**X. CHECKLIST OF ITEMS REQUIRED FOR PROPOSAL SUBMISSION**

**BEFORE submitting through CRDF Global’s Electronic Proposal Submission (EPS) site, please ensure you have the following documents/information prepared as specified and ready to upload from your computer.**

**A. Proposal Document Checklist**

*1. Documents/Information combined into a SINGLE PDF, Word, or Rich Text file:*

* **General**
  + Proposal topic and project plan are responsive to the RFP
  + Proposed work is appropriate for funding by CRDF Global
* **Letter and Terms Agreement**
  + U.S. Letter Signed by both U.S. PI and Institute Representative
  + Ukraine Letter Signed by both Ukrainian PI and Institute Representative
  + On Institutional Letterhead
* **Cover Sheet**
  + All fields are completed
* **Project Abstract**
  + Does not exceed 350 words
* **Project Narrative**
  + All project criteria are addressed
  + Text is within ten (10) page limit
  + Formatted properly (typed, single spaced, one inch margins, page numbers, font no smaller than Arial 10 pt)
  + Authors names are included at end of section
* **References Cited**
* **Student/Early-Career Scientist Mentoring Plan**
  + Includes at least one student or early-career scientist per sub-team
  + Written with specific information regarding mentoring activities
  + No more than one page
* **Key Participant Information Forms** 
  + One for each team participant (other than PI) and does not exceed one (1) page each
* **Project Milestone Plan** 
  + Written based on the instructions provided and sample.
  + Should include clear, discrete, verifiable milestones; deliverables must be associated with each milestone
* **Budget Narrative Forms** 
  + One for EACH Primary Institution and Secondary Institution (if applicable) with a corresponding ‘sheet’ in the Project Budget (Budget Template submitted as a separate document).
  + All expenses listed in the Project Budget are described.
  + Any equipment valued over $1,000 includes an additional detailed justification.
  + For travel expenses, all trips are justified with description of who is traveling, to where and for how long. Airfare, lodging, visa, and per diem costs for each trip are clearly stated.
  + Cost share is described in detail.
* **Statement of Other Support Form**
  + If there is no other support reported, the form is completed with each PI’s name and the “none” box checked at the top of the page.
* **Previous CRDF Global Awards (if applicable)**
  + Does not exceed one (1) page per award
* **List of Suggested Reviewers or Reviewers Not to Include (optional)**
  + No more than 10 suggestions are permitted for each list
* **U.S. Institute and/or For-Profit Company Cost-share Letter of Support**
  + U.S. Institutions: Letter of Commitment, written on institutional letterhead, to contribute 30% of the institution’s total expenses (direct and indirect expenses) as a cost share.
  + U.S. for-profit companies only: Letter of Commitment to contribute 10% of Ukrainian sub-team expenses and coverage of all U.S. expenses.

*2. Additional Documents to be uploaded to website as SEPARATE files from the main proposal file:*

* **Proposal Budget (Use Excel Budget template)**
  + One Project Budget with a separate budget sheet for the Primary Institution and each Secondary Institution (if applicable)
  + Follows allowable cost guidelines, as outlined in Section VII above
  + Ukrainian Team expenses are separated between CRDF Global funding ($50,000 USD max) and MES funding
  + Cost-shares are reported as a monetary value. Mandatory cost-share is included.
* **CV for PIs and all team participants**
  + Ukrainian and U.S. PI CVs. No more than five (5) pages.
  + Team participant CVs are not more than two (2) pages.
  + Each Key Participant Data Form has a corresponding detailed CV compiled as a separate document which is submitted separately from the proposal

**C. Submission Requirements**

* **CRDF Global Submission Requirements:** All documents submitted to CRDF Global MUST be entered through the program’ specific Electronic Proposal Submission (EPS) website; proposals sent as e-mail attachments will NOT be accepted.
* The following documents to be uploaded to the EPS website as SEPARATE files (total of three files):
  + Proposal combined into a SINGLE PDF or Word file
  + Project Budget on a SINGLE Excel budget Template
  + CV for all participants combined into a SINGLE PDF or Word file
* **MES Submission Requirements:** All documents submitted to MES of Ukraine must be postmarked no later than July 31st 2017. Proposals that are only submitted electronically to CRDF Global will be deemed ineligible.
* The following items must be mailed to the MES in both hardcopy and electronic format via a flash drive (total of five files):
  + Proposal and Budget file combined into a SINGLE PDF or Word file in English
  + Project Budget on a SINGLE Excel budget Template
  + Project narrative written in Ukrainian
  + “Expert conclusion" (ekspertnyi vysnovok) written in Ukrainian from the Ukrainian PI’s institution
  + Author’s statement written in Ukrainian.

