Funding for Animal Health projects (individual investigator or multidisciplinary) is available for the period October 1, 2019 – September 30, 2020.

**New this year**
The 250-word Summary and the “Background and justification” section have been revised to align with sections in USDA’s electronic reporting site, REEport (Report, Extension, and Education). REEport replaced CRIS in 2013 and is used for approving and annual reporting for all NIFA and capacity grants.

**Submission deadline**
Proposals are due to the WAES office via WISPER by **4:30 p.m. (CDT) Friday, November 2, 2018**. Requests for time extensions will not be granted and proposals received after the deadline will not be accepted.

**For more information or assistance contact**
Jenny Dahlberg, Dean’s Office, School of Veterinary Medicine. 608-890-2407
jenny.dahlberg@wisc.edu

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**Capacity Grants**

USDA NIFA (National Institute of Food and Agriculture) provides support for research and extension activities at land-grant institutions through grants awarded on the basis of statutory formulas. The formulas are composed of a base grant (equal to all states) plus two proportions: rural population of the state relative to the nation, and farm population of the state relative to the farm population of the nation. Legislative mandates for capacity grant funding include the Hatch Act of 1862, McIntire-Stennis Act of 1962 and the Animal Health and Disease Research Program. (The Congressional Acts can be found in Appendix A.) Receipt of federal capacity funds is contingent on a 1:1 match by the state. Note that in the language of USDA and U.S. land grant universities, “capacity funds” = “formula funds”, and these are sometimes referred to generically as “Hatch funds”. These funds are administered through the *agricultural experiment stations* (Box 1) located at land-grant universities across the nation. (Note: the UW-CALS Agricultural Experiment Station is a virtual entity established to administer federal formula funds and advance agricultural research; it should not be confused with the UW-CALS *Agricultural Research Stations*, the system of physical research stations located across the state of Wisconsin to promote research, education and outreach in agriculture.)

Unlike most land-grant universities, where capacity funds are allocated primarily to support the salaries of faculty in colleges of agriculture, UW-Madison distributes most of its funds via an internal competitive grant process.

**Wisconsin state priorities**

USDA requests that states draw on stakeholder input to help direct use of capacity funding. The following is a compilation of current needs and interests within the state. (Note: Research proposals from all topic areas will be considered, and ranked according to the criteria provided in this call for proposals. The following list is not exhaustive.) Ideally, proposals should address one of the priorities for Wisconsin in addition to one of the Eight National Priority areas.

1. Mechanisms of pest and pathogen resistance and safe and effective control, with minimum effects on environmental quality and human health.

2. Effects of change in global climate, population pressures, or public policy on agricultural production, environmental resources, ecosystem management, and future land uses.

3. Identification of socioeconomic or other forces that shape the viability of Wisconsin industries and employment including agriculture, bio-based industry, forestry, wildlife management, recreation, and other land uses.

4. Research on food safety, nutritional health, environmental protection, and biotechnology and on providing information on dietary choices, lifestyle and community decisions.

5. Sustainable agricultural and forestry production and processing systems that provides improved food safety and security, environmental protection, economically viable communities, protection of public goods, and human well-being. This need requires an understanding of basic life processes and model plant/animal systems in order to manage biotic systems for human use.

6. Research and development related to agricultural processes with the potential to enhance the productivity and quality of livestock and food and bio-fuel crops in a sustainable manner.
Proposal Review Process
The review process will occur between November 2018 and January 2019, with funding decisions to be announced in February 2019.

Instructions for reviewers
Reviewers are asked to critique and evaluate proposals in a constructive manner, identifying both strengths and weaknesses. Reviews should be concise and address each of the following:

- An evaluation of the scientific significance of the objectives and alignment of project goals and funding source (appropriateness of the research problem to the Congressional Acts, USDA’s Eight National Priorities and USDA’s Knowledge Areas). The criterion of appropriateness is equally important to scientific merit and PI record of achievement.
- A judgment of the potential for addressing Wisconsin problems.
- An evaluation of the research team’s ability to accomplish the stated objectives, and the match between these objectives and available resources.

