

# FY2025 AAES-ARES INTERNAL GRANTS PROGRAM

ALABAMA AGRICULTURAL EXPERIMENT STATION (AAES)  
AGRICULTURE RESEARCH ENHANCEMENT & SEED FUNDING PROGRAM (ARES)

## SUBMISSION DEADLINE

**Tuesday - July 9, 2024**

## PURPOSE

The Alabama Agricultural Experiment Station (AAES) at Auburn University was established in 1883 by an act of the Alabama Legislature to conduct scientific research that would advance Alabama's agricultural and forestry industries. AAES operations are supported with funding from the USDA-NIFA Hatch program and the State of Alabama. AAES researchers conduct innovative fundamental and applied (mission-oriented) research that supports the advancement of Alabama's agriculture and forestry industries and for the purpose of improving quality of life, health, and well-being of citizens and communities (including schools and workplaces) of Alabama and beyond.

**NOTE:** A key purpose of AAES funds is to enable faculty the opportunity to pursue novel investigative research and generate preliminary data and findings. Ideally, both your investigative topic and project scope can be expanded to a larger scale via the required federal grant application AU faculty have to submit to federal funders during Year #1 of this program.

## FUNDING CATEGORIES & SUPPORTING INFORMATION

AgR-SEED and PAR initiatives are targeted at new researchers or those changing direction or developing new areas of research. They are not intended to be ongoing or continuous program support. The goal of both initiatives is to allow researchers to obtain data and expertise necessary to compete for extramural grants. Select one of the funding initiatives below that best suits your needs.

**Funding initiatives and amounts for FY 2025 AAES/ARES programs include:**

Initiatives	Length	Funding Request Limit
Agricultural Research Enhancement, Exploration and Development <b>(AgR-SEED)</b>	2 years	<b>\$50,000 max request*</b> (\$25,000 per year)
Production Agriculture Research <b>(PAR)</b>	2 years	<b>\$50,000 max request*</b> (\$25,000 per year)
AAES Equipment Funding Program <b>(Equipment)</b>	NA	<b>\$5,000 to \$50,000</b> will be accepted. ALL requests require a <b>1:1 match</b> . (NO waivers permitted.)

**\*NOTE - To receive Yr. 2 funding, the P.I. must submit evidence of submission or preparation of at least (1) competitive extramural grant proposal during the Yr. 1 timeframe.** (Results may still be "pending" by Yr. 2 renewal.)

## ELIGIBILITY

- The principal investigator (P.I.) and Co-P.I.(s) must have an AAES appointment, USDA-approved (or pending approval) Hatch project or serve as Auburn's Official Station Representative for a Hatch/Multistate project. (Membership alone in a multistate project is NOT sufficient for meeting this requirement.)

**NOTE -** Only AAES faculty members can be listed as P.I./Co-P.I. due to Hatch project requirements. Participating graduate students, postdocs, Extension agents, and other non-AAES personnel may be listed as "Other Key Personnel." Please do NOT list any faculty members with AAES appointments in the "Other Key Personnel" section.

- The P.I./Co-P.I.(s) must have submitted their 2024 Hatch or Hatch/Multistate project report in the REEport or NRS systems. The requirement of a Hatch project for faculty members hired within the last 12 months can be waived upon the approval of the department head. The PI should notify their department head who should email their request for waiver to the Associate Dean of Research & Associate Director of AAES (Dr. Arthur Appel) before a proposal is submitted.

**NOTE** - For faculty hired within the last 12 months, a waiver for this requirement will only ensure consideration of their proposal *by the evaluation panel*. If recommended for funding, the P.I./Co-P.I.(s) **must submit a Hatch project** in NRS before release of awarded funds are authorized.

- Investigators can be the lead P.I. on **only one proposal per year** (i.e., a faculty can serve as lead P.I. for an Equipment proposal, AgR-SEED proposal, or PAR proposal).
- Faculty members who previously received (as lead P.I. or Co-P.I.) an AAES grant (i.e., AgR-SEED, PAR, or Equipment grant), but have not submitted competitively reviewed proposal(s) for extramural funding as a lead P.I. or Co-P.I. (excluding Auburn University internal grants, commodity funding, and industry gifts) since their last AAES grant(s) **are not eligible for this competition**.

