



INSTRUCTIONS – CONTINUING PROJECTS

NOTE: The 2025 PCHI Application Template has been formatted to meet Reviewer requirements. Therefore, do NOT change formatting (font size, section/page breaks, margins, etc.). Simply enter text into each cell according to the instructions for each section of the template below. The 2025 PCHI Template MUST be used and should be submitted by the deadline (midnight [CST], March 22, 2025) as a Word document (DO NOT send as pdf). Proposals should be sent to annette.fischer@usda.gov. A confirmation email will be sent upon receipt of the submission. If you do not receive confirmation within one week, please send further inquiry to the addresses above.

Please note that some projects may have already received FY25 funding. You are still required to complete the Continuing Project template and submit all relevant information – including the progress report (Section 2a), progress issues (Section 2b), budget information using the REE-454 Form (Sections 2e-2h), and Sections 3 and 4. Fill out other sections as appropriate. We do need to know if additional funds are being requested for FY25 and information about future year's budgets will help our long-term PCHI budgeting.

1) APPLICATION COVER PAGE

Please complete all form fields. Additional information regarding certain requirements that need to be adhered to for this section can be found below:

- **Research Plan Title** (Limited to 148 characters including spaces) – once entered on cover page, title will auto-populate to the rest of the document.
- **Principal Investigator (Name)** – once entered on cover page, PI Name will auto-populate to the rest of the document.
- **AOR Information** – For cooperators at academic institutions, the Authorized Organizational Representative at your Office of Sponsored Research or Sponsored Research Services should be listed. For AOR Organization, provide the exact name of the institute/organization as it is registered in the System for Award Management (SAM system per the applicable DUNS/UEI number). Addresses MUST include Street, City, State and Zip +4. The AOR DUNS/UEI number and expiration date should be entered as registered within the SAM.
- **Total Funds Requested for Upcoming Year** – Enter the proposed FY25 budget requested as federal support from the Pulse Crop Health Initiative.
- **Cooperator's Contribution** – (Note that this applies only to non-Federal PIs or cooperators.) The Cooperator's contribution must be no less than 20% of the funded amount of the agreement, of which half of the 20% must be in direct costs. Resource contribution of the Cooperator shall consist of a sufficient amount of itemized direct costs to substantiate a true stake in the project as determined by the ADO (Authorized Departmental Officer). The Cooperator's contribution must be maintained at 20% of the Federal funding throughout the life of the Cooperative Agreement. (Bulletin 04-154, Subpart B, Section 23.b [1]). Note also that indirect costs (in most cases) or tuition remission are not allowable, although the cooperator's 20% contribution can include tuition remission if your institution allows it.
- **Unobligated Balance of Federal Funds** – Enter current unspent funding amount on existing agreement.

2) PROGRESS REPORT & PLAN CHANGES

a) PROJECT PROGRESS TO DATE

Each continuing project that is seeking support beyond last year (or has already received funding for the coming year) must provide a progress report. This information will be used in the preparation of the Pulse Crop Health Initiative Annual Report, by the Scientific Review Panel, and by the Steering Committee in assessing annual and multi-year accomplishments of projects.



The “Project Progress to Date” should provide the following:

- **Project title** together with the names and institutions of all principal and co-investigators;
- **Specific objective(s)** or question(s) investigated (**these should be copied unchanged from the previous plan of work; discuss each objective/question separately**) along with the following:
 - **Past Year Accomplishments** – Description of what was accomplished over the past year of the multi-year project.
 - **Cumulative Project Accomplishments** – Description of what was accomplished over the duration of the current multi-year project.
- **Impact and/or Deliverables:** Please provide a description of the achieved impact and/or deliverables pertaining to one or more of the PCHI research areas (from the past year of the project). This should include a short impact statement, plus a list of any publications, patents, or other outputs.

b) PROJECT CHANGES IN NEXT FUNDING YEAR

If changes are needed in your project, relative to your submission last year, please provide these in this section. Changes might be necessary due to unanticipated obstacles in the previous year that slowed the work, or perhaps results from last year have led you to take a different approach in the coming year. Use this section to discuss planned changes, why they are needed, what the anticipated results will be, and whether this might require a change in the requested budget. Provide information on any new methods or analyses that will be used, along with any anticipated limitations in the approaches and any new contingency plans. The written text of this section may not exceed 5 (single spaced) pages and the entire Project Description may not exceed a total of 10 pages including figures and tables. Format the text using Times New Roman 12-point font and enter your text and figures/tables within the text boxes provided.