Timeline of review

- Copies of the proposal are sent to two members of the RAC and two ad hoc reviewers. Each will prepare a written review of the proposal, and rank it on a scale from excellent to unacceptable. The completed reviews are forwarded to the WAES office.
- Prior to a meeting of the RAC, the primary and secondary reviewer receive copies of all reviews to facilitate leading the discussion on their assigned proposals.
- At the panel meeting, the primary reviewer gives a brief description of the proposal, the principal investigator's background, and his or her assessment of the proposed research. The secondary reviewer will provide his/her evaluation and raise any points that may have been overlooked. In areas where the RAC has insufficient expertise in the proposed research, an ad hoc reviewer may be selected as a primary or secondary discussant. The primary reviewer provides remarks from ad hoc reviewers, and clarifies any confusing issues.
- After the RAC discusses a proposal, it is ranked for funding. This process provides for ranking reconsideration as other proposals are reviewed and ranked. After ranking of all proposals, RAC members will review the compiled list to modify any inappropriate placements. The prioritized list is then submitted to the Associate Dean for Research. Approximately 50% of proposals are anticipated to receive funding approval.
- The primary reviewer for each proposal prepares a summary of all reviewer and RAC comments. Individual reviews and the summary will be forwarded to applicants.

Funding approvals
Awards require two approvals before funding will be released: UW-Veterinary Medicine and USDA. Funding for each year of a project is contingent on the Federal Budget Resolution.
Proposal Submission
Proposals must be submitted via WISPER. To be accepted, proposals must have all approvals (Chair/Administrator/Co-PIs) and include the full proposal with budget worksheets. The document type (WISPER) must be “Hatch” and be routed to Casey Hillmer.

New faculty are encouraged to discuss research ideas with, and have proposals reviewed by, their mentor committees prior to submission.

Proposal format
A project worksheet can be found at: http://waes.cals.wisc.edu/application-process/budget-worksheet-guide-21/ for entry of items 1-4 below:

1. **Cover page and 250-word summary (Excel tab “cover page”)**
   The proposal cover page must provide the following information: sponsor type, informative title, one or more USDA national priorities, Knowledge Area codes, names of participating faculty, and a 250-word summary of the work undertaken. The non-technical summary should address the importance of the project, major objectives, the basic methods used to collect and produce data, and the ultimate goals and impacts the project endeavors to achieve. The project title and PI name will automatically carry forward onto templates for subsequent years.

2. **Reviewer names (Excel tab “reviewer names”)**
   Provide names and contact information (department and email address) for at least three independent reviewers that are qualified to review this proposal. They should have no conflicts of interest with the proposal PIs. (For this proposal competition, a conflict of interest constitutes anyone with whom the applicant has collaborated or published research in the previous three year period.) You may also provide names of reviewers whom you would prefer not to review this proposal and indicate why.

3. **Budget worksheets (Excel tab “Year 1-4”)**
   A budget worksheet must be completed for each year of funding requested and include:
   
   1. The RA stipend and fringe rates on the forms are automatically entered for all years. The fringe rates should remain at the current rate across all years. No tuition remission is allowed for these budgets.
   
   2. A budget description regarding the supplies and travel should be entered in the box entitled “details”. If the total project costs exceed those allowable under the budget guidelines (see table, page 7), explanation regarding the source of complementary funding must be included in these details.

4. **Research timeline (Excel tab “project timeline”)**
   The project worksheets include a separate page displaying a timetable. Use this template to show the anticipated timeline for the major activities of the project.

Previous Results
The PI should provide a clear statement of the results of his/her current or most recent Animal Health support and include information on how that support has benefited his/her overall research program.
Projects with an applied emphasis should provide evidence of current or future impacts on society. An additional page can be used for each co-PI, if he/she has had recent Animal Health support.

**Project narrative**

**Note:** Project narratives should be prepared in a 12-point font, single-spaced, with standard 1 inch margins, and not exceed 8 pages, exclusive of references.

