

REQUEST FOR PROPOSALS
To the Nebraska Dry Pea & Lentil
For FY 2024-2025 Funding (July 1, 2024 to June 30, 2025)

UNL Proposal Receipt Deadline: Monday, January 29, 2024, by 5:00 pm (CST).

Note: The UNL deadline is designed to provide time to review and compile the proposals prior to the NE Dry Pea & Lentil Commission deadline of Monday, February 5, 2024.

Proposal Submission Process:

- Investigators should work with their grants business support to submit the proposal to IANR Finance & Personnel (IANR F&P) via NURamp.
- The **final** proposal document should be uploaded into NURamp **as a single PDF file**.
- Investigators should confirm that they have an active COI/COF Disclosure Form (Conflicts of Interest /Conflicts of Commitment) in NURamp.
- Proposals must be approved in NURamp by all investigators and Unit Administrators before 5:00 pm, Central time, **Monday, January 29, 2024**.
- An email **must** be sent to: financeandpersonnel@unl.edu before Proposal Receipt Deadline, to notify IANR F&P that a proposal has been submitted in NURamp. The following information must be included in the email:
 - Commodity Board Name
 - PI Name
 - Title of proposal
 - NURamp form ID#
- An electronic version of all submitted proposals and supporting documents will be provided to the Dry Pea & Lentil Commission by ARD.
- **Do NOT submit proposals directly to the Nebraska Dry Pea & Lentil Commission**

Checkoff Board Specifics:

- The Nebraska Dry Pea & Lentil Commission invests the excise tax levied at the point of first sale.
- The Nebraska Dry Pea & Lentil Commission is interested in funding dry pea & lentil related research projects for the 2025 fiscal year.
- The Nebraska Dry Pea & Lentil Commission has identified five priority areas for FY 2024 - 2025. Projects will be evaluated upon their ability to contribute to the achievement of these specific areas:
 - Research
 - International Marketing
 - Domestic Marketing
 - Policy Development
 - Publicity and Education

Proposal Submission Guidelines:

- **General Information**

- Proposals should be no more than five (5) pages in length.
- Proposals if awarded may be subject to share licensing fees or royalties.
- Proposals in the form of a contract will not be accepted.
- Proposals involving a team or a multiple disciplinary approach are encouraged.
- NDPLC funds cannot be used for facilities and administrative costs (overhead).
- NDPLC funds cannot be used to buy brick and mortar (buildings).
- NDPLC funds cannot be used directly or indirectly to influence state policy or candidates for office.
- NDPLC projects may be subjected to a peer review process.

Proposal Format:

- **Cover Page**

- **Title of Project:** The name of the project.
- **Type of Project:** Indicate which of the five Nebraska Dry Pea & Lentil Commission funding areas the proposal addresses. Check only one area.
- **New or Renewal:** Indicate if the project is new or a renewal of a previously funded Nebraska Dry Pea & Lentil Commission project.
- **Total Amount Requested:** Funding amount being requested.
- **Project Duration:** Indicate the length of the project up to twelve (12) months and indicate the proposed start and end dates. The proposal start date cannot be before July 1, 2024.
- **Project Coordinator Name, Address, Phone, Fax, and E-mail:** This is the person who will serve as the primary contact and manager on the project. In addition, this person will be responsible for submitting necessary project and financial reports. Be sure to include phone, fax, and e-mail.
- **Organization Name, Address, Phone, Fax, and E-mail:** This is the organization that will administer the project budget if the proposal is funded.
- **Additional Participating Institutions:** If additional organizations or institutions will be participating on the project, list the key individuals and provide complete contact information.

- **Body of Proposal**

- **Project Abstract:** This will be a brief summary (150 words or less) of the proposal which should include a description of the project and the proposed research methods.
- **Project Outcomes:** Provide a narrative that lists the projects outcomes (knowledge or actions) as a result of the project.
- **Method or Approach:** Describe how the project will be implemented, including the general approach, activities, methods, and project inputs.

- **Relevance:** Describe how the project will solve a problem or address and issue of significance to the Nebraska Dry Pea & Lentil Commission.
 - **Impact:** Tell who will benefit from the project and how.
 - **Method Suitability:** Explain why the project's approach or methodology is appropriate, as well as how it is better than other methods.
- **Budget**
 - Include a budget total which shows anticipated expenditures for the following general categories: personnel salaries, equipment, supplies and materials, travel, other direct costs (honoraria or other payments to project participants other than those included in salaries), indirect costs, and any other categories that will help reviewers get a feel for how you plan to use the Nebraska Dry Pea & Lentils Commission funds. The reviewers want to know how much the project will cost and how you expect to allocate funds. There is no matching funds requirement for this grant program.
 - Project Budget, by category of expense. Use the Commodity Board budget form included with these guidelines (Pages 4-5).
 - When entering budget in NURamp for single or multi-year projects, only current year request should be entered. If an old form is used, the proposal will be declined during NURamp routing. Revised proposal will be accepted via NURamp if approved before Proposal Receipt Deadline.

Fringe benefits are budgeted as follows:

30%, 41% or 52% - Full-time positions

Tuition \$353/credit hr plus Health Ins. (\$3,205) and 8% FICA & Work
Comp 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.

Proposal Evaluation Process:

- Any proposals requesting over \$1,500 require Commission approval.
- Any proposals requesting over \$2,500 require a two reading process.
- First round reading of all proposals begins in February.
- Second reading takes place in June.
- Funding announcements are made in June.
- Contracts will be prepared for review by the Attorney General's office in June before being emailed via DocuSign to funded organizations in July.

Reporting Notifications/Requirements

- Faculty who are awarded funding can be requested to make a brief verbal project report to the Commission during and after the fiscal year for which funding is granted.
- Awarded faculty will be required to submit a research project report due August 15th annually.

If you need additional information or have questions regarding the Nebraska Dry Pea & Lentil Request for Proposal guidelines, please contact Dr. Héctor L. Santiago, ARD Assistant Dean (hsantiago@unl.edu) or Jen McMahon, Data Management Specialist (jmcmahon10@unl.edu), or by phone at (402) 472-2045. For specific Nebraska Dry Pea & Lentil questions, please contact Royce Schaneman, NDPLC Executive Director by email at wheat.board@nebraska.gov or by phone at (402) 471-2358.

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 <i>Commodity Board usually does not pay the cost for Project Investigators</i>		
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%, 41% or 52%		
2. Grad Student: Tuition \$353/credit hr plus Health Ins. (\$3,205) & 8% FICA + Work Comp		
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*