**APPENDIX A**

**Application Forms**

**PRINCIPAL INVESTIGATOR COVER LETTER AND TERMS AGREEMENT**

*Please complete using this Template/Sample.*

[INSTITUTE LETTER HEAD]

Re: [Full Proposal Title]

I, [Principal Investigator (PI) Name], hereby acknowledge that I have submitted a proposal to *2017 U.S.-Ukraine Agricultural Research Competition RFP.*  I will be collaborating with [collaborating PI Name(s)] of [collaborating PI institution name].

If awarded, I undertake this research in good faith and will uphold my portion of the collaborative work as proposed in the submission.

I attest that the information contained in this proposal is truthful and that it has been prepared with the full knowledge and consent of [Institutional Leadership Representative Name], leadership representative of [Institution].

I affirm that I have read and understand CRDF Global’s policies and standards outlined within the *2017 U.S.-Ukraine Agricultural Research Competition RFP*, including CRDF Global’s Plagiarism Policy[[1]](#footnote-1). I agree to adhere to CRDF Global’s Plagiarism Policy, and understand that CRDF Global will not provide funding to an application in which plagiarism exists. If plagiarism is detected, penalties may be imposed up to and including my exclusion from this funding opportunity and barring my participation in future funding opportunities.

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| Principal Investigator Signature | Date |

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| Institution Leadership Representative Signature | Date |

**APPENDIX A**

**Application Forms**

**PRINCIPAL INVESTIGATOR COVER LETTER AND TERMS AGREEMENT**

*Please complete using this Template/Sample.*

[INSTITUTE LETTER HEAD]

Re: [Full Proposal Title]

I, [Principal Investigator (PI) Name], hereby acknowledge that I have submitted a proposal to *2017 U.S.-Ukraine Agricultural Research Competition RFP.*  I will be collaborating with [collaborating PI Name(s)] of [collaborating PI institution name].

If awarded, I undertake this research in good faith and will uphold my portion of the collaborative work as proposed in the submission.

I attest that the information contained in this proposal is truthful and that it has been prepared with the full knowledge and consent of [Institutional Leadership Representative Name], leadership representative of [Institution].

I affirm that I have read and understand CRDF Global’s policies and standards outlined within the *2017 U.S.-Ukraine Agricultural Research Competition RFP*, including CRDF Global’s Plagiarism Policy[[2]](#footnote-2). I agree to adhere to CRDF Global’s Plagiarism Policy, and understand that CRDF Global will not provide funding to an application in which plagiarism exists. If plagiarism is detected, penalties may be imposed up to and including my exclusion from this funding opportunity and barring my participation in future funding opportunities.

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| Principal Investigator Signature | Date |

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| Institution Leadership Representative Signature | Date |

**COVER SHEET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GENERAL PROJECT INFORMATION** | | | | |
| Project Title  (*not to exceed 25 words*) | Title | | | |
| Amount Requested *(excludes cost-shares)* | Total | U.S. Sub-Team | Ukrainian Sub-Team | |
| $Amount. | $Amount. | $Amount. | |
| Research Categorization[[3]](#footnote-3) | Research Area | Sub-Research Area | Research Focus | |
| Research Area | Sub-Research Area | Research Focus | |
| Research Involves use of Human/Animal Subjects | | Choose an option... | Project Duration | Months |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ukranian Sub-team** | | | | | | | | | | | |
| **InstiTution INFormation** | | | | | | | | | | | |
| Institute Name | Institute Name | | | | | Institution Type | | | Choose a type… | | |
| Mailing Address | Building # and Street Name | | | | | | | | | | |
| City | | | | Postal Code | | Country | | | | |
| **PRINCIPAL INVESTIGATOR INFORMATION** | | | | | | | | | | | |
| Last Name  (surname) | Last | | First Name (Given) | First | | Middle (Second/Patronymic) | | | | Middle | |
| Position/Title | Full Title | | | | | | | | | | |
| PI E-mail | Email 1 | | | Alternative E-mail *(optional)* | | Email 2 | | | | | |
| Telephone # | Country code + number | | | Gender | | Choose an option… | | | | | |
| Highest Degree | Degree Type | | | Field/ Discipline | | | | | | Year | |
| Residency Status | Choose an option.... | | | | | | | | | | |
| **INSTITUTION LEADERSHIP REPRESENTATIVE INFORMATION** | | | | | | | | | | | |
| Name | Last | First | | Middle | | Position/Title | | Full Title | | | |
| E-mail | Email | | | Telephone # | | Country code + number | | | | | |
| Total number of Ukrainian sub-team members, including Ukrainian PI, graduate students, secondary collaborators | | | | | | | | | | | # |

