



**Request for Proposals (RFP)**  
**2017 U.S.-Ukraine Agricultural Research Competition**  
**RFP UPDATED: June 26th, 2017**

**Title and Abstract Submission: Friday July 14<sup>th</sup>, 2017 (23:59) U.S. Eastern Daylight Time (EDT)**

**Full Proposal Deadline: Monday July 31<sup>st</sup>, 2017 (23:59) U.S. Eastern Daylight Time (EDT)**

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## I. COMPETITION SNAPSHOT

<b>Eligible Applicant(s)</b>	Joint research teams of scientists employed at U.S. and Ukrainian research institutes/universities	
<b>Competition Opens</b>	<b>Wednesday, June 7<sup>th</sup>, 2017</b>	
<b>Title and Abstract Submission</b>	<b>Friday, July 14<sup>th</sup>, 2017 (23:59) U.S. Eastern Daylight Time (EDT)</b>	
<b>Full Proposal Submission Deadline</b>	<b>Monday, July 31<sup>st</sup>, 2017 (23:59) U.S. Eastern Daylight Time (EDT)</b>	
<b>Announcement of Results</b>	<b>November 2017</b> Principal Investigators should expect projects to start approximately 60-90 days after results are announced.	
<b>Eligible Research Scope</b>	All areas of the natural sciences and engineering (biology, chemistry, earth sciences, engineering, mathematics, and physics) as they relate to basic and non-commercial applied agricultural research described in <a href="#">Section III.</a>	
<b>Project Duration</b>	Up to 12 months	
<b>Award Amounts</b>	<b>Ukrainian Sub-Team</b>	No More than <b>\$57,000 USD</b> ; <b>\$50,000 USD</b> from CRDF Global and <b>\$7,000</b> equivalent in the national currency of Ukraine from the Ministry of Education and Science (MES)
	<b>U.S. Sub-Team</b>	No more than <b>\$50,000 USD</b> from CRDF Global
	<b>Total Award</b>	No more than <b>\$107,000 USD</b> from all sources
<b>Cost Share Requirement</b>	U.S. sub-team must contribute <b>30% of total award U.S. institution request amount.</b> See Allowable Costs: U.S. Sub-team Expenses: <a href="#">Section VII B</a> for more information	
<b>Complete Competition RFP and Application Materials</b>	<b>Download RFP and Word version of proposal forms and templates at:</b> <a href="http://www.crdfglobal.org/funding-opportunities/USUkraine2017">http://www.crdfglobal.org/funding-opportunities/USUkraine2017</a>	
<b>How to Apply</b>	Proposals must be submitted in two formats:  Once in electronic format to <b>CRDF Global</b> through the Electronic Proposal Submission (EPS) website: <a href="https://eps.crdfglobal.org/USUkraine2017">https://eps.crdfglobal.org/USUkraine2017</a> and once to the by post to the <b>Ministry of Education and Science of Ukraine (MES)</b> in both hardcopy and electronic format via flash drive.  For more information and instructions please refer to Full Proposal Submission: <a href="#">Section VI. B.</a>	
<b>Points of Contact</b>	Dylan Helgeson, CRDF Global, Arlington Office <a href="mailto:dhelgeson@crdfglobal.org">dhelgeson@crdfglobal.org</a> ; +1-703-526-4788	
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	Olena Savina, Ministry of Education and Science of Ukraine, <a href="mailto:a_savina@mon.gov.ua">a_savina@mon.gov.ua</a> ; +380 44 287 8235	

## II. BACKGROUND

CRDF Global and the Ministry of Education and Science of Ukraine (MES) are currently accepting proposals from joint teams of U.S. and Ukrainian researchers for the 2017 U.S.-Ukraine Agricultural Research Competition. This competition is co-sponsored by CRDF Global, utilizing funding provided by the U.S. Department of State, the National Science Foundation (NSF), and by the MES of Ukraine.

**CRDF Global** is an independent nonprofit organization that promotes international scientific and technical collaboration through grants, technical resources, training, and services. CRDF Global's Research and Innovation (RI) competitions enable cross-border collaboration and the strengthening of international research through the implementation of peer-reviewed research grant competitions. International research partnerships open avenues for new research directions and foster new collaborative opportunities for U.S. and non-U.S. scientists. For more information about CRDF Global and its collaborative research grant competitions, please visit <http://www.crdfglobal.org>.

**The Ministry of Education and Science** of Ukraine (MES) is the central executive body in Ukraine focused on science, technology, innovation, and research. For more information about the Ministry and its activities, please visit <http://mon.gov.ua/>.

## III. SCOPE AND PURPOSE

As the world's population is projected to reach at least nine billion people by 2050, the global community risks periods of food insecurity and overall environmental degradation. Through the development of new farming methods and agricultural biotechnologies designed to maximize agricultural production while minimizing risk of damage to the environment, scientific research holds great potential to generate solutions to this complex problem. These new discoveries are expected to make positive contributions to national economic development while also preserving vital natural resources.

Ukraine and the U.S. derive significant economic benefit from their agricultural sectors. In 2015, agriculture and agricultural-related products contributed \$992 billion (5.5%) to the U.S. gross domestic product (GDP) and 12.7 billion (14.0%) to Ukraine's GDP.<sup>1</sup> The prominence of the agricultural sector thus incentivizes both countries to seek scientific solutions toward sustainable practices. While Ukraine has made consistent improvement in the development of its agricultural sector, many farmers still struggle to fully utilize some of the world's most fertile land, gain a foothold in the global agricultural marketplace, and implement advances in agricultural technology into their farming practices. Given Ukraine's position as one of the top producers of cereals in the world, institutions are eager to address challenges including natural resource allocation, changing weather patterns, crop productivity, and diversification of agricultural products. These challenges mirror those found in the agricultural sector in the U.S. where research institutes are eager to address food waste, land management, and resource depletion. The significance of agriculture to both the U.S. and Ukraine economies has naturally generated enthusiasm to explore scientific solutions to address these challenges.

To that end, CRDF Global is currently accepting proposals from joint teams of U.S. and Ukrainian researchers focusing on agricultural sciences as it applies directly to the following two sub-topics:

- Sustainable Farming Practices – including soil and water management to prevent environmental degradation from industrial farming or enhance crop resiliency to changing environmental factors
- Agricultural Biotechnology – including genetic engineering, molecular markers and diagnostics, and plant tissue culture among other agritech topics that may improve crop productivity while contributing to the environmental sustainability of agricultural land

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<sup>1</sup> <http://www.ers.usda.gov/data-products/ag-and-food-statistics-charting-the-essentials/ag-and-food-sectors-and-the-economy.aspx>; <http://data.worldbank.org/indicator/NV.AGR.TOTL.ZS>

**\*Please note that proposals must involve agriculture research in one of the acceptable sub-topics in order to be eligible for consideration.**

CRDF Global will only accept proposals for basic or non-commercial applied research in either of the above topics. Please note that while research may lay the groundwork for future commercialization efforts, this should not be the primary purpose of any proposed research project submitted to this competition. CRDF Global expects research results to be included in peer-reviewed publications and to contribute to the general body of publicly available international scientific knowledge in its respective field(s).

