**Call for Proposals: FY 2018 Competitive Hatch Awards**

**Guidelines for Proposal Development and Submissions**

**The Vermont Agricultural Experiment Station Competitive Hatch Program**

**Spring 2017**

1. **Purpose and Intent**

* USDA “formula funds” are provided to each State Land Grant Institution for the purpose of building “capacity” to address USDA priorities.
* As these federal funds must be matched at least 1:1 by funding from the State of Vermont, Vermont Agricultural Experiment Station (VTAES) policy is that these projects must have some tangible application or relationship to VT state priority needs. In other words, they must address VTAES priority areas link. <http://www.uvm.edu/cals/vermont_agricultural_experiment_station> The VTAES provides the opportunity for seed project funding through a competitive proposal process:
  + Project proposals are scored on merit and the productivity record of the PI(s).
  + Projects are intended as seed funding to aid the PI in establishing a new research direction, or to augment dimensions of their current extramurally-funded research program.
  + Hatch project funds are intended to be leveraged by extramural funding and are expressly not intended to be the “sole source” of funding for research projects.
  + Projects are expected to result in peer-reviewed publications in journals appropriate for the discipline and/or intellectual property disclosures where appropriate.
* The VTAES provides funds for administrative support and infrastructure support in CALS. Accordingly, faculty who hold AES appointments, or faculty who receive administrative or infrastructure support through CALS, are eligible to use the approved AES F&A rate on grant proposals. The F&A rate on all proposals must be approved by the CALS Deans Office.

***Types of VT-AES Hatch Projects***

2A. Development Hatch Projects:

* Project Investigator (PI)
  + Writes a comprehensive project proposal which is reviewed and scored by a “Hatch Review Committee” composed of faculty from each CALS department. The expectation is that the proposal is of high quality and could form the basis of an application to AFRI, NFS or NIH for further funding.
  + If project is approved by the AES Director, PI completes Project Initiation on USDA [REEport](http://portal.nifa.usda.gov/portal/front/login?service=http%3A%2F%2Fportal.nifa.usda.gov%2Fportal%2F%20) and obtains USDA approval.
* Vermont Agriculture Experiment Station (VTAES)
  + Provides operational support of up to $15,000 per investigator per year (up to $20,000 per “new investigator” per year).
  + Provides fractional FTE support for the PI.
  + Provides PI with access to the graduate student pool.
  + Provides PI with AES indirect-cost rate for extramural grant proposals which relate directly or tangentially to their approved Hatch projects (faculty without AES appointments will charge the full UVM indirect rate on their grant proposals).

**2B. Multistate Hatch Projects – defined as those project(s) approved by USDA and listed in NIMSS.** [NIMSS](https://www.nimss.org/)

Project Investigator (PI)

* + Writes a comprehensive Hatch proposal which is reviewed and scored by a “Hatch Review Committee” composed of faculty from each CALS department.
  + If approved by the VTAES Director, PI must complete “Appendix E” to join the multistate project.
* Vermont Agriculture Experiment Station (VTAES)
  + Provides operational support of up to $20,000 per investigator per year (up to $25,000 per “new investigator” per year).
  + Provides an additional $1,500 per year to reimburse travel expenses for the PI to attend the annual meeting of the multi-state project.
  + Provides fractional FTE support for the PI.
  + Provides PI with access to the graduate student pool.
  + Provides PI with AES indirect-cost rate for extramural grant proposals which relate directly or tangentially to their approved Hatch projects (faculty without AES appointments will be charged the full UVM indirect cost rate on their grant proposals).

**Note: When a PI submits a Multistate Hatch Project, that project aligns itself to a National Multistate Project (MS) listed in NIMSS thus the end date of the PI’s project becomes the end date of the National MS Project, unless the PI’s project ends before the MS project. When the Hatch Committee approves funding, the funding term may also be different than the project’s term. Regardless of the project and funding term, if the national MS project ends, the PI must find another project in NIMSS to align his/her project with to continue to receive funding.**

**2C. Thematic Hatch Projects:**

* Project Investigator (PI)
  + Writes an abbreviated 2-page proposal summarizing current extramurally funded projects, stating how they address the priorities of VTAES, and demonstrate a sustained record of research productivity.
  + If project is approved by the VTAES Director, PI completes Project Initiation on USDA [REEport](http://portal.nifa.usda.gov/portal/front/login?service=http%3A%2F%2Fportal.nifa.usda.gov%2Fportal%2F%20%20) and obtains USDA approval.
* Vermont Agriculture Experiment Station (VTAES)
  + Provides no operational support funding.
  + Provides fractional FTE support for the PI.
  + Provides PI with access to the graduate student pool.

**Note: A PI can have more than one project; however, all projects combined cannot exceed the maximum allowable budget per PI. This is: New Investigator Development $20,000, Investigator Development $15,000, New Investigator Multistate $26,500 (including travel) and Investigator Multistate $21,500 (including travel). Requests for support over the maximum allowed will not be approved.**

**2D. Process for Proposal Application and Review:**

* A call for Hatch proposals is issued in late January of each year.
* Hatch proposals are due on the last Thursday of April.
* The Hatch Review Committee reviews all proposals during the month of May. Scoring is based upon the following criteria.

**Significance of the work and relevance to priority areas of VTAES** (15 points)

Is the project concept important, interesting, and compelling?

Is the project concept applicable to Vermont issues and needs?