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| **U.S. SUB-team** | | | | | | | | | | | | |
| **InstiTution INFormation** | | | | | | | | | | | | |
| Institute Name | Institute Name | | | | | | Institution Type | | Choose a type… | | | |
| Mailing Address | Building # and Street Name | | | | | | Institution Congressional District[[4]](#footnote-4) | | | | ## | |
| City | | State | Postal Code | | |
| **PRINCIPAL INVESTIGATOR INFORMATION** | | | | | | | | | | | | |
| Last Name  (surname) | Last | | First Name (Given) | | First | | Middle | | | Middle | | |
| Position/Title | Full Title | | | | Telephone # | | Phone Number | | | | | |
| PI E-mail | Email 1 | | | | Alternative E-mail *(optional)* | | Email 2 | | | | | |
| Highest Degree | Degree Type | | | | Field/ Discipline | | | | | Year Awarded | | |
| U.S. Residency Status | Choose an option.... | | | | Gender | | Choose an option… | | | | | |
| **INSTITUTION LEADERSHIP REPRESENTATIVE INFORMATION** | | | | | | | | | | | | |
| Name | Last | First | | | Middle | | Title | Full Title | | | | |
| E-mail | Email | | | | Telephone # | | Country code + number | | | | | |
| Have you received a grant under a previous CRDF Global program or been a participant in a CRDF Global-funded workshop? | | | | | | | Choose an option… | | | | | |
| If yes, please list program and grant number or workshop title in the following text box | | | | | | Enter Text…. | | | | | | |
| Total number of U.S. team members, including PI, students, and secondary collaborators | | | | | | | | | | | | # |

**PROJECT ABSTRACT**

*Should not exceed 350* *words*

**PROJECT NARRATIVE**

*Should not exceed ten (10) pages. Text should be Arial font size 10 within 1-inch margins*

**REFERENCES CITED**

*This section must only include bibliographic citations and not be used to provide*

*parenthetical information outside of the Project Narrative*

**STUDENT/POST-DOCTORAL RESEARCHER MENTORING PLAN**

*This should not be used to circumvent the Project Narrative page limit*

**KEY PARTICIPANT INFORMATION FORM***Complete ONE for each participant involved*

*Please copy this page as necessary.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TEAM MEMBER INFORMATION** | | | | | Choose a sub-team designation… | | | | |
| Last Name  (surname) | Last | First Name (Given) | First | | Middle | | Middle | |
| Current Position | Full Title | | Classification on Project | | | | Choose Role… |
| Institute Name | Institute Name | | | | | | | | |
| Complete Mailing Address | Building # and Street Name | | | City/State | | Postal Code | Country |
| E-mail Address | Email | | | Telephone # | | | Country code + number |
| Highest Degree/ Year Awarded | Degree Type | | | Field/ Discipline | | | Year |
| Gender | Choose an option… | | | | | | |
| **Description of project role** (responsibilities, expertise, level of effort on project): | | | | | | | | | |
| Enter description | | | | | | | | | |

**BUDGET NARRATIVE FORM**

*(Complete one for EACH Primary Institution and Secondary Institution*)