**The primary goals of the competition are to:**

- Support high-quality, innovative international research by teams of U.S. and Ukrainian scientists
- Encourage diversity in the international science community, and
- Establish sustainable joint U.S.-Ukraine research collaborations

The strongest proposals will include all of the following (which may be addressed in sections other than the project narrative):

- Clear statement of the problem and its economic, social, and/or environmental implications for the international agricultural community
- Research plan and project narrative that describe how the proposed research will contribute to the solution or further understanding of the problem
- Brief discussion of existing scientific literature on the issue and how the proposed research differs from current activities
- Monitoring and evaluation schedule that outlines how the project will be assessed and potential measurable outcomes. How will the research team track progress towards the stated outcomes and evaluate the overall impact of the project?
- Combined competences of the Ukrainian and U.S. research sub-teams, including how they will coordinate individuals aspects of the proposed research project
- Inclusion of female researchers, early career scientists, and students who will make valuable contributions to the project while furthering their own professional development
- Evidence that the activities in the grant will contribute towards sustaining existing or creating new collaborative relationships between Ukrainian, U.S. and other international researchers. For example, Ukrainian and U.S. team members may visit each other's laboratory or research sites to exchange ideas, conduct joint research experiments, and/or provide training on cutting edge techniques. Applicants should include a brief discussion on how these activities may facilitate new or strengthen existing collaborations, especially where young researchers or students may be involved

Awards of **up to \$107,000 USD each** will be made to joint research teams of U.S. and Ukrainian scientists. Grants will be made over a one year period with the possibility of a no-cost extension, if justified.

**Duration and start date of the project:**

- Upon announcement of award selection, **finalists may not begin any project activities or incur any project expenses** until grant agreements from both CRDF Global and MES of Ukraine have been finalized and signed. This process can take 60-90 days from the time of award announcement and should be taken into consideration when preparing the proposal timeline
- **The start date of the project** shall be the date a grant agreement enters into force (is signed with CRDF Global/MES)
- **The duration of the project** shall be 12 months from the date a grant agreement/agreement enters into force
- **Research timeline** will be prepared in terms of quarters (e.g. Quarter 1, Quarter 2, etc.)

**IV. ELIGIBILITY**

All proposals must meet **each** of the following eligibility criteria:

1. **The Research Team** must be comprised of scientists employed at U.S. and Ukrainian institutions (research institutes or universities<sup>2</sup>) hereafter referred to as the Primary Institutions<sup>3</sup>. Researchers currently working at Ukrainian universities will be given preference where there are two or more proposals of equal scientific merit.
2. **All proposals** must include **one Ukrainian Principal Investigator (PI) and one U.S. PI** who:
  - a) Possess the degree of Ph.D., M.D., or have equivalent research experience
  - b) Have at least five (5) scientific publications in peer-reviewed scientific literature<sup>4</sup>
  - c) Share overall responsibility for the project in their respective countries, coordinating all project participants and institutions
3. **The Ukrainian PI and participants of the Ukrainian team must:**
  - a) Be citizens and permanent residents of Ukraine
  - b) Reside in Ukraine for the majority of the grant period
  - c) Be currently employed at one of the country's research institutions or universities
  - d) Work full-time in civilian research
4. **The U.S. PI and participants on the U.S. team must:**
  - a) Be legally employed by a U.S. institute
  - b) Reside in the U.S. during the course of the CRDF Global project
  - c) Graduate students on the U.S. team may be foreign nationals, but they must be enrolled full-time in an accredited degree program at the U.S. institution

**NOTE:** Researchers employed by the **U.S. federal government** are welcome to apply to this program with their Ukrainian collaborators, however the U.S. PI and affiliated federal agency are **not permitted** to receive funding.

5. **All projects** must be oriented toward non-military objectives and must be carried out in a civilian research environment.
6. **All proposals** must include **participation by at least one student/postdoctoral researcher on each sub-team** (i.e. one Ukrainian student/postdoctoral researcher AND one U.S. student/postdoctoral researcher) who will make substantive contributions to the research while receiving practical opportunities for professional development in the natural sciences or engineering. These opportunities should be described in the "Student/Postdoctoral Mentorship Plan" (See [Section VI E 6](#)).
7. Investigators from Ukrainian and U.S. institutions other than the Primary Institution may be included as collaborators at the discretion of the Ukrainian or U.S. sub-team PIs. Collaborators whose institutions are requesting project funds should be designated as Secondary Institutions<sup>5</sup>.
7. Each proposal is evaluated independently and therefore should not be part of, nor depend on the success of other proposals submitted to this program.

### **Renewed Funding and Multi-Project Applications**

CRDF Global accepts new proposals that are submitted as a continuation of previous and current awards<sup>6</sup> as long as the previous/current CRDF Global award is within six months of completion as of the submission deadline. Applicants must also be up-to-date on the submission of all progress reports, including final project reports. All status reports from previous or existing awards will be available to expert reviewers. Proposals that are

<sup>2</sup> For the purposes of this competition, U.S. and Ukrainian institutes must be either universities or government research institutes. For-profit companies may not be included. U.S. government research institutes must be familiar and compliant with applicable U.S. regulations on funding received from other USG agencies.

<sup>3</sup> "Primary Institution" is a corporation, partnership, association, institution or other organization that receives assistance under the award agreement and is responsible for carrying out the Project as specified in the approved proposal.

<sup>4</sup> If the applicant has received his or her academic degree in the past six (6) years, three (3) publications are required.

<sup>5</sup> Secondary institutions are those other than the Primary Institution that will participate in the proposed project and receive financial support under a CRDF Global award. Secondary Institutions may participate in the form of sub-contracted work and may include any allowable costs described in this program.

<sup>6</sup> "CRDF Global Awards" does NOT include funding received through CRDF Solutions.

continuations of previous awards must be submitted according to the “Proposal Elements” as directed in [Proposal Elements: Section VI E](#) of this RFP. Applications should include a summary of achievements from the previous or existing awards in the project narrative. Information related to this grant should also be provided in the **Previous CRDF Global Award Form**.