**NOTE** - Faculty members who successfully receive an AgR-SEED, PAR, or Equipment grant during this funding round (FY2025) or ANY AAES grant (as the **Lead P.I. or Co-P.I.s**) **will not be eligible** to submit a proposal to this program for the **next 3-years**.

## FORMAT & APPLICATION REQUIREMENTS

### All Proposal Format Guidelines:

- Margin: 1 inch at the top, bottom, left and right.
- Font size: minimum of 11 point.
- Spacing: single or double-spaced.
- Pages should be numbered, single-sided, and 8.5 x 11 inch sized.

## AGR-SEED FUNDING PROPOSALS

### AgR-SEED Proposals must include the following sections:

1. **Alabama Agricultural Experiment Station Hatch/Multistate Grant Proposal Cover Form** – signatures are needed on the cover form. The form is available at: <https://aaes.auburn.edu/wp-content/uploads/sites/2/sites/2/2022/05/Grant-Proposal-Cover-Form-AAES-2024.pdf>
2. **Project Summary/Abstract** – The Project Summary (limited to **one typed page**).
3. **Project Narrative (Project Description)** – limited to **10 single- or double-spaced pages, including figures and tables**. The page limit will be strictly enforced to ensure fair and equitable competition. Proposals that fail to comply with the page limit will be returned without review. The Project Narrative should consist of the following sections:

**A. Response to Previous Review** (if previously submitted) - This requirement only applies to Resubmitted Applications to the AgR-SEED program. P.I. must respond to the previous review panel summary on no more than one page, titled “RESPONSE TO PREVIOUS REVIEW.” When a Response to Previous Review is included in the Project Narrative, the page limitation is increased to 11 total pages to include the one-page response.

**B. Introduction** - The introduction should include a clear statement of the research question/problem, long-term goal(s), and supporting objectives or research questions of the proposed project. Summarize the body of knowledge or other past activities that substantiate the need for the proposed project. Describe ongoing or recently completed significant activities related to the proposed project, including the work of key project personnel. Include preliminary data/ information pertinent to the proposed research. All works cited should be referenced. This is the section to set the stage for your project, to answer a significant scientific question or to resolve a significant problem.

**C. Rationale and Significance** - Concisely present the rationale behind the proposed research project, the specific relationship of the project’s objectives to AAES mission and program areas, the potential long- term impact on improvement in and sustainability of U.S. agriculture, food and forestry systems, and the potential of this project to enhance future extramural grant applications. Use this section to make a case to reviewers why your research should be funded.

**D. Approach** - The activities proposed or problems being addressed must be clearly stated and the approaches being applied clearly described.

Specifically, this section must include:

- A description of the activities proposed and the sequence in which the activities are to be performed
- Methods to be used in carrying out the proposed project
- The feasibility of the methods, considerations of alternative methods and if the proposed method is state of the art
- Expected outcomes
- Means by which results will be analyzed, assessed, or interpreted, how results or products will be used
- Pitfalls that may be encountered and the alternative approaches to compensate for pitfalls
- Limitations to proposed procedures
- A full explanation of any materials, procedures, situations, or activities related to the project that may be hazardous to personnel, along with an outline of precautions to be exercised to avoid or mitigate the effects of such hazards
- A brief timeline of the proposed project

**E. Plans for securing extramural funding** - Leverage of extramural funding will be used as one of the key criteria in funding decisions. Provide a list of specific anticipated extramural funding opportunities to support continuation of the proposed research. This must include agency name, target program, anticipated RFA release, and estimated date for proposal submission by the team to the funding program.