*Describe and justify the expenses included in each budget line item. If a category doesn’t apply to your budget, please insert N/A for “not applicable”**in the space provided.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution Name:** | Name. | **Applicant type:** | Choose an item. |
| **Individual Financial Support (IFS)**  Describe the level of effort projected for the PI and other team participants. Provide justification for pay rate and any fringe benefits included. | | | |
| *Example: Sally Student will work as a graduate research assistant for this project and will commit 5 calendar months and dedicate 30% of her time during the 2 months of the academic year and 50% of her time during the 3 months to this research* | | | |
| **Equipment, Supplies and Services (ESS)**  Justify the purpose and cost rationale of each ESS line item included in the budget. General or non-descript line items such as “supplies” or “services” are not acceptable. Please itemize. | | | |
| *Example: We request the amount of $400 to publish results of our study. The amount of $400 per year will cover journal page costs and production posters for research meetings.* | | | |
| **Travel**  Explain the need for travel - how the travel will benefit the project’s aims - and your calculations of travel costs for domestic and foreign travel. Break down by airfare, hotel, per diem, etc. | | | |
| *Example: Foreign Travel - $ Amount Support is requested for Dr. PI and Dr. Co-PI to attend the American Society for Cell Biology Association conference to share results. This estimate is based on $Amount airfare per person, $Amount hotel per night per person for four nights, $Amount visa fee per person, $Amount health insurance per person, and per diem rates based on the U.S. Government allowances in effect at the time of travel.* | | | |
| **Indirect Costs (IDCs)**  Justify indirect costs % of the total sub-team direct expenses requested. Indicate if a NICRA or other institutional IDC certification is applicable. | | | |
| *Example: Indirect cost rates are based on the applicable federally negotiated rates published at LINK* | | | |
| **Cost Share**  Describe the cost share that is being undertaken. Describe what items the cost-share will be applied to. At least a 30% cost-share is mandatory for the U.S. sub-team. | | | |
| *Example: A 30% cost-share will be undertaken by INSTITUTE, totaling $Amount. This amount will be used to purchase \_\_\_\_\_\_\_\_\_\_\_ (specific items necessary to complete the project).* | | | |

**PROJECT MILESTONE PLAN (TEMPLATE/ SAMPLE)**

*Copy template to complete. Text in red is an example. Information should match the proposal Project Narrative and Project Budget*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reporting Period**  **(Complete for each quarterly segment applicable top project duration.)** | | | **Responsible Team** | |
| ***First Quarterly Reporting Period*** | | | ***Mark all that apply*** | |
| Milestone: | Description: | Associated Deliverable(s): | U.S. Sub-Team | Ukrainian Sub-Team |
| *Travel to Ukrainian Institution* | *Members of the U.S. team will visit their counterparts in Ukraine. The main objective is face-to-face interaction to discuss research plan, preliminary data that needs to be collected, experiments and publications* | *Trip Report*  *Travel documents (copies of boarding passes, visa, other receipts)*  *Photos* |  |  |
| *Training for 20 participants* | *U.S. team will conduct analysis on data collected by the Ukrainian team* | *Report* |  |  |
|  |  |  |  |  |
| Total Amount Requested for this Reporting Period: | | $15000 | $10000 | $5000 |
| ***Second Quarterly Reporting Period*** | | | ***Mark all that apply*** | |
| Milestone: | Description: | Associated Deliverable(s) | U.S. Sub-Team | Ukrainian Sub-Team |
| *Analysis of Experimental Data* | *The team will analyze the experimental data* | *Report* |  |  |
| *Completion of manuscript to be submitted for publication* | *The team will work to prepare a final manuscript to be submitted for publication in the peer-reviewed journal \_\_\_\_\_\_\_\_\_* | *Copy of the manuscript* |  |  |
|  |  |  |  |  |
| Total Amount Requested for this Reporting Period: | | $ $ Total | $ $ USD | $ $ USD |
| ***Third Quarterly Reporting Period*** | | | ***Mark all that apply*** | |
| Milestone: | Description: | Associated Deliverable(s) | U.S. Sub-Team | Ukrainian Sub-Team |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total Amount Requested for this Reporting Period: | | $ $ Total | $ $ USD | $ $ USD |
| ***Fourth Quarterly Reporting Period*** | | | ***Mark all that apply*** | |
| Milestone: | Description: | Associated Deliverable(s) | U.S. Sub-Team | Ukrainian Sub-Team |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total Amount Requested for this Reporting Period: | | $ $ Total | $ $ USD | $ $ USD |