Principal Investigators and key team members may also apply to CRDF Global for more than one project in the same competition; however, PIs are not eligible to receive funding more than twice: i.e. once as a PI, once as a participant **OR** twice as a participant.

**CRDF Global reserves the right to restrict the participation of any individual or institution in its programs.** CRDF Global complies with all U.S. laws and regulations pertaining to export control and the participation of foreign nationals or institutions in its activities. It is the policy of CRDF Global not to conduct any transactions with U.S. restricted entities without appropriate authorization from the U.S. Government.

**Applicants unclear about any eligibility criteria are encouraged to contact Dylan Helgeson at CRDF Global ([dhelgeson@crdfglobal.org](mailto:dhelgeson@crdfglobal.org))**

## V. REVIEW OF PROPOSALS

### A. Review Process

All proposals and information contained therein will remain confidential prior to the award and will be screened for eligibility and completeness upon receipt by CRDF Global. All eligible proposals will be subjected to a technical review process by U.S. scientific experts in the appropriate fields. The experts will use the criteria described below to evaluate the scientific merit of each proposal and make funding recommendations. CRDF Global will select finalists based on the proposal’s overall rating and these funding recommendations.

CRDF Global and the MES of Ukraine will each conduct a peer review of eligible proposals in accordance with local legislation and/or established policies of each organization. Following these reviews, CRDF Global and MES will jointly select proposals for award. CRDF Global will notify PIs of award results via e-mail. All awards are subject to the availability of funding from program sponsors. All decisions by CRDF Global are final.

### B. Evaluation Criteria

#### **Primary Criteria:**

- **Technical Merit.** Whether the project proposes innovative methods and how well the individual elements of the research plan fit with the overall project goals
- **Research Plan.** The technical soundness of the proposed work, practicality of the project’s management plan, and adequacy of the resources available, both technical and financial
- **Research Impact.** The probability that the project will result in new knowledge or have impact on one or more research fields, and the potential that the project processes or results will serve as the basis for new or improved technology. Have the investigators included a schedule for monitoring and evaluation and will this plan adequately measure progress towards goals and objectives? Are proposed outcomes reasonable and measurable in the context of the project plan?
- **Personnel Capacity and Collaborative Benefits.** The expertise of the investigators and other participants, including the strengths and weaknesses of each partner, the balance of the collaboration and distribution of partnership benefits
- **Benefit to Education and Infrastructure:** Appraisal of the project’s opportunities for personnel (i.e. participation of students, early-career scientists and/or female scientists), the sharing of equipment and



resources among all institutions involved, and the project's long-term positive impact on social, economic, or environmental issues in the countries involved

**Secondary Criteria:** The primary evaluation factor that will determine a proposal's fundability is scientific merit followed by the other criteria laid out above. However, in cases where two or more proposals are deemed to be of equal scientific merit, special consideration will be given to:

- Projects that incorporate one or more Early-Career Scientists<sup>7</sup> or female researchers in either or both sub-teams
- Projects that include travel by members of both sub-teams
- Projects that include Ukrainian universities
- Projects that promote regional scientific cooperation by including researchers from more than one Ukrainian institute (either researchers currently working at other institutes or those who are visiting the PI's institute)<sup>8</sup>
- Principal Investigators who have not previously received funding from CRDF Global
- Projects that include a cost-share in excess of the minimum requirement

**For the review process**, applicants may provide a List of Suggested Reviewers/Reviewers not to Include. For more information, please refer to [Section VI E 11](#).

## VI. PROPOSAL PREPARATION AND SUBMISSION

**Only proposals submitted according to the instructions and which follow the formatting and include all of the required elements listed below will be considered responsive to the RFP and reviewed.**

### A. Title and Abstract Submission

CRDF Global must receive an email from the two collaborating PIs which states the PIs intent to submit a proposal to the 2017 U.S.-Ukraine Agricultural Research Competition. This email must contain the following information:

1. First and last names of the Ukrainian and U.S. PIs along with their institutional affiliations
2. Title of the research project
3. Proposal abstract

This information must be sent via email to Dylan Helgeson at [dhelgeson@crdfglobal.org](mailto:dhelgeson@crdfglobal.org) no later than **Friday, July 14<sup>th</sup>, 2017 (23:59) U.S. Eastern Daylight Time (EDT)**. CRDF Global reserves the right to deem a full proposal ineligible based on the failure of the team to submit their title and abstract by the deadline.

### B. Full Proposal Submission

All proposals must be submitted in two formats: electronically through CRDF Global's Electronic Proposal Submission (EPS) website, no later than **Monday, July 31<sup>st</sup> 2017 (23:59) U.S. Eastern Daylight Time (EDT)** and in hard copy and electronic format via flash drive to the Ministry of Education and Science, Ukraine. See the information below for full submission instructions.

<sup>7</sup> An "Early Career Scientist" is defined as a scientist/researcher who has completed his/her Ph.D. (or equivalent) within the last five (5) years from the competition deadline. Please note that a post-doc included to fulfill the requirement listed in Section IV will not merit special consideration for the proposal; however, additional post-docs above and beyond the requirement will warrant additional consideration.

<sup>8</sup> In the case of an award, CRDF Global expects that the project will be conducted under the auspices of the Ukrainian Primary Institution. As such, the Ukrainian PI should have institutional permission to include researchers from other institutes, regardless of whether these are considered Secondary Institutions.

The Ukrainian and U.S. PIs should jointly develop the research proposal and obtain the concurrence of the Ukrainian and U.S. institutional representatives prior to submission. Once the proposal has been finalized, they should select one PI to submit the proposal via the EPS and the Ukrainian PI should submit the materials to the MES.

Proposal application materials submitted to CRDF Global must be prepared in English and compiled in the following separate document files for submission to the EPS. Acceptable file formats are MS Word (.doc) or Adobe Acrobat (.pdf).

**Required proposal documents that should be submitted to EPS website as SEPARATE files:**

1. Completed **proposal document** (all applicable elements under [Proposal Elements: Section VI E](#)) combined into a SINGLE PDF, Word, or Zip file
2. **Abstract**
3. **Project Budget** (uses Budget Template; submitted as an Excel document (.xls))
4. Ukrainian and U.S. PI and team participant **Curricula Vitae** (CV) documents.

<https://eps.crdfglobal.org/CatNRP2017/>  
(EPS website will be active by June 12<sup>th</sup>)

**Note:** Submission through this website **does not** require previous registration.

After the electronic submission process, both the Ukrainian and U.S. PIs will receive a confirmation message from CRDF Global via email. A copy of this message will also be sent to the U.S. and Ukrainian Institute Leadership Representatives identified in the proposal.

