INSTRUCTIONS & FORMAT
Animal Well-Being - 2020

DEADLINE: Tuesday, April 16th, 2020 – 5:00 pm C.S.T.

IMPORTANT POINTS TO REMEMBER!
- **Proposals must be in WORD format only**
- **Proposal must start with COVER PAGE – see page 3 of this document**
- **Proposal must be in current format – heading must read "Animal Welfare - 2020"**
- **Only ONE WORD document will be reviewed. CV's and Letters of Cooperation must all be combined in one document**
- **Turn OFF any tracking changes within your proposal**
- **Proposals using proper grammar and English are greatly appreciated /reviewed favorably**
- **Add mail@grantapplication.com to your safe senders list to ensure you receive all confirmation emails**

Thank you for your interest in the National Pork Board Research Program. Please read the following instructions completely. All proposals must be submitted via our website. If you have submitted a proposal previously, you are now able to auto-populate data from your previous submission. You can also email a printer friendly version of your application, as well as any attached documents to up to ten recipients.

Go to our website at http://www.pork.org/research/ You will find the RFP, this Instructions and Format document, the link to the Application Website and the link to the Create Account or Sign in Page. Creating an account will allow you to receive confirmation emails from mail@grantapplication.com as long as this email is added to your safe senders list.

Application Website:
The website has multiple pages noted by the chevron bar at the top of the screen.
Above the chevron bar on the right are links for:
Contact Us - will open an e-mail to **grants@pork.org** for your questions.
Link to WEBINAR for Writing Research Proposals
Exit – will close the website and take you back to **www.pork.org**.

Under the chevron bar on the right are links for:
Printer Friendly Version: Once login and account creation are complete, you can access a printer-friendly version for your records.
Email Draft – this will take you to the **Applications** page where you will be able to email your draft to up to ten recipients by clicking on the envelope icon below **"Action".**

STEP 1:   COMPLETE PROPOSAL
The proposal must be typed and submitted in the required format – see the last four pages of this document. Your proposal must be typed in 12-point font size, Times New Roman font, double-spaced for #2-8 with margins of .5" on left, right, top and bottom. **Proposals must be submitted as a WORD file – not PDF.** The body of your

proposal containing items 1-10, should contain a maximum of twelve pages. CV's and Letters of Collaboration are **not counted** within the 12 pages. **PLEASE REMEMBER TO TURN OFF TRACKING CHANGES BEFORE UPLOADING PROPOSAL!**

Save your proposal with the file name of: **"LAST NAME, FIRST INITIAL – Proposal".** Example: **SMITH,J – Proposal.doc**. If you are submitting more than one proposal, please use **SMITH,R-2 – Proposal.doc.** Restrict the use of scientific acronyms in your proposal.

STEP 2: COMPLETE WEBSITE FORM

Complete each required field on each of the pages as noted by the red diamond. At the bottom of the screen, you can select **"Save & Finish Later"** or **"Next".** You can save the data entered and return later to complete the proposal by clicking on **"Save & Finish Later"** at the bottom of the page. This will take you to a **"Please Sign In"** screen where you enter your e-mail address and assign a new password between 5-25 characters long. When you create your account, you will receive a confirmation e-mail including your password at the e-mail address you entered. This e-mail will include a direct link to the account home page allowing you to log in and resume the proposal process. This account will allow you to view a list of your In-Progress and Submitted Applications by clicking on the drop down box next to **"Show".**

On the Attachments page, Click on the **Browse…** button to locate your proposal and **be sure to click on Upload to attach**. Your uploaded file will show here if uploaded correctly.   You can remove your proposal at this point by checking the Remove box. If you forget to upload your proposal, you will receive an error message and be instructed to return to the Attachment page.

You may review all entries on a single web page by clicking on **"Review & Submit"** at the bottom of the page. You may change data in any field from this location, but be sure to click UPDATE at the bottom of the page.

STEP 3: SUBMIT PROPOSAL

Click on **Review & Submit** button at the bottom of the page. *After reviewing all entries, select **Save & Finish Later** or **Submit**.*   If any required fields have are left blank, you will <u>not</u> be allowed to submit. Please complete and resubmit. If you <u>are not</u> logged in to your account, you will be prompted to enter your email address to receive an e-mail confirmation of the submission of the application. If you <u>are</u> logged in when you submit your application, you will receive the confirmation e-mail automatically. Once your proposal is submitted, you can view both the webform and your attachment by logging into the **My Account** page.

DOWNLOAD THIS DOCUMENT AND USE THE NEXT FOUR PAGES AS YOUR PROPOSAL FORMAT. <u>PLEASE DELETE THIS AND THE PREVIOUS PAGES OF INSTRUCTIONS BEFORE YOU SUBMIT YOUR PROPOSAL.</u>

THANK YOU

PROPOSAL TEMPLATE
(Next page)

National Pork Board Research Proposal
Animal Well-Being - 2020
Proposal Cover Page

It is our policy to honor the confidentiality of each research proposal to protect investigators from having their ideas exposed to unnecessary critique and discussion. However, during review, the reviewer may make discrete inquiries on protocol mechanics if it improves the quality of his/her evaluation, so long as the source and nature of the work is undisclosed.