1. **Introduction**
   
   Briefly introduce the subject of the research, placing it into disciplinary context. Provide a clear, concise purpose statement of the proposed research program. *For resubmitted proposals, indicate how previous reviewer comments were addressed in developing the revised proposal.*

2. **Background and justification**
   
   Provide sufficient literature review to explain the proposed research (what is known; what is not known) and why it is relevant and important to U.S. and Wisconsin agriculture and/or forestry. Specify the fit of the proposed work to one or more of USDA’s formal Knowledge Areas. (The Knowledge Areas are described in the Manual of Classification for Agricultural and Forestry Research, Education, and Extension (Revision VIII): [http://cris.nifa.usda.gov/manual.html](http://cris.nifa.usda.gov/manual.html))

   The PIs bear the responsibility for convincing reviewers that their project should be funded relevant to the specified Knowledge Area. Explain how the research will advance scientific knowledge and public welfare, as well as how the goals will produce an outcome, defined as a measurable change of state in knowledge, action or condition. (A change in knowledge is a breakthrough understanding in scientific knowledge. A change in action occurs when a target group alters its behaviors or practices based on results from the project. A change in condition occurs when results from the project contribute to a change in a condition of societal concern, such as awareness level.)

   Example: The research produced a change in condition in how consumers perceive fruit such that nutrition is improved and obesity rates decline, etc.

3. **Objectives/hypotheses**
   
   Provide clear, complete, and logically organized statements of the specific objectives to be pursued, or hypotheses to be tested.

4. **Experimental approach**
   
   Describe the working plans and methods to be used in pursuing each of the stated objectives. Methods should correspond to specific objectives and follow the same order. Provide clear experimental designs and appropriate statistical analyses for data to be collected. This section should be written in language clear to a scientifically literate reviewer whose expertise is other than the proposed work. Location of the work and the facilities and equipment required should be indicated. Methods to avoid obvious pitfalls should also be noted. An explanation should be provided detailing how the appropriate audience will be informed of results, and, whether that audience is other scholars, extension agents, farmers, etc.

5. **Management plan**
   
   For proposals with multiple investigators, include a plan for research coordination and a detailed
allocation of project activities and budget items among the investigators.

6. **References**
   Provide a complete citation for each of the references cited in the proposal.

**Curriculum Vitae**
A two-page CV for each investigator, focusing on employment history, professional training, honors, awards, and key publications, should be provided.

**Letters of Support**
Include letters of support from collaborators, indicating their agreement to participate in the project. (Note: co-investigators/co-PIs are not considered “collaborators”.)

**Current and Pending Funding**
The principal investigator and all co-PIs should provide a summary of other current or pending funding. The summary should include PI(s), project title, funding source, dates of funding period, and amount of award. Where there is any conceivable overlap between these projects and the current proposal, the nature of that overlap should be explained here.

**Compliance**
Indicate whether the proposed work will be covered by an approved protocol (e.g., animal use).

**Policies and Procedures**
Hatch, Animal Health and McIntire-Stennis (capacity) funded projects are subject to the provisions of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. In addition, capacity funding must be spent in accordance with the rules and regulations set forth by the University of Wisconsin, by the State of Wisconsin and Wisconsin Agricultural Experiment Station. See Appendix C for the Wisconsin Agricultural Experiment Station policies.
Appendix A-Congressional Act

Animal Health and Disease Research Program
Section 1433 of Subtitle E (Sections 1429-1439), Title XIV of Public Law 95-113 (7 U.S.C. 3191-3201), as amended, 1981.

SEC. 1429. “It is the purpose of this subtitle to promote the general welfare through the improved health and productivity of domestic livestock, poultry, aquatic animals, and other income-producing animals which are essential to the Nation’s food supply and the welfare of producers and consumers of animal products; to improve the health of horses; to facilitate the effective treatment of, and, where possible, prevent animal and poultry diseases in both domesticated and wild animals which, if not controlled, would be disastrous to the United States livestock and poultry industries and endanger the Nation’s food supply; to minimize livestock and poultry losses due to transportation and handling; to protect human health through control of animal diseases transmissible to humans; to improve methods of controlling the births of predators and other animals; and otherwise to promote the general welfare through expanded programs of research and extension to improve animal health.”
## Appendix B- WAES Policies