**Required proposal documents that should be physically delivered to the MES of Ukraine in BOTH hardcopy and electronic format in a flash drive:**

1. Completed **proposal document** including all required elements listed in [Proposal Elements: Section VI E](#) written in English. The proposal hardcopy must include **Cover Sheet and the Principal Investigator Letter and Terms Agreement** which must include the signatures of the Ukrainian PI, the Ukrainian Institute Director, and stamp
2. **Project Budget**
3. **Project narrative** written in Ukrainian
4. **"Expert conclusion" (ekspertnyi vysnovok)** written in Ukrainian from the Ukrainian PI's institution.
5. **Author's statement** written in Ukrainian. The author's statement certifies observance of regulations regarding information classified for national security purposes and patents.

These items must be addressed and delivered to:

**The MES of Ukraine  
16, Volodymyrska str., office 213  
Kyiv 01135  
Ukraine**

These items must be postmarked **no later than July 31<sup>st</sup>** to be considered eligible submissions. **No late submissions will be accepted.**

For questions about the proposal submission process to CRDF Global, please contact Dylan Helgeson at: [dhelgeson@crdfglobal.org](mailto:dhelgeson@crdfglobal.org) or Lyubov Taranenko at [ltaranenko@crdfglobal.org](mailto:ltaranenko@crdfglobal.org). For questions about the proposal submission process to the MES of Ukraine, contact Olena Savina at [a\\_savina@mon.gov.ua](mailto:a_savina@mon.gov.ua) or +380 44 287 8235.



## C. CRDF Global Policies and Applicant Resources

Before Writing a Proposal applicants should review all documents and policies on the [CRDF Global Information for Applicants Page](#).

**Anti-Plagiarism:** CRDF Global will not provide funding to an application in which plagiarism exists. All applications for funding submitted to CRDF Global will be thoroughly screened for plagiarism against a large number of sources including published research papers, books, conference abstracts, and websites. When plagiarism is detected, the program within CRDF Global that is overseeing the funding opportunity will determine the specific action to be taken. Action taken may include, but is not limited to a) informing the applicant that plagiarism has been discovered; b) excluding the applicant from the funding opportunity; c) informing the applicant's institution; d) informing reviewers; e) informing organizations collaborating with CRDF Global on the funding opportunity; f) barring the applicant from participation in future funding opportunities.

**Confidentiality of Proposals and Applicant Information:** CRDF Global assures that both staff and reviewers will maintain confidentiality of all proposals. However, authors should be aware that successful proposals will be treated as public information. Therefore, at the author's discretion, if there is specific information in the proposal that is business-confidential and not intended for public dissemination, it should be clearly labeled as such. Such passages will be withheld from public distribution if the proposal is successful. For more information, please refer to [Section VI E 4](#).

**[Information for Competitions Applicants](#) (includes sample forms and suggestions on how to avoid common mistakes in proposal preparation.)**

- Grant Writing Tips
- Competition Application FAQs
- Cost-Sharing and Participation of For-Profit Companies
- CRDF Global Research Areas
- Resource Guides and Templates for Writing a Curriculum Vitae (CV)
- Plagiarism Policy and Standards

## D. Proposal Formatting

- Typed in English
- Single-spaced
- One-inch margins on ALL sides
- Font size of no less than Arial 10pt (Times New Roman 10pt font is **not** acceptable)\*

*\*A font size of less than 10 points may be used for mathematical formulas or equations, figure, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. Pls are cautioned, however, that the text must still be readable.*

## E. Proposal Elements (required unless otherwise noted)

Applicants are required to follow instructions and use the electronic forms and templates downloadable in a fillable format here: <http://www.crdfglobal.org/funding-opportunities/USUkraine2017>.

Detailed information for all necessary elements of a proposal is listed below. Appendices may not be included. Any proposal submitted without ALL required information, including signatures and forms, may be disqualified and removed from the competition. Applicants are encouraged to carefully review proposals prior to submission to ensure accuracy and completeness.

**The following sections are provided in the correct order in [APPENDIX A](#). Please compile the following into one proposal document:**

1. **Principal Investigator Letter and Terms Agreement:** The Ukrainian and U.S. PIs must **EACH** provide a signed statement on institutional letterhead certifying her or his agreement to the collaborative research project. Include a scanned copy with signatures affixed in the proposal.
2. **Cover Sheet:** Project title and basic information about the project. Information about the Ukrainian and U.S. PIs and Institutional Leadership Representatives (individuals who would be responsible for negotiating contractual and financial terms in the event of an award).

This information must also be entered during the electronic proposal submission process.

3. **Project Abstract:** In one concise paragraph, summarize all relevant aspects of the project, with special attention to its goals and objectives, methods, and anticipated results.
4. **Project Narrative:** Ten (10) pages maximum, including any graphs, diagrams, and photos. PIs are cautioned that the Project Narrative must be self-contained, and that URLs providing information related to the proposal should not be used.

The following should be described in the Project Narrative:

- The approach, objectives, milestones, and measurements of success that will be used
- A clearly defined project timeline, noting all project tasks and goals to be accomplished on a quarterly basis. We recommend that applicants prepare a research timeline in terms of quarters (e.g. Quarter 1, Quarter 2, etc.) Applicants should also include a brief monitoring and evaluation plan, as described in [Section V B](#)
- How the individual and combined competencies of the Ukrainian and U.S. research teams will enable execution of the project and what relevant prior work members of the team have carried out. Prior CRDF Global awards must also be described
- The anticipated results of the project and how they address the CRDF Global evaluation criteria listed in [Section V B](#)
- How the project compares to current research conducted in the topic area
- Facilities, equipment, and other resources available at the U.S. and Ukrainian institutes directly applicable to the project, including those from secondary institutions<sup>9</sup>. This should address the adequacy of the resources available to perform the effort proposed. The description should be written narratively and not include any financial information
- Requested equipment to be utilized in the project, with special focus on justifying any equipment requested from CRDF Global
- How the Ukrainian and U.S. PIs will coordinate project implementation and assess progress at regular intervals. Each project must involve significant and substantive cooperation between the Ukrainian and U.S. teams. All proposed international travel to be funded under the project must be described in terms of its purpose and duration

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<sup>9</sup> **Secondary collaborators** are institutions other than the Primary Institution that will participate in the proposed project and receive support under a CRDF Global award. Secondary collaborators may participate in the form of sub-contracted work and may include any allowable costs described in this section. All secondary collaborator personnel and facilities must be specifically listed and described in the proposal. A separate budget justification for each secondary collaborator must be included in the Budget Narrative. Secondary collaborators must be eligible institutions (government research institutes or universities) located in Ukraine or the U.S.

