



**1) APPLICATION COVER PAGE – NEW PROJECT**

<b>Research Plan Title</b>	[Title]
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<b>Principal Investigator</b>	[Manager]
<b>PI Organization</b>	
<b>PI Address</b>	
<b>PI Email</b>	
<b>PI Phone</b>	
<b>PI Fax</b>	
<b>Authorized Organizational Representatives (AOR)</b> Office of Sponsored Research (OSP) or Sponsored Research Services (SRS)	
<b>AOR Organization</b> Exact name of the institute/organization as it is registered in the <i>System for Award Management (SAM system per the applicable DUNS/UEI number</i>	
<b>AOR Address</b> Physical mailing address: City, State, Zip Code+4	
<b>AOR Email</b> Identify the Email to be used to submit the cooperative agreement	
<b>AOR DUNS/UIE number and expiration date as registered within the SAM</b>	
<b>AOR Phone</b>	
<b>AOR Fax</b>	

<b>Total Amount Requested for this Submission:</b> (Tuition Remission and Indirect Costs are not allowable as direct costs)	\$
<b>Cooperator’s Contribution</b> (Cooperator’s 20% contribution can include Tuition Remission if your university allows it)	\$



**Rank Research Areas Using Percentages that Best Fit the Proposal (Must total 100%)**

\_\_\_\_\_ % Germplasm Resources and Translational Genomics

\_\_\_\_\_ % Pathogen Biology and Mechanisms of Resistance

\_\_\_\_\_ % Disease Management and Crop Production



**2) RESEARCH PLAN**

<b>Research Plan Title</b>	[Title]
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**a) PROJECT SUMMARY**

<b>Principal Investigator</b>	[Manager]
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<b>Cooperator(s)</b>	<b>Name:</b> <b>University/Organization:</b> <b>Address:</b> <b>Phone:</b> <b>Email:</b>
	<b>Name:</b> <b>University/Organization:</b> <b>Address:</b> <b>Phone:</b> <b>Email:</b>
	<b>Name:</b> <b>University/Organization:</b> <b>Address:</b> <b>Phone:</b> <b>Email:</b>
	<b>Name:</b> <b>University/Organization:</b> <b>Address:</b> <b>Phone:</b> <b>Email:</b>

<b>Summary:</b>
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**b) PROJECT DESCRIPTION**  
(5 page limit – written text; 10 page limit including figures & tables)

**Introduction:**

**Rationale & Significance:**

**Research Methods:**

**Timeline:**

**Figures & Tables:**

**c) REFERENCES TO PROJECT DESCRIPTION**

**REFERENCES:**



**d) FACILITIES & EQUIPMENT**

**Facilities/Major Equipment:**

**Non-Expendable Equipment:**

**Dollar Amounts:**



**e) COLLABORATIVE ARRANGEMENTS**

<b>Collaborator:</b>	
<b>Nature of Collaboration:</b>	

<b>Collaborator:</b>	
<b>Nature of Collaboration:</b>	

<b>Collaborator:</b>	
<b>Nature of Collaboration:</b>	

<b>Collaborator:</b>	
<b>Nature of Collaboration:</b>	



**f) CURRICULUM VITAE (PI and ALL COLLABORATORS)**

Insert CVs here.

**g) CURRENT AND PENDING SUPPORT (PI and ALL COLLABORATORS)**

Insert completed Form CSREES-663 here.

**h) PRINCIPAL INVESTIGATOR LETTER OF INTENT**

Insert letter here. **For academic PI's, the letter should be signed off on by your university's sponsored programs office or VP of research office.**

**i) COLLABORATOR LETTERS OF INTENT**

Insert letters here.



**j) COOPERATIVE AGREEMENT BUDGET FORM (REE-454)**

Insert completed Form REE-454 here.

**k) BUDGET JUSTIFICATION**

**Budget Justification:**





**I) SYNOPSIS**

<b>Research Plan Title</b>	[Title]
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<b>Synopsis:</b>
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**3) SUMMARY & NACA INFORMATION**

<b>Research Plan Title</b>	[Title]
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<b>Objective</b>	
<b>Approach</b>	

**Statement of Mutual Interest:**

This Cooperative Agreement, made and entered into by **(insert name of cooperating institution)**, hereinafter referred to as the Cooperator, and the United States Department of Agriculture, Agricultural Research Service, hereinafter referred to as ARS, hereby affirm their mutual interest in cooperative research programs and exchanges. The goal of the Sclerotinia Initiative is to use cooperative research to expeditiously discover economic solutions in the area of crop management, crop protection and enhanced plant varieties to combat Sclerotinia disease.