- 4. Results from Prior AAES Support – 2-Page Limit per prior Award per P.I./Co-P.I.** If the P.I./Co-P.I. have received AAES support in the past five years, information on results from that prior funding is required. Required information includes year of previous AAES funding and dollar amount, publication list, patents, products, or other significant research output—as appropriate.
- 5. Leverage of Prior AAES Support – No Page Limit per P.I./Co-P.I.** AAES ARES is a seed funding program. An important measurement of its success is the leverage of additional funding from extramural sources. If the P.I./Co-P.I. have received AAES support in the past five years, please provide a list of extramurally funded projects with information on funding agency, funding period, and dollar amount of the grants/contracts (please do not list Auburn University intramural grants, commodity grants or industry gifts). Earmarked funding can be listed—but must be so noted. A separate list of proposals that were submitted to extramural sources, but were not funded, should also be included. This list should provide the name of each submitted proposal, the requested funding level, and the agency to which the proposals were submitted. Please include a statement on the link between the AAES seed grant(s) received by each P.I./Co-P.I. and each extramural proposal submitted (funded and unfunded). Note that leveraging of extramural funding is an eligibility requirement for participation in the AAES seed funding program.
- 6. References Cited – No Page Limit.** All work cited in the text, including that of key personnel, should be referenced in this section of the application. All references must be complete, including titles and all co-authors in a professional journal format, listed in alphabetical order, using the last name of the first author, or listed by number in the order of citation.
- 7. Facilities & Equipment – 2-Page Limit.** In addition to describing available equipment, list applicable items of nonexpendable equipment, and facilities in the outlying units that are necessary to conduct and successfully complete the project.
- 8. Budget** - Provide a budget for each year, use USDA standard format similar to: <https://aaes.auburn.edu/wp-content/uploads/sites/2/sites/2/2019/01/2-YearBudget.pdf>

**Appropriate Costs include:**

- Salaries and Wages
- Fringe Benefits (for FY 2024: 30.9% for full time employees, 10.7% for part time employees and 3.8% for Graduate Assistants., 0% for undergraduates)
- Materials and Supplies (including payment to human subjects)
- Travel directly relevant to proposed effort
- Equipment (total is limited to \$5,000)
- Publication Costs

- 9. Budget Justification – 2-page limit.** Provide a justification for budget requests.

**A.** Budget requests can be made for technical or postdoctoral salary support, graduate research assistantships, and undergraduate research support. AAES recognizes the importance of graduate and undergraduate training and encourages P.I.s to involve graduate and undergraduate students in agricultural research.

**B.** Request for summer salary for P.I.s on 9-month appointment is allowed only for the lead P.I. for up to one-month salary per year regardless of the number of collaborators; fringe benefits must be included for all salaries as appropriate. Salaries already supported by AAES funds cannot be charged to these projects.

**C.** Payments for various materials, chemicals, and supplies, travel directly related to the project, publication costs, and/ or equipment (up to \$5,000 total) can be requested.

**D.** Projects which will be conducted in one (or more) of the AAES Outlying Stations must include an appropriate budget for the specific station(s) to support labor, equipment, and supply costs at the station. The P.I. must list the station(s) and include a statement of support (letter or email) from the station's director.

**E.** Funds cannot be requested for indirect costs such as office supplies, phones, cell phones, internet service, subscriptions, memberships, laptop computers, iPads, software, desktop computers, or computer peripherals (e.g., printers, data storage, etc.).

**10. Functions of Key Personnel** – Clearly describe the roles and responsibilities of the P.I. and Co-P.I.s.

**11. Curriculum Vitae** – Provide a bio-sketch for each P.I./Co-P.I., **limited to two pages** in length excluding the publications list. The CV should be limited to presentation of academic and research credentials. Do not include meetings attended, seminars given, abstracts or personal data. The publications list shall include a chronological or reverse chronological list of all publications in refereed journals during the past four years. Please indicate with an (\*) publications that have resulted from previous AAES grants.

**12. Current and Pending Support Form for each P.I./Co-P.I.** – A template is available at: <https://aaes.auburn.edu/wp-content/uploads/sites/2/sites/2/2019/01/Hatch-Multistate-Support-Form.pdf>

**13. Collaboration** – Evidence such as letter(s) of support from Co-P.I.s and other collaborators only providing services or materials should be provided showing they have agreed to their assigned role in the project.