- If applicable, project narratives should include a summary of achievements from related previous CRDF Global awards. Information related to this grant should also be provided in ‘**Previous CRDF Global Awards Form**’ of the proposal
- Patentable ideas, trade secrets, privileged or confidential commercial or financial information, disclosure of which may harm the proposer, should be included in the proposals only when such information is necessary to convey an understanding of the proposed project. Such information must be clearly marked in the proposal and appropriately labeled as:

*"The following is (proprietary or confidential) information that (name of proposing organization) requests not be released to persons outside of CRDF Global, except for purposes of review and evaluation."*

CRDF Global expects strict adherence to the rules of proper scholarship and attribution. The responsibility for proper scholarship and attribution rests with the authors of a proposal; all parts of the proposal should be prepared with equal care for this concern. **All contributing authors, including any PIs and team participants, should be named and acknowledged at the bottom of the Project Narrative section**

EXAMPLE:

Contributing Authors: NAME (Ukrainian PI), NAME (U.S. team-researcher)

- 5. References Cited:** Reference information for the Project Narrative is required. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Identify the website address if the document is available electronically. While there is no page limitation for the References Cited, this section must only include bibliographic citations and not be used to provide parenthetical information outside of the Project Narrative.
- 6. Student/Post-Doctoral Researcher Mentoring Plan:** As part of CRDF Global’s efforts to provide opportunities for students/postdoctoral researchers in the natural sciences and engineering, each sub-team must include at least one student who will have substantive involvement in their research project. To that end, each proposal must include a description of the mentoring activities provided for **students/postdoctoral researchers**. In no more than one page, describe the mentoring plan for all students and postdoctoral researchers from the Ukrainian and U.S. sub-teams, including any from Secondary Institutions.<sup>10</sup> The Mentoring Plan may not be used to circumvent the Project Narrative page limitation.
- 7. Key Participant Data Form:** A Key Participant Data Form must be completed for each additional participant on the project, including researchers/engineers, technical/scientific support staff, any graduate and undergraduate students, and participants from secondary institutions.
 

**Note:**

  - This form is for additional team participants only, The Ukrainian and U.S. PI do not need to complete a form with their own information
  - Each form should not exceed one page per team participant
  - For planned students not yet identified, complete the form for a “Planned Student” indicating, at a minimum, their anticipated home institution, level of education, and role in the project
  - participant CV for each team participant should accompany each form. Please compile all CVs are to be compiled and submitted in a separate document.
- 8. Project Milestone Plan:** Each team must submit a plan describing specific milestones to be accomplished by the Ukrainian and U.S. sub-teams during project implementation.

Please note the following when preparing the milestone plan:

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<sup>10</sup> See footnote 8.

- Milestones are discrete activities that allow the awardee to achieve the overall objectives described in the project narrative. Milestones should reflect realistic accomplishments that can be verified by CRDF Global. Examples of such milestones include, but are not limited to: sample collection, sample sharing, data collection, data sharing, data analysis, trainings, or travel for a specific task under the proposed project
- Milestones must be verifiable through submission of documentation or other deliverables (e.g. photos, purchase orders, training materials, reports, or other tangible proof that the activities occurred)
- Each milestone should be clearly described and include a corresponding deliverable
- The amount of funding requested (on a quarterly basis) should be included in the milestone plan

- 9. Budget Narrative.** Complete one budget narrative for **EACH** of the U.S. and Ukrainian Primary Institutions and any Secondary Institution(s). Ensure that the number of budget narratives correspond to each separate Budget 'sheet' in the excel template. An explanation of all budget items must be included in the Budget Narrative Form.

Applicants should specifically: 1) Itemize all equipment, supplies and services with per unit costs; 2) Justify in detail, requested equipment items with a value over \$1,000; 3) Describe all travel costs, including which team participants are traveling and the purpose for travel; 4) Calculate and list per diem rates, lodging costs, estimated airfare and other travel expense.

- 10. Statement of Other Support Form:** Both the Ukrainian and the U.S. PI must list current and pending sources of support for all their research projects, **excluding** those that are already included under the "COST SHARING FROM NON-CRDF SOURCES" section in the Budget. Applicants with grants from U.S. Government sources, such as NIH or NSF, should indicate the grant number, duration of the award, and level of effort. If this proposal has also been submitted to another organization, please indicate this information clearly on the form. **Should a PI have no other sources of support, check the box marked "None" at the top of the form, and include this page with the proposal.**

- 11. Previous CRDF Global Awards – if applicable:** Each PI must **complete this form** for **each** previously held CRDF Global award, if it is **directly** related to the research objectives outlined in the current proposal. Individual forms should not exceed one page.

- 12. U.S. Institute Cost Sharing Letter of Commitment:** CRDF Global requires U.S. institutes to provide an in-kind or cash cost-share of no less than 30% of the total requested (e.g. if the U.S. institute requests 50,000, they must provide a cost-share of at least \$15,000). U.S. Institutions must provide specific details about their cost share through a letter of commitment written on organizational letterhead and signed by an authorized representative of the institution/organization/company. Please see [Section VII Allowable Costs](#) and the CRDF Global [Cost-Sharing and Participation of For-Profit Companies Policy](#) for additional information.

- 13. List of Suggested Reviewers or Reviewers Not to Include (optional):** If applicants would like to suggest experts they believe to be well qualified to review their proposal or designate persons that they prefer not complete review, these suggestions should be indicated on this form. Justification must be provided for persons not preferred to review.

**Note:**

- This form will only be used for CRDF Global's review process – please limit suggestions to only U.S. experts
- No more than 10 suggestions are permitted for each list
- No suggested reviewers that have a conflict of interest with the proposal will be considered
- Identities of reviewers will not be disclosed nor will the decision to use these suggestions
- These suggestions are optional, and the decision on whether or not to use the suggestions remains with CRDF Global

The following documents should be prepared and uploaded separately from the main proposal file:

1. **Project Budget:** Prepare ONE Project Budget using the Budget Template with a separate budget sheet completed for the U.S. and Ukrainian Primary Institutions and Secondary Institutions. The Ukrainian Primary Institution must complete one separate budget sheet for the Ministry of Education and Science (MES) cost-share and the U.S. Primary Institution must specify the 30% minimum cost-share that will be undertaken. The budget should cover the entire award period. Each line item should be calculated based on actual costs – you should include receipts, quotes, or website links to support calculations for equipment, supplies, and services in the budget narrative. Applicants should refer to [Section VII Allowable Costs](#) for information required in the budget.

**Download Budget Template here:** <http://www.crdfglobal.org/funding-opportunities/USUkraine2017>

2. **Ukrainian and U.S. Team Curricula Vitae (CV) in one file:** Applicants must provide copies of all team participants' CV, in a file separate from the main proposal file.

