

REQUEST FOR PROPOSALS
To the Nebraska Dry Bean Commission
For FY 2023-2024 Funding (July 1, 2023 to June 30, 2024)

UNL Proposal Receipt Deadline: January 12, 2022 by 5:00 PM CT

Note: The UNL deadline is designed to provide time to review and compile the proposals prior to the NE Dry Bean Commission deadline of January 19, 2023.

Proposal Submission Process:

- Investigators should work with their grant business support to submit the proposal to IANR Finance and Personnel (IANR F & P) via NUgrant.
- The final proposal document should be uploaded to NU grant as a single PDF file.
- Investigators should confirm that they have an active interest and Outside Activity Reporting Form (IOARF) in NUgrant.
- Proposals must be approved in NUgrant by all investigators and Unit Administrators before 5:00 pm, Central Time, January 12, 2023.
- An email must be set to: financeandpersonnel@unl.edu before Proposal Receipt Deadline, to notify IANR F&P that a proposal has been submitted in NUgrant. The following information must be included in the email:
 - Commodity Board Name
 - PI Name
 - Title of proposal
 - NUgrant form ID#
- An electronic version of all submitted proposals and supporting documents will be provided to the Nebraska Dry Bean Commission by the Agricultural Research Division (ARD)
- Do not submit proposals directly to the Nebraska Dry Bean Commission

Proposal Submission Guidelines

- **General Information**
 - Proposals should be no more than five (5) pages in length.
 - Proposals involving a team or a multiple disciplinary approach are encouraged.
 - IF your project is a NEW project, NDBC would appreciate a short video be sent to NDBC describing the benefits to the Nebraska dry bean industry or how the proposal will directly benefit dry bean producers. {If possible, in layman's terms}. Please submit the video to csnyder2@unl.edu, do not submit through NUgrant. If your project has been funded in the past, a video is not necessary.
 - NDBC funds cannot be used to buy brick and mortar [buildings].
 - NDBC funds cannot be used directly or indirectly to influence state policy

Proposal Format:

Cover Page

- Use the Cover Page form in the Nebraska Dry Bean Commission RFP document.

Proposal Body

Proposals should contain a cover page, executive summary/abstract, project narrative limited to three (3) pages and must include;

- Name of commodity board receiving the application – **Nebraska Dry Bean Commission**
- Project Title – as listed on the cover page
- Project Year/Time Period. PI's need to indicate whether this is a new proposal or if it is a request for continuation of the next year in an existing project. If a continuation, include sequence; i.e. year 2 of 3 year project. PI's need to list the original total budget amounts for the start year, middle year, and last year in the original 2 or 3 year project. Extension Educators need to only indicate the fiscal year and time period of these one-year projects.
- Identify the Principal Investigator(s) or Extension Educator(s); Department or District Center; Phone number and Email address.
- Proposal Executive Summary – Brief and to the point.
- Description of the research project including research locations and experimental procedures.
- Statement about the novelty of the research relative to prior published research and prior/ongoing NDBC funded research.
- Clear and concise set of project metrics, economic impact on dry bean farmers and performance measures, milestones and deliverables, including:
 - Key Performance Indicators (KPIs) or performance metrics and how those will be measured.
 - An analysis and/or description of program/project economic impact, significance to dry bean farmers, and return on the dry bean checkoff investment.
- Technology Transfer and how the results of the project will be shared to the producers and other dry bean industry members in Nebraska.

Bio-Sketch (2-page max) & Current and Pending Form

- A Bio-Sketch and Current And Pending Form are required for each PI or co-PI submitting a proposal. Please submit them as separate documents from the proposal documents. If submitting more than one proposal, only submit one Bio-Sketch and one Current and Pending form.

Video (Optional)

- Non-technical video less than 3 minutes in length highlighting the importance of the project to the Nebraska dry bean industry and why it should be funded.

Budget

Use the Proposal Budget form included in the Nebraska Dry Bean Commission document

- Funding is based on a reimbursement of expenses as outlined in the proposal (documentation of all expenses must be submitted to receive reimbursement). Therefore, a detailed budget information is required for each line item. Project funding is granted on a year-by-year basis.

Fringe benefits are budgeted as follows:

- 30%, 40% or 50% - Full-time positions
- 38% plus health insurance for Graduate Students
- 0%- for Undergraduates

F&A costs are not allowed by Commodity Boards, Institutional Investment is not to be quantified on the budget form.

For Administrative Use	PROPOSAL BUDGET	
Effective Dates		
PRINCIPAL INVESTIGATOR(S):		
PROJECT TITLE:		
PROPOSED BUDGET SUMMARY See Narrative Below	FUNDS REQUESTED FOR FY FY	
	Year 1	Year 2
A. SALARIES AND WAGES Commodity Board usually does not pay the cost for Project Investigators		
1. Senior Associates		
2. Research Associates – Post doctorate		
3. Other Professionals		
4. Prebaccalaureate Students		
5. Secretarial – Clerical		
6. Technical, Shop, Other		
7. Graduate Students		
B. FRINGE BENEFITS		
1. Faculty & Staff @ 30%, 40% or 50%		
2. Grad Student: Tuition \$341/credit hr plus Health Ins. (\$2,958)		
C. NON-EXPENDABLE CAPITAL EQUIPMENT (\$5,000 or more; more than 2 years use)		
D. TRAVEL	Domestic	
	Foreign	
E. ALL OTHER DIRECT COSTS - Materials & Supplies, Subcontracts, Publication Costs, etc. (Budget Narrative should list these individual items and dollar amounts separately)		
F. TOTAL AMOUNT OF THIS REQUEST		
INSTITUTIONAL INVESTMENT: The University of Nebraska-Lincoln is committed to providing Institutional resources necessary to successfully implement and complete this project.		

BUDGET NARRATIVE:

- A. Salaries & Wages*
- B. Fringe Benefits*
- C. Non-expendable Capital Equipment*
- D. Travel*
- E. All Other Direct Costs*