a second individual to ensure project information has been updated and scanned documents can be opened.

Appendix 2

ARI Matching Funds Acquisition
Policies and Guidelines

The following policies and guidelines represent the attempt of the College of Agriculture, Food and Environmental Sciences, California Polytechnic State University in San Luis Obispo, to implement a system which would both comply with ARI regulations regarding matching funds and support the spirit and intent of the ARI to stimulate the influx of funding from outside sources for research and education.

For proposals receiving awards, projects will be set up for the first year's award amount up to the pro-rated level of received matching funds per award type. Augmentations will be made up to the full first year award as additional match arrives through December 15 of the award year. Full first year matching funds must arrive by that time. Matching funds for subsequent years must be received before that portion of the ARI award can be made available and no later than December 15 of the fiscal year to which they will be applied.

Expenditures for ARI projects prior to receipt of matching funds can be made against any Cal Poly Corporation account with permission of the account owner. These charges, *if allowable, allocable, and applicable*, (per OMB A-21/2 CFR part 220) can be transferred to the appropriate ARI project after it is set up. As with all expenditures, these transfers must be approved by the grants analyst in charge of the ARI project.

Funding for subsequent years of multi-year proposals is subject to:
1. ARI funding by the State of California
2. Adequate progress documented in the Annual Report (due in the spring of each year)
3. Demonstrated availability of matching funds.

Glossary

Received – Matching funds are considered received if:
A. It is a sponsored project and the account has already been set up OR an award letter has been received from the sponsor and the account is open early with an Open Account memo AND an ARI Cash Match Verification form has been completed and signed.
ARI Match Verification Forms are available at:
http://ari.calstate.edu/forms.aspx
B. It is a cash gift received and deposited into the Project Director's ARI matching account (set up by the CAFES Grants Analyst).
1) the Advancement form that gets filled out is located at:

_____ 33

http://advancement.calpoly.edu/forms/ua_cash_form.doc

   2) An ARI Cash Match Verification form has been completed and signed.

C.   It is a gift in-kind that is already in the possession of the Project Director. Examples are donated equipment or supplies. Documentation from the sponsor's accounting organization must be provided to the CAFES Grants Analyst and the donation must be reflected in the Project Director's ARI matching account.
   1)   the Advancement form that gets filled out is located at:
       http://advancement.calpoly.edu/forms/ua_gik_form.doc
   2)   An ARI Gift In-Kind Match Verification form has been completed and signed and with either the appropriate IRS-level of detail (see #3 below) or with an attached signed letter with that detail from the donor company.

D.   It is a gift in-kind for sponsor's expenses, not cash coming to Cal Poly, to be incurred during the next year of a project and a letter of intent has been received from the sponsor to cover those charges. Complete documentation of the coverage of these expenses is required from the sponsor's accounting organization at the end of each year.

Matching Funds

The ARI requirement for matching funds (with an emphasis on outside industry), has created an accounting challenge. We must be able to document every dollar of matching funds. Therefore, we have established the following guidelines.

1.   **Sponsored Project Funds**
An award is generally a sponsored project if there are any documented terms or conditions associated with the money such as requirements for reports or return of unused funds. (Additional information on this topic is available in my office or in Sponsored Programs.) All Sponsored Projects must be routed through the Grants Development and Sponsored Programs Offices. These offices draw up the legal contracts; they are the only ones who may obligate the University or the Corporation. Sponsored Programs also is responsible for the financial reporting required by the sponsors.

Any documentation for projects which are ARI matches should also be copied to me.

2.   **Cash Gifts**
If at all possible, letters should accompany gifts from sponsors indicating gift status. An example would be: "Company A is donating $X for Dr. Q's research on Generic Project Name." There are no further terms, obligations, or deliverables that can be associated with a gift. This type of documentation is essential for the donor to be able to receive a gift tax deduction.

Checks should be made payable to Cal Poly Corporation.

When the checks and letters come in, please get them to me so I can make the funds accessible to you. This will translate as setting up a gift account for your project and getting the funds deposited correctly. If you happen to already have other gift funds that you <u>won't</u> be using as ARI match, it will be necessary to set up a separate fund in order not to commingle money and provide a clean reporting mechanism for ARI.

I will have access to the Corporation accounting system for all ARI-related accounts and can provide information to you on the status of any of your expenditures or account balances.

3. **<u>In-Kind Contributions</u>**

These matches are the most difficult to document. We will need some form of written documentation from the sponsor as to the exact items they provided and their bookkeeping value. This applies to equipment donations, personnel time, and any other expenses which had been proposed as ARI in-kind match. Documentation of actual receipt of these matching funds will be tied to release of ARI funding. Sponsor expenses for anything other than goods coming to Cal Poly, require both a before part ("I promise to provide $X in goods and services in support of . . .) **AND** an after part ("I provided (something) worth $X in support of . . . during (valid time frame)"). Everything must be itemized by quantity and value. Personnel time must be documented as N hours @ X rate-of-pay.

If you have any questions about categorizing your matching funds or about the logistics of any of these processes, please contact me.

Sue Tonik, CAFES Grants Analyst