**Scientific and technical feasibility** (40 points)

Is the proposed work described in sufficient detail to provide reviewers with the confidence that it will result in high quality, meaningful results?

Is the work of high quality such that it will likely result in peer-reviewed publications?

Is the work of sufficient quality that it is likely to result in leveraged funding by extramural sponsors?

**Past progress of the PI and ability of the project to leverage extramural support** (30 points)

Has the PI shown substantial productivity through peer-reviewed publications and extramural grant support?

Has the PI been productive with previous Hatch funding?

**Innovation** (15 point)

Is the work going to shift current research paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions?

Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed?

1. **Proposal Due Date; Thursday, April 27 2017**
2. CALL FOR PROPOSALS-PROPOSAL INSTRUCTIONS-2017

FORMAT FOR HATCH NEW INVESTIGATOR, DEVELOPMENT, THEMATIC,

AND MULTISTATE PROJECT PROPOSALS

Heading:

VERMONT AGRICULTURAL EXPERIMENT STATION

Burlington, Vermont

Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. PROPOSAL FORMAL
2. **Cover page**. Fill out the cover page and obtain signature from your department chair. Please click [2017 Cover Page](https://www.uvm.edu/sites/default/files/2017CoverPage.doc) for standard format.
3. **Title**. A brief, clear, specific designation of the subject of the research. The title, used by itself, should give a good indication of what the project is about. Limit title to 80 characters, including letters, symbols and spaces.
4. **Personnel Involved**. List names of PI, co-PIs, and key research associates.
5. **Proposed Duration**. Projects start on October 1st and terminate September 30th. If proposed for more than 3 years, continued funding is contingent upon committee approval of a Progress Report due in year 3 of the project. See below for Progress Report guidelines
6. **Summary/Abstract**. Provide a description of the work proposed, the approach to be taken, the expected outcome of the work and its significance. [Limit to 200 words].
7. **Introduction/Literature Review**. Provide relevant background information describing the problem, what is known about the field, and what needs to be done and why. PI’s writing multistate projects should describe how this proposal fits into the existing multistate project. PI should conduct a review on REEport for similar projects, and provide a statement of how the proposed project is distinct from, or augments current REEport approved projects. [Limit to 2 pages].
8. **Progress Report/Preliminary Results**. Describe work that you have done with **Hatch funding** and preliminary results that you have obtained regarding the proposed project. Limit to 2 pages.
9. **Objectives**. List objectives with a sentence or two of clarification for each. [Limit to 1 page].
10. **Research Plan and Methodology**. Describe the experimental design, the essential working plan and methods to be used in attaining each of the stated objectives. The procedures should correspond to the objectives and follow the same order. Phases of the work to be undertaken concurrently should be designated. The location of the work, facilities, and equipment needed should be indicated. Appropriate methods for statistical analysis of the data should be indicated. Discuss expected results, potential pitfalls, and potential alternative strategies. Statement on procedures should indicate that the research has been carefully planned and should provide for changes when they are necessary to improve the work*. Please remember that you may be writing for a reviewer who does not share your level of expertise with the subject at hand*. [Limit to 7 pages].
11. **Significance**. State the expected outcomes and their importance. Indicate the relevancy to one or more of the VT-AES priority areas. Describe how the results will be used or disseminated; stakeholder beneficiaries of the research results and the nature of the benefits. [Limit to 1 page].
12. **Innovation**. Does the proposal seek to shift current research paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed? [Limit to .5 page]
13. **Timetable for Proposed Work**. Provide a brief timeline for completing each of the objectives and sub-objectives. [Limit to .5 pages]

LIMIT BODY OF PROPOSAL TO 15 PAGES INCLUDING FIGURES

***SUPPORTING INFORMATION***

1. **Literature Cited**. Length as needed.
2. **Financial Support**. Prepare the Budget for each year of support requested. The budget request must be completely described as justified using the form provided. [2017 Budget Form](https://www.uvm.edu/sites/default/files/2017BudgetForm.xls) All expenditures must follow VTAES administration procedures.

Other forms and documents to submit:

Current & Pending Support [2017CurrentPending](https://www.uvm.edu/sites/default/files/2017CurrentPending.doc) Be sure to address any overlap between the proposal and any current or pending support.

CV with Publications & Funding for Last 5 Years

PROGRESS REPORT GUIDELINES

If a project was approved for the 5 year period, Hatch Committee policy is only to release funds for the first 3 years, with the expectation that the PI “demonstrate progress towards objectives.”

In the project’s third year, PI will need to provide a two page narrative of what progress has been made relative to stated objectives in the original project. This should include what objectives have been accomplished and what still needs to be done. **Please include a copy of your original proposal for the review committee*.***

* Demonstration of publications
* Demonstration of efforts to submit (and obtain) grant proposals relative to the project. The usual budget page for each of the remaining two years.
* Cover page indicating it is the third year progress report.
* PI’s CV (particularly illustrating publications and grant success in the past 5 years)

Please note: This change in process was made in response to faculty requests to “facilitate the process” and circumvent the writing of long proposals every 3 years. The committee will be instructed that the project is not being re-evaluated (it is already approved), only the progress to date, and the funding for the final two years. Please provide sufficient detail in your narrative to convince the committee of the funding level you wish to receive, as they will be weighing the funding relative to the new proposals they receive and the availability of funds in this cycle.