**14. Conflict of Interest List for each P.I./Co-P.I.** – You can provide an alphabetical list or use the USDA Conflict of Interest List Template that can be found with budget pages at: <https://nifa.usda.gov/resource/application-support-templates>

**NOTE** - *No additional materials, appendices, or supplementary documentation will be accepted.*

## PRODUCTION AGRICULTURE RESEARCH (PAR) FUNDING PROPOSALS

**PAR Proposals must include the following sections:**

**1. Alabama Agricultural Experiment Station Grant Proposal Cover Form**

(NOTE: Cover form is included in AAES email notification.)

**2. Non-Technical Summary (250 words)** - This should be written in plain, non-technical language. It is an opportunity to sum up the importance of your project in terms that general citizens can understand. It should cover three main points:

- What is the issue or problem being addressed and why?
- What methods/approaches will be used to collect data and inform target audiences?
- What are the expected outcomes/impact?

**3. Proposal Narrative** - This **should not exceed six (6) pages** (including figures and tables). The page limit will be strictly enforced to ensure fair and equitable competition. Proposals that fail to comply with the page limit will be returned without review. The narrative should include the following:

- Introduction and Problem Statement (including demonstration of stakeholder involvement and focus on immediate/near-term solutions)
- Objective and Rationale
- Approach
- Metrics to Measure Success and Outcomes/Impact
- Dissemination Plan
- Leveraging Plan (all proposals should include a plan for leveraging this seed funding).

**4. Efforts to Leverage Prior AAES Funding (no page limit)** - Like other AAES funding programs, PAR is a seed funding program. An important measurement of its success is the leverage of additional funding from extramural sources.

**Thus, PI's must demonstrate effort to leverage prior AAES funding including:**

**A.** If the P.I. has received AAES funding support (i.e., AgR-SEED/Hatch Funding Program, PAR, Equipment or Good to Great grants) in the past five years (i.e., since 2017), please provide a list of extramurally funded projects with information on funded project including title, Lead P.I., Co-P.I.s, funding agency, funding period, and dollar amount of the grants/ contracts (please do not list Auburn University intramural grants or commodity funding). Earmarked funding can be listed but must be so noted.

**B.** A separate list of proposals that were submitted to extramural sources (not including internal or commodity funding), but were not funded, should also be included. This list should provide information on each submitted proposal including title, Lead P.I., Co-P.I.s, funding agency, requested dollar amount, date submitted, and the outcome (including panel ranking). This information will be used to determine program eligibility (see Eligibility section).

- 5. References Cited (no page limit)** - All work cited in the text, including that of key personnel, should be referenced in this section of the application. All references must be complete, including titles and all co-authors in a professional journal format, listed in alphabetical order, using the last name of the first author, or listed by number in the order of citation.
- 6. Facilities & Equipment (no page limit)** - In addition to describing available equipment, list applicable items of nonexpendable equipment, and facilities in the outlying units that are necessary to conduct and successfully complete the project.
- 7. Functions of Key Personnel (no page limit)** - Clearly describe the roles and responsibilities of the P.I. and Co-P.I.s.
- 8. Budget** - Provide a budget for each year, use USDA standard format similar to <https://aaes.auburn.edu/wp-content/uploads/sites/2/sites/2/2019/01/2-YearBudget.pdf>.

**Appropriate Costs include:**

- Salaries and Wages
- Fringe Benefits (for FY 2024: 30.9% for full time employees, 10.7% for part time employees and 3.8% for Graduate Assistants., 0% for undergraduates)
- Materials and Supplies (including payment to human subjects)
- Travel directly relevant to proposed effort (\$0.655/mile for POV use.)
- Equipment (total is limited to \$5,000)
- AAES Outlying Station facility support (for projects which will be conducted in AAES Outlying Stations)
- Publication Costs

- 9. Budget Justification** - Provide a justification for budget requests.

**A.** Budget requests can be made for technical or postdoctoral salary support, graduate research assistantships, and undergraduate research support. AAES recognizes the importance of graduate and undergraduate training and encourages P.I.s to involve graduate and undergraduate students in agricultural research.

**B.** Request for summer salary for faculty on 9-month appointment is allowed only for the lead P.I. for up to one-month salary per year regardless of the number of collaborators; fringe benefits must be included for all salaries as appropriate. Salaries already supported by AAES funds cannot be charged to these projects.