Each CV should include the individual's name, title, educational background, current and previous institutional affiliations with dates, area of expertise, and his or her scientific publications of relevance to the project. Please visit the [Resource guides and templates for writing a Curriculum Vitae \(CV\)](#) page on the CRDF Global website for assistance.

- Ukrainian and U.S. PI CVs should be no more than five (5) pages. The PIs must list at least five publications of relevance (if the PI has received his or her Ph.D. in the past six years, three publications are required)
- Team participant CVs should be no more than two (2) pages

\* Please ensure a full CV corresponds to each Key Participant Form in the main proposal file.

**CRDF Global reserves the right to require greater detail if necessary to proceed with award selection.**

## VII. ALLOWABLE COSTS

The maximum total award is up to \$107,000 USD disbursed over one year, utilizing \$100,000 in funding from CRDF Global and the equivalent of \$7,000 USD in the national currency of Ukraine, provided as a cost-share by the Ministry of Education and Science (MES). Ukrainian sub-teams may request up to \$57,000; U.S. sub-teams may request up to \$50,000. Awardees may be eligible for up to a one-year no-cost extension, which may be requested within the final quarter of the one-year award period. Funds will be administered directly to the institutions involved.

Secondary institutions may participate in the form of sub-contracted work and request funds in accordance with the allowable costs of the team. A separate budget justification for each secondary institution must be included in the Budget Narrative.

In the case of an award, a project budget may be subject to revision by CRDF Global staff.

Allowed Allocations of Funding Requests	
<b>Ukrainian Sub-Team Maximum Total: \$57,000 USD*</b> *CRDF Global Amount: \$50,000 USD Ministry of Science Amount: \$7,000 (USD equivalent)	<b>U.S. Sub-Team Maximum Total: \$50,000 USD*</b> *All funds from CRDF Global

## A. Ukrainian Sub-Team Expenses:

**The total amount allocated for the Ukrainian sub-team's expenses must not exceed \$57,000 USD. No Ukrainian taxes may be included in any budget proposal submitted to CRDF Global.**

Funds received from the Ministry of Science (the equivalent of up to \$7,000 USD) may only be used for the Ukrainian team members' IFS, Equipment/Supplies/Services, Travel (travel cost are calculated in accordance with the Decree by the Cabinet of Ministers of Ukraine dated 02.02.2011 #98) and Institutional Support expenses.

For awarded teams, CRDF Global and the MES will distribute support separately to the Ukrainian team. CRDF Global will disperse award funds on a cost-reimbursable mechanism for actual expenses incurred. In most situations, advanced funding will not be provided for the costs described below. CRDF Global will work with individual award recipients/institutions for any financial resource issues that may arise from the cost-reimbursable policy.

The following costs are permitted under CRDF Global guidelines for this program:

- 1. Individual Financial Support/Labor Costs (IFS):** "IFS" is defined as payments made to individual team participants for work performed on the project (i.e., labor costs). Include all benefits and fringe costs within the labor rate. They may not exceed the applicant institute's rates and must be documented in the proposal's budget narrative.

Student stipends are permissible and may include fringe benefits or tuition remission. For planned students not yet identified, clearly indicate their participation and request for support in the Budget Narrative.

The range of allowable IFS hourly rates for a number of professional levels is shown below. Please consider these rates, as well as geographical, cost-of-living, and other factors, when calculating IFS for project participant.

<b>Position</b>	<b>Range of Minimum and Maximum IFS Hourly Rates (in USD)</b>	<b>Maximum Amount Per Person Per Month (in USD)</b>
Principal Investigator/ Project Director	\$3.75 to \$5.50	\$880
Researcher/Engineer	\$3.41 to \$5.00	\$800
Graduate Student*	\$2.25 to \$2.75	\$440
Technical/Scientific Support Staff	\$2.50 to \$3.00	\$480
Administrative/Clerical Support Staff	\$2.00 to \$2.50	\$400

- 2. Equipment, Supplies and Services (ESS):** This includes support for research equipment, including computers and telecommunications devices and/or services, subscriptions to scientific journals, reagents, and other supplies/materials to be used in the research. In general, materials and supplies are defined as tangible personal property, other than equipment, costing less than \$1,000 USD, or other lower threshold consistent with the policy established by the proposing institute. Any item of requested equipment valued at more than \$1,000 USD must be specifically described and justified in the Budget Narrative.

Budget items should be listed individually – items listed generally as "supplies" or "services" will NOT be accepted. Each line item should be calculated based on actual costs.

Funds may also be requested for the costs of documenting, preparing, publishing or otherwise making



available to others the findings and products of the work conducted under the award.

3. **Travel:** Transportation and per diem support for travel of Ukrainian sub-team participants in connection with the project should be requested and described in the Budget Narrative. Travel funds may be used to travel to the collaborating institutions as well as for domestic travel, if applicable.

The following cost guidelines should be used in preparing the travel portion of the budget:

- a. International Transportation. CRDF Global-supported travelers must purchase the lowest-cost applicable round-trip airfare from their home country. Travelers must comply with the provisions of the Fly America Act. For more information, please refer to [CRDF Global Information for Applicants](#).
- b. Travel Allowances. Applicants should refer to the following travel allowance guidelines when preparing their travel budget:

For travel in the U.S., visit: <http://www.gsa.gov/portal/category/21287>.

For non-U.S. travel, refer to [https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78).

These are the *maximum* allowances for covering lodging, meals, and incidental expenses. Health insurance is mandatory for all travel under CRDF Global awards and should be included in the budget in addition to the travel allowance.

- c. Visa Fees: Applicants may use project funds to cover the cost of visa fees.

4. **Indirect Costs (IDCs) or Institutional Support (IS):** Applicants (Primary Institutions and Secondary Institutions) may request indirect costs/overhead expenses on all direct costs except for equipment (over \$5,000), capital expenditures, rent, student tuition, participant support costs<sup>11</sup> and sub-awardees expenses (after the first \$25,000). Total direct costs minus these items is considered the “modified total direct cost” (MTDC) amount for which the IDC rate should be applied. IDCs combined with the total direct costs cannot exceed the funding total allowed to request. Below are helpful calculations:

- **IDC \$** = IDC% x MTDC \$
- **Maximum Total Sub-Team budget** = total direct costs \$ (including MTDC) + IDCs \$

**Indirect Costs:** Institutions with a Negotiated Indirect Cost Rates Agreement (NICRA) may request up to their approved NICRA rate. If an institute requests IDCs at their NICRA rate, documentation for these rates should be provided in the budget narrative.

**Institutional Support:** Institutions without a NICRA and who wish to request Institutional Support should apply the de minimis rate of **10%** of MTDC.