**PI OTHER SOURCES OF SUPPORT FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **PI Name** | Last, First | | |
| **If no other sources of support, check “None.”**  **Otherwise, complete table below for each source (duplicate as needed).** | | | **“None”** |
|  | | | |
| **Project/Proposal Title** | Title | **Location of Research** | Region/Country |
| **Support** | Current  ­­­Pending Submission Planned in Near Future | | |
| **Source of Support** | Name | **Level of Effort (%)** | % |
| **Award Amount** | $ USD | **Period Covered** | MM/YY – MM/YY |
|  | | | |
| **Project/Proposal Title** | Title | **Location of Research** | Region/Country |
| **Support** | Current  ­­­Pending Submission Planned in Near Future | | |
| **Source of Support** | Name | **Level of Effort (%)** | % |
| **Award Amount** | $ USD | **Period Covered** | MM/YY – MM/YY |
|  | | | |
| **Project/Proposal Title** | Title | **Location of Research** | Region/Country |
| **Support** | Current  ­­­Pending Submission Planned in Near Future | | |
| **Source of Support** | Name | **Level of Effort (%)** | % |
| **Award Amount** | $ USD | **Period Covered** | MM/YY – MM/YY |
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| **Project/Proposal Title** | Title | **Location of Research** | Region/Country |
| **Support** | Current  ­­­Pending Submission Planned in Near Future | | |
| **Source of Support** | Name | **Level of Effort (%)** | % |
| **Award Amount** | $ USD | **Period Covered** | MM/YY – MM/YY |
|  | | | |
| **Project/Proposal Title** | Title | **Location of Research** | Region/Country |
| **Support** | Current  ­­­Pending Submission Planned in Near Future | | |
| **Source of Support** | Name | **Level of Effort (%)** | % |
| **Award Amount** | $ USD | **Period Covered** | MM/YY – MM/YY |

**PREVIOUS CRDF GLOBAL AWARD FORM**

*Please copy the form as necessary for each award. Individual forms should not exceed one page.*

|  |  |  |  |
| --- | --- | --- | --- |
| **CRDF Global Award Number**: | ####### | | |
| Title of Previous Project: | Title | | |
| Start Date | MM/YY. | End Date | MM/YY. |
| Please briefly describe the previous research project. Be sure to provide specific information regarding results and objectives. Were all objectives of the research plan achieved? If not, what prevented you from doing so? Please list scientific publications and conference reports that were published as a result of CRDF Global award. | | | |
| Enter Text…. | | | |
| How will the work accomplished during this project contribute to the proposed research? Please address specific project results (data, models, methods) that the proposed project will further develop and/or build upon. | | | |
| Enter Text…. | | | |

**SUGGESTED REVIEWERS AND REVIEWERS NOT TO INCLUDE**   
*(Optional)*

*No more than ten names may be included for each list.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Suggested Reviewers** | | | | |
| **#** | **Name** | **Affiliation** | **Email** | **Brief Justification** |
| 1. |  |  |  |  |
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| **Suggested Reviewers Not to Include** | | | | |
| **#** | **Name** | **Affiliation** | **Email** | **Brief Justification** |
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**U.S. INSTITUTE COST-SHARE LETTER OF SUPPORT**

*Include one letter on Institutional/Organizational Letterhead per Cost-Share see the following* [*link*](http://www.crdfglobal.org/sites/default/files/RP%20Competitions%20Cost%20Sharing%20Policy%20.pdf) *for more information.*

1. [For more information, please see CRDF Global's Plagiarism Policy](http://www.crdfglobal.org/sites/default/files/Plagiarism%20Policy%20and%20Standards.docx)  [↑](#footnote-ref-1)
2. [For more information, please see CRDF Global's Plagiarism Policy](http://www.crdfglobal.org/sites/default/files/Plagiarism%20Policy%20and%20Standards.docx)  [↑](#footnote-ref-2)
3. Please reference the CRDF Global Research Areas document found here: <http://www.crdfglobal.org/sites/default/files/crdf-global-research-areas_updated-june-2015.pdf> [↑](#footnote-ref-3)
4. If you do not know your congressional district, please click on this [link](http://www.house.gov) and search for your representative using your Institution’s zip code. [↑](#footnote-ref-4)