**C.** Payments for various materials, chemicals, supplies, and travel directly related to the project, publication costs, and/or equipment (up to \$5,000 total) can be requested

**D.** It is expected that PAR projects will be conducted (at least in part) in an AAES Outlying Station. Projects which will be conducted in one (or more) of the AAES Outlying Stations must list the station director(s) as a collaborator and must include an appropriate budget for the station(s) to support labor, equipment, and supply costs at the station(s). Also, the P.I. must list the station(s) and include a statement of support (letter or email) from the station director confirming their participation in the development of the proposal and the agreed budget for the station.

**E.** Funds cannot be requested for indirect costs such as office supplies, phones, cell phones, internet service, subscriptions, memberships, laptop computers, iPads, software, desktop computers, or computer peripherals (e.g., printers, data storage, etc.).

- 10. Curriculum Vitae - A two-page biographical sketch** for each P.I./Co-P.I. (excluding publication lists) - limited to presentation of academic and research credentials. The publication list (no page limit) should be a chronological list of all publications in refereed journals during the past four years. Please indicate with an "\*" publications that have resulted from previous AAES grants.
- 11. Current and Pending Support Form for each P.I.** - A template can be found with budget pages at: <https://aaes.auburn.edu/wp-content/uploads/sites/2/sites/2/2019/01/Hatch-Multistate-Support-Form.pdf>.
- 12. Conflict of Interest List for each P.I.** - You can provide an alphabetical list or use the USDA Conflict of Interest List Template that can be found with budget pages at: <https://aaes.auburn.edu/wp-content/uploads/sites/2/sites/2/2019/01/HatchMultistateConflictForm.pdf>.
- 13. Collaboration** - Evidence such as letter(s) of support from collaborators (those not listed as P.I./Co-P.I.) only providing services or materials should be provided to show that the collaborators involved have agreed to render services. If a collaborator is playing an active role in the project, a senior/key person profile (biographical sketch, current and pending support) should be completed for the collaborator.

**NOTE** - No additional materials, appendices, or supplementary documentation will be accepted.

## AAES EQUIPMENT FUNDING PROPOSALS

Equipment grant proposals must include the following sections:

1. **Alabama Agricultural Experiment Station Grant Proposal Cover Form**  
<https://aes.auburn.edu/wp-content/uploads/sites/2/sites/2/2022/05/Grant-Proposal-Cover-Form-AAES-2024.pdf>
2. **Description/merit of the P.I.'s/team's research program (limit to 2 pages).**
3. **Need and justification for the equipment** - Present written justification for the need of the equipment or databases. Address how the equipment will be used to enhance your research or interdisciplinary research in the AAES (limit to 2 pages). Proposals
4. **Cost share amount and sources** - **A minimum of 50% cost share is required.** Funds from federal sources including funds from AAES Hatch grants cannot be used as part of the match.
5. **A letter signed by the P.I.'s department head/chair/director** or the Associate Dean for Research (ADR), certifying that the requested equipment or databases are not available for the P.I.'s use. For P.I.s hired in the last five years (i.e., since 2017), the letter should also confirm that the requested equipment or databases were not included in the P.I.'s start-up package. College of Agriculture faculty members are requested to review the *College of Agriculture Searchable Equipment Database* and verify that the requested equipment is not available for their use, prior to soliciting a letter of certification from their department head or ADR. Such applications **must include a search report** for the equipment in the College of Agriculture Searchable Equipment Database: <https://aes.auburn.edu/equipment-database/>.
6. **Vendor Quote** - Attach an official vendor quote.

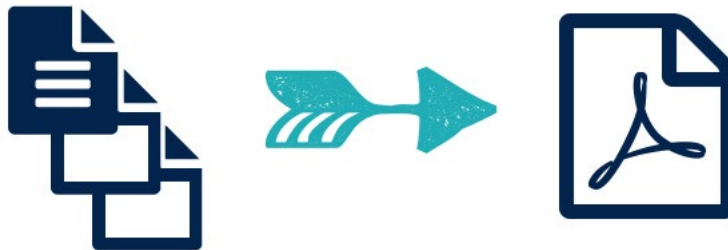
**NOTE** - No additional materials, appendices, or supplementary documentation will be accepted.