IS THIS A REQUEST FOR SECOND OR THIRD YEAR FUNDING? _____
IF SO, PLEASE INDICATE ORIGINAL PROJECT NUMBER: _____

Project #	(NPB use only)
Category: indicate either Euthanasia OR Depopulation	
Project Title:	
Requested Funding Amount:	**Project Duration:** 7 months

Principal Investigator and Title:	
Institution:	
Address:	
City, ST ZIP	
Phone:	**FAX:**
Email:	

Co-Investigator(s)	Institution, City, State	Email address
1.		
2.		
3.		
4.		
5.		

Contracts/Grants Administrator name: *(person to receive contracts, if funded)*			
Title		**Organization**	
Street Address			
City		**State**	**Zip**
Phone	**Fax**	**E-Mail**	

☐ **I (Principal Investigator) certify that the Grants and Contracts Administrator has reviewed this proposal prior to it's submission to National Pork Board for possible funding.**

Research Proposal Summary Page (limit to two pages, single spaced using 12-point font)
Pork producers and their advisors on the appropriate Checkoff committee will use this description to help them assign an industry priority to the proposal after it has been reviewed by experts for scientific soundness. Please be complete, concise and convey your answers in a manner appropriate for the audience.

Objectives of Research Project (What deliverable(s) will this research provide to the industry? List or describe only the intended outcomes of the project, not the experimental design or statistical analysis):

Benefit of Research to Industry: 1. Describe how the proposed project fits with the research priorities as stated in this call for proposals. 2. Describe why U.S. pork producers should fund this proposal. For example, how does it advance basic or applied scientific information? How does it improve the competitive advantage of the U.S. pork industry? What are its short/long term economic implications for pork producers? What makes this research unique and important? What other descriptions or reasons are there for pork producers to highly prioritize this research?

Budget (add lines as required):

Category	Description (if needed)	NPB	Other Support	Total
1) Personnel (include name where appropriate)				
2) Contracted Services (diagnostic fees, computer access, etc)				
3) Assay and Testing Fees ("per sample" costs not included under Supplies)				
4) Travel				
5) Equipment (non-disposable items, please contact NPB if greater than $500)				
6) Supplies (disposable items and reagents)				
7) Animal Cost (list only net cost if animals will be salvaged)				
8) Animal Care (per diem care, housing, and feed)				
9) Shipping, Handling, Mailing Expenses				
10) Other expenses (list)				
11) Indirect Cost Recovery (NPB does not pay ICR, please contact NPB with questions)				
12) TOTAL				

Explanation (if req'd):

1. **Budget for Project** – (single space) **see template previous page**
   Overhead and indirect costs are typically NOT covered by Checkoff research funds. Graduate student support, student and other hourly labor, and post-doctoral support will be allowed. Partial support for principal investigators (PI) on less than a 12-month salaried appointment will be allowed if a detailed budget narrative addressing the amount of requested support in relation to the PI project time commitment justifies the expense. Equipment, except for disposable equipment such as test tubes, etc., is not allowed unless explained in the proposal, included in the budget and approved in advance by the Board.
   Budget format –
   a. Costs MUST be indicated in a 3-column format with National Pork Board, University, and Total columns.
   b. Other funding requested or anticipated in support for this project must be indicated in an additional budget column.
   c. If preparing a budget for a multiyear project, please include columns for **each** year of funding, even if only requesting one year of funding at this time.

2. **Literature Review** - Current status of problem – brief literature review.

3. **Related Research by Principal Investigators** – Describe earlier related research in this area or closely related field by principal investigator (not more than five citations).

4. **Project Objectives** - list multiple objectives separately and explain clearly the research questions to be answered

5. **Procedures to achieve these objectives** - include details of Experimental Design and Methods. Discuss and reference all assays, procedures, and statistical tests used in the study. Document demonstrated expertise with proposed lab procedures.

6. **Description of Quality Assurance/Quality Control Plan -** QA/QC basically refers to all those things good investigators do to make sure their measurements are right on (accurate; the absolute true value), reproducible (precise; consistent), and have a good estimate of their uncertainty. In the regulatory arena, this aspect of data collection is as crucial to the final outcome of a confrontation as the numbers themselves. It specifically involves following established rules in the field and lab to assure everyone that the sample is representative of the site.

7. **Schedule/timeline for proposed research.**

8. **Value of proposed research** to the swine industry and relevance to producer priorities (one paragraph).

9. **Certification -** most institutions require approval of proposals before submission. Please indicate this step has been completed by supplying the names, title, e-mail address and phone number of the personnel from the grants office, college and department who have approved your proposal for submission. **PROPOSALS MAY BE REJECTED IF THIS INFORMATION IS NOT INCLUDED.**

10. **Brief description of plans to disseminate project results to appropriate audiences.**

11. **Letters of cooperation from project co-investigators and other collaborators**.

12. **Curriculum Vita** for the primary investigator and each co-investigator - two pages each