Provide an updated timeline if progress has slowed and/or if activities have changed.

c) PROGRESS ISSUES

All Continuing Projects should discuss any COVID-related institutional restrictions (if applicable) that impacted progress in the preceding year. How have these restrictions affected your ability to hire employees, carry out the proposed work, impacted your budget, etc. This information is needed for our ARS Annual Report submission.

d) REFERENCES FOR PROJECT CHANGES

Any references cited should be complete and conform to an accepted journal format.

e) BUDGET FORM (REE-454) – FY24 BUDGET YEAR ONLY

Please complete the Cooperative Agreement Budget Form (REE-454) columns titled “ARS to Reimburse” and “Cooperator Contributions” for the **next year** of the proposed project and enter in this section. If your project has already received funds for the upcoming year, we would ask that you still submit a budget indicating either: 1) no funds are requested, or 2) list any additional funds that are needed due to project changes, costs that need to be replenished due to COVID-related problems, or due to other issues.

Funding will be provided as either an amendment to your Non-Assistance Cooperative Agreement (NACA) to cooperating non-ARS institutions or as a new temporary fund transfer to ARS participants. No funds will be provided for ARS PI or Co-PI salaries. Salaries for PI or Co-PIs at cooperating non-ARS institutions are possible in certain cases, but should be discussed with the Initiative’s Point of Contact: Dr. Lanie Bilodeau, Acting Center Director – 701-239-1371; lanie.bilodeau@usda.gov



A PI is defined as the lead scientist(s) on the project who is a full-time employee of a cooperating institution or of USDA-ARS. Postdoctoral associates, graduate students, undergraduate students, and technical support staff are not considered Principal Investigators.

Additionally, funds provided through Non-Assistance Cooperative Agreements as part of this Initiative cannot be requested or used to purchase non-expendable items of greater than \$5,000 in value. Pulse Crop Health Initiative funds will be approved only for travel to domestic pulse crop-related meetings and workshops, and for project research activities. **Travel expenses are for cooperative PI's to present research and are not for undergraduates, graduates, student hourly's etc. Post-doc travel to meetings can be supported, but only to discuss NSI research and foreign travel is not allowed.** PIs should also budget for one Annual Pulse Crop Health Initiative Annual Progress Meeting that will be held in Fargo, ND (date to be determined).

The Cooperator's contribution (for non-ARS cooperators only) must be no less than 20% of the funded amount of the agreement, of which half of the 20% must be in direct costs. Resource contribution of the Cooperator shall consist of a sufficient amount of itemized direct costs to substantiate a true stake in the project as determined by the ADO. The Cooperator's contribution must be maintained at 20% of the Federal funding throughout the life of the Cooperative Agreement. (Bulletin 04-154, Subpart B, Section 23.b[1]).

For questions regarding Non-Assistance Cooperative Agreements, please contact Stephen Fedorkowicz, USDA- ARS, Ft. Collins, CO; stephen.fedorkowicz@usda.gov

f) BUDGET FORM (REE-454) – YEARS FY26 AND BEYOND

Please complete the Cooperative Agreement Budget Form (REE-454) following the guidelines mentioned above for any additional budget years of the proposed project (i.e., separate budget pages for each year).

g) BUDGET JUSTIFICATION – FY25 BUDGET YEAR ONLY

Include justification for each of the budget items in the FY25 budget year only (this section not to exceed 2 pages).

h) BUDGET JUSTIFICATION – YEARS FY26 AND BEYOND

Include justification for each of the budget items for any additional budget years (this section not to exceed 2 pages).

3) SUMMARY & NACA INFORMATION

This information is required for ARS administrative staff to enter agreement information into the ARIS system. Please ensure information listed below for each item is adhered to:

- **Objective:** (Limited to 3200 characters including spaces.)
- **Approach:** (Limited to 3200 characters including spaces.)
- **Statement of Mutual Interest:** (Please provide information highlighted in red, all other data in this section is standard language required in the NACA and should not be altered).
- **Mutual Agreements:** (Standard language; should not be altered).
- **Cooperator Agrees to:** (Standard language; should not be altered).
- **ARS Agrees to:** (Standard language; should not be altered).

4) APPLICATION CHECKLIST

This is a required section to help ensure you complete all the components of the application. Please answer YES or NO, as appropriate.