For a complete description of these costs, including authorized rates and allowances, please see the Guide to Budgeting and Allowable Costs document at: <http://www.crdfglobal.org/grants/information-applicants>.

## B. U.S Sub-Team Expenses

**The total amount allocated for the U.S. sub-team’s expenses must not exceed \$50,000 USD. No taxes may be included in any budget proposal submitted to CRDF Global.**

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<sup>11</sup> Participant Support costs include stipends or subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia or training projects, scholarships/fellowships.

For this solicitation, the U.S. institutions requesting funding must cost share **at least 30% of the total U.S. sub-team award amount requested**. The cost share may be in-kind or cash and must be explicit and verifiable through appropriate documentation. This information must be included in the award budget and budget narrative at the proposal stage. Refer to the Cost-Sharing and Participation of For-Profit Companies at the following [link](#) for more information regarding the cost share policy for this RFP. Please note: this is only the minimum requirement for applicants; as stated in the evaluation criteria, meritorious proposals that offer a cost share exceeding the minimum may be given preference over proposals of equal scientific merit.

**NOTE:** Researchers employed by the **U.S. federal government** are welcome to apply to this program with their Ukrainian collaborators, however the U.S. PI and affiliated federal agency are **not permitted** to receive funding.

CRDF Global will distribute support to the U.S. sub-team as a fixed obligation grant (FOG), whereby grantees will receive funds on a quarterly basis upon CRDF Global's confirmation/approval of deliverables<sup>12</sup>. Teams should refer to the instructions below for submitting all documentation necessary to execute fixed obligation grants:

- 1. Milestone Plan.** The [Project Milestone Plan](#) should identify and describe specific milestones to be accomplished by the team during project implementation. CRDF Global staff and external peer reviewers will evaluate the plan to ensure that milestones are directly relevant to the overall research project, can be delivered in accordance with the timeline, and can be supported by appropriate documentation.
- 2. Budget.** Teams must also submit a line-item project budget using the Budget Template Excel File available for download at the following address: <http://www.crdfglobal.org/funding-opportunities/USUkraine2017> if selected for an award, CRDF Global staff may request additional information or supporting documentation before finalizing an award agreement.

Project budgets should be calculated in accordance with the following guidelines:

Funding may be requested for the following expenses:

- 1) Individual Financial Support/Labor Costs (IFS):** "IFS" is defined as payments made to individual team participants for work performed on the project (i.e., labor costs). Include all benefits and fringe costs within the labor rate. They may not exceed the applicant institute's rates and must be documented in the proposal's budget narrative.

Student stipends are permissible and may include fringe benefits or tuition remission. For planned students not yet identified, clearly indicate their participation and request for support in the Budget Narrative.

- 2) Equipment, Supplies and Services:** This includes support for research equipment, including computers and telecommunications devices and/or services, subscriptions to scientific journals, reagents, and other supplies/materials to be used in the research. In general, materials and supplies are defined as tangible personal property, other than equipment, costing less than \$1,000 USD, or other lower threshold consistent with the policy established by the proposing institute. Any item of requested equipment valued at more than \$1,000 USD must be specifically described and justified in the Budget Narrative.

Budget items should be listed individually – items listed generally as "supplies" or "services" will NOT be accepted. Each line item should be calculated based on actual costs.

- 3) Travel:** Meals and incidentals (M&IE) and lodging per diem rates **at no more than** U.S. government rates. For travel in the U.S.; <http://www.gsa.gov/portal/category/21287>; For non-U.S. travel; [https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

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<sup>12</sup> Awardee institutions should submit invoices after receiving approval of deliverables; CRDF Global will not automatically transfer funds upon approval of deliverables/reports.

- 4) **Indirect Costs (IDCs).** Applicants (Primary Institutions and Secondary Institutions) may request indirect costs/ overhead expenses on all direct costs except for equipment (over \$5,000), capital expenditures, rent, student tuition, participant support costs<sup>13</sup> and sub-awardees expenses (after the first \$25,000). Total direct costs minus these items is considered the “modified total direct cost” (MTDC) amount for which the IDC rate should be applied. IDCs combined with the total direct costs cannot exceed the funding total allowed to request. Below are helpful calculations:

- **IDC \$ = IDC% x MTDC \$**
- **Maximum Total Sub-Team budget = total direct costs \$ (including MTDC) + IDCs \$**

Institutions with a Negotiated Indirect Cost Rates Agreement (NICRA) may request up to their approved NICRA rate. If an institute requests IDCs at their NICRA rate, documentation for these rates should be provided in the budget narrative.

Institutions without a NICRA and who wish to request IDCs should request the de minimis **10%** of MTDC.

Requirements differ for U.S. and Ukrainian team budgets. Please refer to the Guide to Budgeting and Allowable Costs document at: <http://www.crdfglobal.org/grants/information-applicants> for additional information.

## VIII. CRDF GLOBAL EXPECTATIONS OF AWARDEES

Awardees from this competition will be expected to:

- Publish research results directly related to the awarded project in a minimum of one (1) international peer-reviewed publication before the submission of the project's final report
- Maintain and submit to CRDF Global timesheets for researchers receiving IFS on the project
- Submit semi-annual progress reports for each six-month period (or fraction thereof) for the duration of the grant
- Submit one final project report, including a summary of major achievements and surveys from both the Ukrainian and U.S. sub-teams

Additionally, CRDF Global encourages grantees to participate and present their research at international research forums when possible. It is permissible to budget for these activities in your application.

## IX. ADDITIONAL INFORMATION AND SUPPORT

For further information about this program, please contact the program staff below. **Inquiries by e-mail are strongly encouraged and will result in prompt response.**

**CRDF Global: Arlington Office**  
**Dylan Helgeson**  
Program Assistant  
1776 Wilson Blvd., Suite 300  
Arlington, VA 22209  
Phone: 703-526-4788  
E-mail: [dhelgeson@crdfglobal.org](mailto:dhelgeson@crdfglobal.org)

**CRDF Global: Kyiv Office**  
**Lyubov Taranenko**  
Project Manager  
4 Bogomoltsa str., of 134  
01024, Kyiv, Ukraine  
Phone: 38 044 256 25 43.  
E-mail: [ltaranenko@crdfglobal.org](mailto:ltaranenko@crdfglobal.org)

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<sup>13</sup> Participant Support costs include stipends or subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia or training projects, scholarships/fellowships.

## 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 31<sup>st</sup> 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<sup>14</sup>. 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.

\_\_\_\_\_  
Principal Investigator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Institution Leadership Representative Signature

\_\_\_\_\_  
Date

<sup>14</sup> [For more information, please see CRDF Global's Plagiarism Policy](#)



**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<sup>15</sup>. 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.