Available online at: [http://waes.cals.wisc.edu/award-management/policies/](http://waes.cals.wisc.edu/award-management/policies/)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>POLICY</th>
<th>COMMENT</th>
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<tbody>
<tr>
<td>Appointments</td>
<td>• Project Assistants, Post-Docs, and Technicians are <strong>Typically Unallowable</strong> on Formula grants.</td>
<td>Individuals paid on a Formula Grant project, MUST be working on that project. Justifications may be requested at any time.</td>
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<td></td>
<td>• Faculty or Academic Staff appointments are Unallowable on Animal Health grants.</td>
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<tr>
<td>Binding (Thesis)</td>
<td>• <strong>Unallowable</strong></td>
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<td>Books</td>
<td>• <strong>Allowable</strong> only if directly related to research</td>
<td>Prior approval and strong justification required. Submit requests, with justification, to <a href="mailto:waes@cals.wisc.edu">waes@cals.wisc.edu</a> and include identification of matching funds (amount and Fund-Project number) for the purchase.</td>
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<td>• <strong>Prior Approval Needed</strong> from WAES</td>
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<tr>
<td>Capital Equipment $5,000 and over</td>
<td>• <strong>Prior Approval Needed</strong> from WAES</td>
<td>Submit requests to <a href="mailto:waes@cals.wisc.edu">waes@cals.wisc.edu</a>. Include a rebudget request, justification, and identification of matching funds (amount and fund-account number) for the purchase.</td>
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<td></td>
<td>• Equipment purchases in the last year of a project are <strong>Allowable</strong>, but require strong justification</td>
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<td></td>
<td>• See RSP definition of <strong>equipment</strong>.</td>
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<tr>
<td>Carryover of Unobligated Funds</td>
<td>• <strong>Unallowable</strong> for Formula Grant awards.</td>
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<tr>
<td>Cell Phones or Related Charges</td>
<td>• <strong>Unallowable</strong></td>
<td>If items are <strong>crucial</strong> in order to carry out the project, an exception may be made. Submit a request, with strong justification.</td>
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<tr>
<td>Change in Scope/Objectives</td>
<td>• <strong>Prior Approval Needed</strong> from USDA</td>
<td>Request must be initiated by PI, signed by PI and department chair, and submitted to <a href="mailto:waes@cals.wisc.edu">waes@cals.wisc.edu</a>.</td>
</tr>
<tr>
<td>Change in PI</td>
<td>• <strong>Prior Approval Needed</strong> from USDA</td>
<td>Request must be initiated by PI, signed by PI and department chair, and submitted to <a href="mailto:waes@cals.wisc.edu">waes@cals.wisc.edu</a>.</td>
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<tr>
<td>Computer Access Charges</td>
<td>• <strong>Typically Unallowable</strong></td>
<td>Exceptions require prior approval and strong justification. Submit requests, with justification, to <a href="mailto:waes@cals.wisc.edu">waes@cals.wisc.edu</a>.</td>
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| Computer/Printer Purchases (Including iPads/Tablets) *Hardware Only* | • One computer and printer over the life of a project are **Allowable**, if required to conduct the research.  
• Formula funds can be used to fund up to 50% of the total purchase price.  
• Computer/printer purchases are **Unallowable** in the last year of a project. | **All requests to purchase computers/printers using Formula funds require prior approval from WAES.**  
Submit requests to waes@cals.wisc.edu. Requests should include justification of need, request to rebudget (if required), and identification of matching funds (amount and Fund-Project number) for the purchase. Upon approval, a requisition can be processed. |
| --- | --- | --- |
| Computer/Printer Accessory Purchases | • **Unallowable** | If items are **crucial** in order to carry out the project, an exception may be made. Submit a request, with strong justification, to waes@cals.wisc.edu.  
Items considered accessories include, but are not limited to: software, memory (RAM), hard drives, DVD burners, and projectors.  
Projector requests must provide identification of matching funds (amount and Fund-Project number) for the purchase. |
| Copy/Printing Costs | • Up to $400/year is **Allowable**, for research-related copy costs only (print cards, copy chargebacks, etc). | If there is need to exceed the maximum, prior approval is required. Submit requests, with justification, to waes@cals.wisc.edu prior to exceeding the maximum. |
| Equipment under $5,000 | • **Prior Approval Needed** from WAES  
• Equipment purchases in the last year of a project are **Unallowable**.  
