



## INSTRUCTIONS – NEW PROJECTS

*NOTE: The 2025PCHI 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](mailto: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.*

### 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 Year 1** – 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.
- **Identify Percent Effort in PCHI Research Areas** – Self-select percentages totaling 100%.

### 2) RESEARCH PLAN

#### a) PROJECT SUMMARY

Each plan of work must contain a Project Summary page, which lists the names and institutions of all principal and co-investigators.

The summary is not intended for the general reader; consequently, it may contain technical language relating to pulse crop research. This section is considered part of the plan of work and is confidential.

The project summary should include a specific description of the activity to be undertaken and focus on the following:

- Overall project goal(s) and supporting objectives for the life of the project;
- Plans to accomplish project goal(s); and
- Relevance of the project to the goals and priority research needs of the Initiative.



Projects should be developed for a specified period of time. Multi-year projects (typically 3-4 years) are encouraged to address long-term research needs. **However, note that the full project should be described in the proposal.**

## b) PROJECT DESCRIPTION

The written text of the Project Description 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 within the text boxes provided. **Plans of work exceeding the page limits will not be considered for review.**

This section should include:

- **Objectives** – A clear statement of the goal(s) and supporting objective(s) or research questions of the project should be included.
- **Introduction** - The most significant published work in the field under consideration, including the work of key project personnel on the current plan, should be summarized as these relate to the project objective(s). The current status of research in this field of science should also be described. Preliminary data pertinent to the planned research should be included in this section. All work cited, including that of key personnel, should be referenced.
- **Rationale and Significance** - Concisely present the rationale behind the planned research. The specific relationship to the Pulse Crop Health Initiative’s stated research area(s) (see CALL FOR PROPOSALS), broad research objective(s), or prioritized research needs (i.e., priority areas; see CALL FOR PROPOSALS) should be included. The **anticipated impact** of the work should also be described. If applicable, please indicate if the research proposed could lead to successful acquisition of grant funds from other agencies.
- **Research Methods** - Specifically, this section must include:
  - The hypothesis(hypotheses) or question(s) being asked;
  - A description of the investigations and/or experiments proposed;
  - Techniques and methodologies to be used, including the feasibility of the techniques (preliminary data can be included as Figures or Tables);
  - Results expected;
  - Means by which experimental data will be analyzed or interpreted;
  - Limitations to proposed procedures and pitfalls that may be encountered;
  - Any contingency plans.
- **Timeline** – Indicate expected timeline for completing components of the proposed work over the full duration of the proposed project.
- **Figures & Tables** - If applicable, please enter figures & tables here.

## c) REFERENCES TO PROJECT DESCRIPTION

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

## d) FACILITIES AND EQUIPMENT

This section should include:

- **Facilities & Major Items of Equipment** – All available for use or assignment to the proposed project during the requested period of support should be described.



#### e) COLLABORATIVE ARRANGEMENTS

If the project requires collaboration or sub-contractual arrangements with other research scientists (i.e., in addition to Co-Investigators), corporations, organizations, agencies, or other entities, the PI must identify the collaborator(s) and provide a full explanation of the nature of the collaboration. Add more sections as needed.

#### f) CURRICULUM VITAE

To assist reviewers in assessing the qualifications and experience of personnel who expect to work on the project in a significant fashion (e.g., expectation of co-authorship on ensuing publications) a CV with recent publications should be provided, not to exceed 3 pages in total length per investigator (PI, Co-Investigators).

- The CV should be limited to a presentation of academic and research credentials, e.g. educational, employment and professional history and honors and awards. Unless pertinent to the project, do not include meetings attended, seminars given, or personal data.
- A list of all publications in refereed journals during the past five years, including those in press, should be provided for each project member for whom a CV is provided. List only those non-refereed technical publications that have relevance to the proposed project.

#### g) CURRENT & PENDING SUPPORT FORM (CREES-663)

All plans of work must contain a completed Current and Pending Support Form (CSREES-663) listing other current public or private support to which key personnel identified in the plan have committed portions of their time. Analogous information must be provided for any pending proposals that are being considered by, or that will be submitted in the near future, to other possible sponsors including other USDA Programs or agencies.

#### h) PI and CO-INVESTIGATOR LETTERS OF INTENT

The PI and each Co-Investigator should provide a letter of intent, confirming their willingness to participate in the project and to identify their contribution to particular project objective(s). For academic PI's and Co-PIs that will receive funding, the letter should be signed off on by your university's sponsored programs office or VP of research office (this is to ensure that proposal budgets are adequately reviewed prior to submission). This is not required for non-funded Co-PI's.

#### i) BUDGET FORM (REE-454) – YEAR 1

Please complete the Cooperative Agreement Budget Form (REE-454) columns titled “ARS to Reimburse” and “Cooperator Contributions” for Year 1 of the proposed project.

Funding will be provided as either Non-Assistance Cooperative Agreements (NACA) to cooperating non- ARS institutions (**indirect expenses cannot be included for land-grant institutions**) or direct fund transfers 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](mailto:lanie.bilodeau@usda.gov)

A PI is defined as the lead scientist(s) on the project who is a full-time employee of USDA-ARS or a cooperating institution. 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](mailto:stephen.fedorkowicz@usda.gov)

#### j) BUDGET FORM (REE-454) – YEARS 2–X and TOTAL BUDGET

Please complete the Cooperative Agreement Budget Form (REE-454) following the guidelines mentioned above for each of Years 2 through the final year of the proposed project (i.e., separate budget pages for each year). In addition, provide a budget sheet for the full duration of the project.

#### k) BUDGET JUSTIFICATION – YEAR 1 BUDGET ONLY

Include justification for each of the budget items in the Year 1 budget (this section not to exceed 2 pages).

#### l) BUDGET JUSTIFICATION – YEARS 2–X

Include justification for each of the budget items for Years 2 through the final year of the project (this section not to exceed 2 pages).

#### m) SYNOPSIS

A page with title and a one paragraph synopsis of the plan of work should be attached after the budget justification. This will be a non-confidential text that would become part of a database of research created as a result of the Pulse Crop Health Initiative. **It should be written for a general audience.**

### 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.