\_\_\_\_\_  
Principal Investigator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Institution Leadership Representative Signature

\_\_\_\_\_  
Date

<sup>15</sup> [For more information, please see CRDF Global's Plagiarism Policy](#)

## COVER SHEET

GENERAL PROJECT INFORMATION			
Project Title <i>(not to exceed 25 words)</i>	Title		
Amount Requested <i>(excludes cost-shares)</i>	Total	U.S. Sub-Team	Ukrainian Sub-Team
	\$Amount.	\$Amount.	\$Amount.
Research Categorization <sup>16</sup>	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 <i>(optional)</i>	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					#

<sup>16</sup> 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](http://www.crdfglobal.org/sites/default/files/crdf-global-research-areas_updated-june-2015.pdf)

U.S. SUB-TEAM						
INSTITUTION INFORMATION						
Institute Name	<input type="text" value="Institute Name"/>			Institution Type	Choose a type...	
Mailing Address	Building # and Street Name			Institution Congressional District <sup>17</sup>	##	
	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			<input type="text" value="Enter Text...."/>			
Total number of U.S. team members, including PI, students, and secondary collaborators						#

<sup>17</sup> If you do not know your congressional district, please click on this [link](#) and search for your representative using your Institution's zip code.

**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	<input style="width: 100%;" type="text" value="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...				
<b>Description of project role</b> (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.

<b>Institution Name:</b>	Name.	<b>Applicant type:</b>	Choose an item.
<b>Individual Financial Support (IFS)</b>			
Describe the level of effort projected for the PI and other team participants. Provide justification for pay rate and any fringe benefits included.			
<i>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</i>			
<b>Equipment, Supplies and Services (ESS)</b>			
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.			
<i>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.</i>			
<b>Travel</b>			
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.			
<i>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.</i>			
<b>Indirect Costs (IDCs)</b>			
Justify indirect costs % of the total sub-team direct expenses requested. Indicate if a NICRA or other institutional IDC certification is applicable.			
<i>Example: Indirect cost rates are based on the applicable federally negotiated rates published at LINK</i>			
<b>Cost Share</b>			
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.			
<i>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).</i>			

**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	
<b>First Quarterly Reporting Period</b>			<b>Mark all that apply</b>	
Milestone:	Description:	Associated Deliverable(s):	U.S. Sub-Team	Ukrainian Sub-Team
<i>Travel to Ukrainian Institution</i>	<i>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</i>	<i>Trip Report Travel documents (copies of boarding passes, visa, other receipts) Photos</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Training for 20 participants</i>	<i>U.S. team will conduct analysis on data collected by the Ukrainian team</i>	<i>Report</i>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
Total Amount Requested for this Reporting Period:		<b>\$15000</b>	<b>\$10000</b>	<b>\$5000</b>
<b>Second Quarterly Reporting Period</b>			<b>Mark all that apply</b>	
Milestone:	Description:	Associated Deliverable(s)	U.S. Sub-Team	Ukrainian Sub-Team
<i>Analysis of Experimental Data</i>	<i>The team will analyze the experimental data</i>	<i>Report</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Completion of manuscript to be submitted for publication</i>	<i>The team will work to prepare a final manuscript to be submitted for publication in the peer-reviewed journal _____</i>	<i>Copy of the manuscript</i>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
Total Amount Requested for this Reporting Period:		<b>\$ \$ Total</b>	<b>\$ \$ USD</b>	<b>\$ \$ USD</b>
<b>Third Quarterly Reporting Period</b>			<b>Mark all that apply</b>	
Milestone:	Description:	Associated Deliverable(s)	U.S. Sub-Team	Ukrainian Sub-Team
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
Total Amount Requested for this Reporting Period:		<b>\$ \$ Total</b>	<b>\$ \$ USD</b>	<b>\$ \$ USD</b>
<b>Fourth Quarterly Reporting Period</b>			<b>Mark all that apply</b>	
Milestone:	Description:	Associated Deliverable(s)	U.S. Sub-Team	Ukrainian Sub-Team
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
Total Amount Requested for this Reporting Period:		<b>\$ \$ Total</b>	<b>\$ \$ USD</b>	<b>\$ \$ USD</b>

**PI OTHER SOURCES OF SUPPORT FORM**

<b>PI Name</b>	Last, First		
<b>If no other sources of support, check "None."                  Otherwise, complete table below for each source (duplicate as needed).</b>			<input type="checkbox"/> <b>"None"</b>
<b>Project/Proposal Title</b>	Title	<b>Location of Research</b>	Region/Country
<b>Support</b>	<input type="checkbox"/> Current <input type="checkbox"/> Pending Submission Planned in Near Future		
<b>Source of Support</b>	Name	<b>Level of Effort (%)</b>	%
<b>Award Amount</b>	\$ USD	<b>Period Covered</b>	MM/YY – MM/YY
<b>Project/Proposal Title</b>	Title	<b>Location of Research</b>	Region/Country
<b>Support</b>	<input type="checkbox"/> Current <input type="checkbox"/> Pending Submission Planned in Near Future		
<b>Source of Support</b>	Name	<b>Level of Effort (%)</b>	%
<b>Award Amount</b>	\$ USD	<b>Period Covered</b>	MM/YY – MM/YY
<b>Project/Proposal Title</b>	Title	<b>Location of Research</b>	Region/Country
<b>Support</b>	<input type="checkbox"/> Current <input type="checkbox"/> Pending Submission Planned in Near Future		
<b>Source of Support</b>	Name	<b>Level of Effort (%)</b>	%
<b>Award Amount</b>	\$ USD	<b>Period Covered</b>	MM/YY – MM/YY
<b>Project/Proposal Title</b>	Title	<b>Location of Research</b>	Region/Country
<b>Support</b>	<input type="checkbox"/> Current <input type="checkbox"/> Pending Submission Planned in Near Future		
<b>Source of Support</b>	Name	<b>Level of Effort (%)</b>	%
<b>Award Amount</b>	\$ USD	<b>Period Covered</b>	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.

<b>CRDF Global Award Number:</b>	#####		
<b>Title of Previous Project:</b>	Title		
<b>Start Date</b>	MM/YY.	<b>End Date</b>	MM/YY.
<b>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.</b>			
Enter Text....			
<b>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.</b>			
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.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Suggested Reviewers Not to Include				
#	Name	Affiliation	Email	Brief Justification
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**U.S. INSTITUTE COST-SHARE LETTER OF SUPPORT**

*Include one letter on Institutional/Organizational Letterhead per Cost-Share see the following [link](#) for more information.*