• See RSP definition of “equipment” | Submit requests, along with justification, to waes@cals.wisc.edu and include identification of matching funds (amount and Fund-Project number) for the purchase. |
| Human Subject Incentive Payments | • **Allowable** with justification  
• Gifts are **Unallowable** | Submit requests, along with justification, to waes@cals.wisc.edu |
| Pre-Spending | • **Unallowable** | Occasionally, a PI may be permitted to expend funds prior to official USDA CRIS proposal approval. If the proposal is not approved by USDA CRIS, expenditures incurred become the responsibility of the PI and must to be transferred to an unrestricted funding source immediately. |
| **Publication/Distribution Costs** | • **Allowable** if directly related to the project | Expenses associated with editorial assistance are considered legitimate publication costs.  
*All publications must include acknowledgement of USDA support. See [Formula Grants FAQ](#) for required acknowledgement statement.* |
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<td><strong>Purchasing Card/Direct Charges</strong></td>
<td>• <strong>Allowable</strong> with detailed documentation, including date(s) of service, item description, and cost.</td>
<td>Submit allowable charges to your <a href="#">departmental contact</a>.</td>
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| **Rebudgets** | • **Prior Approval Needed** from WAES for Research Assistant rebudgets.  
• Supplies, travel and LTE can be rebudgeted amongst each category  
• Fringe and Capital Exercise amounts cannot be rebudgeted to other categories | During the lifetime of the award, up to 25% of RA allocation and fringe can be rebudgeted to other categories (other appt types, supplies, travel and LTE) See [WAES Receipt and Rebudget Submission Procedures](#) for additional rebudget policy information. Submit requests to Casey Hillmer at: [casey.hillmer@wisc.edu](mailto:casey.hillmer@wisc.edu). |
| **Research Assistant Appointments** | • Up to one 50% Research Assistant per month **Allowable**  
• **Prior Approval Needed** for deviations. | Exceptions require prior approval and strong justification. Submit exception requests, with justification from the principal investigator, to [casey.hillmer@wisc.edu](mailto:casey.hillmer@wisc.edu). Expenditures are not allowed until a request has been approved. |
| **Research Assistant Appointment Rebudgets** | • **Prior Approval Needed** from WAES for Research Assistant rebudgets. | During the lifetime of the award, up to 25% of RA allocation and fringe can be rebudgeted to other categories (other appt types, supplies, travel and LTE) See [WAES Receipt and Rebudget Submission Procedures](#) for additional rebudget policy information. Submit requests to Casey Hillmer at: [casey.hillmer@wisc.edu](mailto:casey.hillmer@wisc.edu). |
| Research Related Supplies | • General office supplies are **Unallowable**  
• Supplies related to direct research costs approved in the original proposal are **Allowable** | If there a need to exceed the maximum, prior approval is required.  
Submit requests, with justification, to **waes@cals.wisc.edu** prior to exceeding the maximum. |
| Subscriptions/Memberships | • **Typically Unallowable**  
• Subscriptions directly related to the research that provide datasets available only to subscribers may be **Allowable**.  
• Professional memberships are **Unallowable** unless required in order to purchase a subscription meeting the above criteria. | Submit requests, with justification, to **waes@cals.wisc.edu** |
| Telephone or Communications Charges | • ONLY telephone charges related to the Formula Grant are **Allowable**.  
• All other types of telephone and line rental costs are **Unallowable** and should be treated as indirect costs (F&A), per OMB Circular A-21 guideline F.6.b.(3) and J.18.a (4). | Allowable telephone charges are processed via non-salary payment transfers.  
Submit a **non-salary transfer form** and a copy of the phone bill with calls related to the project highlighted to your departmental contact. |
| Travel | **Data Collection** • **Allowable** for data collection in and out of state | Justification of travel is required when submitting documentation/receipts for review and approval. |
|  | **Conference Travel** • **Allowable** for PI and RA only if presenting research results are directly related to a Capacity Grant | Conference materials should acknowledge NIFA support. |
|  | **Multi-state Travel** • **Allowable** for 2 appointed WI representatives attending annual Multi-state meeting. | Substituting a WI representative for Multi-state travel requires prior approval from WAES. Submit requests to **casey.hillmer@wisc.edu** |
| Tuition Remission | • **Unallowable** |  |
| Vehicle Maintenance and Repair Costs | • **Typically Unallowable** | Exceptions require prior approval and strong justification. Submit requests, with justification, to **waes@cals.wisc.edu**. |