It is the intention of the parties to this Agreement that the research work shall be for their mutual benefit and the benefit of the people of the United States. Both ARS and the Cooperator are actively engaged in independent complementary research projects to the Sclerotinia Initiative. The parties agree that meeting the objectives of this project will strengthen and enhance ongoing research on protection of various crops from this devastating disease.

**Cooperator Agrees to:**

1. Work closely with ARS in planning and conducting the research outlined herein (see the project plan approved by the NSI Committee and reviewers).
2. Provide a performance summary report (1-page, single-spaced) no later than July 1<sup>st</sup> 2026 addressing the following:
  - a. A comparison of actual accomplishments with the goals and objectives established for the period and findings of the investigator.
  - b. The major accomplishments over the life of the project, including their predicted/actual impacts.
  - c. Any technologies that have been transferred and to whom.
  - d. When any technologies are likely to become available to end users.
3. Work closely with ARS to prepare findings for publication in peer-reviewed journals and presentations at meetings and/or commodity groups. Refer to the applicable provision regarding requirements for Publication and Acknowledgement of Support.



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4. The Cooperator's Principal Investigator shall submit copies of all publications resulting from the research conducted under this cooperative agreement to the ARS PI. The publication citations will be entered into the ARS publication database for cooperative agreement research accountability purposes and to facilitate data distribution and sharing via the world-wide web. The publication information entered into the ARS publication database will be accessible to the public through the ARS website(s), including the name of the Cooperator's Principal Investigator and affiliation.

### ARS Agrees to:

1. Work closely with the Cooperator in planning and conducting the research outlined herein.
2. Any specific tasks or items that ARS scientist's will be doing should be listed/included here when the ARIS/AIMS is entered.
3. ARS employees are prohibited from engaging in matters related to the Cooperator's employer/employee relations such as personnel, performance and time management issues. The Cooperator is solely responsible for the administrative supervision of its employees.
4. Make personnel, specialized equipment, and working space available to the project as required and mutually agreed upon. All such equipment will remain the property of USDA-ARS subject to its disposition.
5. Work closely with the Cooperator to prepare findings for publication in peer-reviewed journals and presentations at meetings and/or commodity groups.
6. Obtain and review the annual and final Performance Reports from the Cooperator's Principal Investigator and review the annual and final Financial Status Reports from the Cooperator's accounting office.
7. Review, monitor and evaluate research progress and to assist in the planning and coordination of the research to be undertaken. To do so, the ARS PI will maintain close liaison with the Cooperator through scheduled visits, telephone calls, meetings, or other means.
8. Obtain copies of all publications resulting from the research conducted under this cooperative agreement from the Cooperator's Designated Representative to facilitate data distribution and sharing via the world-wide web. The ARS PI will:
  - a. Enter the publications into the ARS publication database (ARIS system) for research accountability purposes for the subject agreement, which will apply to the USDA-ARS Project and Accession Number assigned to this cooperative agreement. The publication(s) will be withheld from the USDA-ARS web site until the actual publication date.
  - b. Assure the publication information is complete, including the Title, Authors and Affiliations, Journal or Equivalent name, Publication Date and Citation information (including applicable Volume and Page numbers, DOI (Digital Object Identifier) information, and journal URL and/or Reprint URL addresses).



**4) APPLICATION CHECKLIST**

<b>Are the following completed?</b>	<b>YES / NO</b>
Application Cover Page	
Project Title and Summary	
Project Description	
References	
Facilities and Equipment	
Collaborator Arrangements Information	
Curriculum Vitae of PI and All Collaborators	
Form CSREES-663 for PI and All Collaborators	
Principal Investigator Letter of Intent	
Collaborator Letters of Intent	
Form REE-454 (Budget forms)	
Budget Justification	
Research Synopsis (for general audience)	
Summary & NACA Information	