## PROPOSAL SUBMISSION

**Application deadline:** Proposals must be received by **5:00 PM, Tuesday, July 9, 2024**

You will not be using the AAES Grant Management System to submit your applications this year. Please compile your chosen type of grant proposal (AgR-SEED, PAR, or Equipment) **into a single PDF file.**

See link: [How to combine files into a PDF.](#)

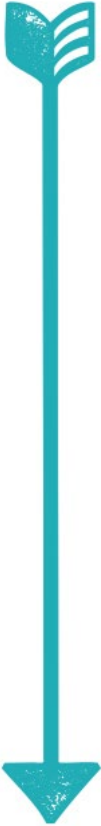


Then **Email your submission** to: Tim Hooper [TPH0016@AUBURN.EDU](mailto:TPH0016@AUBURN.EDU)

He will send email confirmation that your submission is received.

Reference the following instructions for content order when creating your PDF file:

## AGR-SEED PROPOSAL PDF INSTRUCTIONS



<b>Compiled AgR-SEED Proposal Content Order</b>	<b># of Pages</b>
<b>Page #1: AAES Grant Proposal Cover Form (with signatures)</b>	1
<b>Page #2: Project Summary/Abstract</b>	1
<b>Pages #3 - 12: Project Narrative</b>	10 page limit
<b>Pages #13 - 14: Results from Prior AAES Support (if appropriate)</b>	2 page limit
<b>Page #15 – : Leverage of Prior AAES Support</b>	No page limit
<b>Supporting item #1: References Cited</b>	No page limit
<b>Supporting item #2: Facilities &amp; Equipment</b>	2 page limit
<b>Project Budget: (Budget Year #1, Year #2, &amp; Budget Summary)</b>	3 pages total
<b>Budget Justification: (Written description &amp; justification of budget items)</b>	2 page limit
<b>Function of Key Personnel: (Written description &amp; justification of team)</b>	No page limit
<b>CV/Bio-sketch: Principal Investigator</b>	2 page limit
<b>CV/Bio-sketch: Co-Investigator #1</b>	2 page limit
<b>CV/Bio-sketch: Co-Investigator #2 (Continue adding entire research team)</b>	2 page limit ea.
<b>Current &amp; Pending Form: Principal Investigator</b>	1 to 2 pages
<b>Current &amp; Pending Form: Co-Investigator #1</b>	1 to 2 pages
<b>Current &amp; Pending Form: Co-Investigator #2 (&amp; additional team members)</b>	1 to 2 pages ea.
<b>Letters of Support / Collaboration: (Insert as many that apply to project)</b>	No page limit
<b>Conflict of Interest Form: Principal Investigator</b>	1 to 2 pages
<b>Conflict of Interest Form: Co-Investigator #1</b>	1 to 2 pages
<b>Conflict of Interest Form: Co-Investigator #2 (&amp; additional team members)</b>	1 to 2 pages ea.



Insert page items in this order and save as one combined PDF file named:  
**AgR-SEED-Grant-Proposal-Your-Name-FY2023.pdf**

Then email your finished application to: Tim Hooper [TPH0016@AUBURN.EDU](mailto:TPH0016@AUBURN.EDU)

## PAR PROPOSAL PDF INSTRUCTIONS



<b>Compiled PAR Proposal Content Order</b>	<b># of Pages</b>
<b>Page #1: AAES Grant Proposal Cover Form (with signatures)</b>	1
<b>Page #2: Non-Technical Summary (250-word max limit)</b>	1
<b>Pages #3 – 8: Proposal Narrative</b>	6 page limit



<b>Page #9 - : Efforts to Leverage Prior AAES Funding</b>	No page limit
<b>Supporting item #1: References Cited</b>	No page limit
<b>Supporting item #2: Facilities &amp; Equipment</b>	No page limit
<b>Supporting item #3: Functions of Key Personnel</b>	No page limit
<b>Project Budget: (Budget Year #1, Year #2, &amp; Budget Summary)</b>	3 pages total
<b>Budget Justification: (Written description &amp; justification of budget items)</b>	2 page limit
<b>CV/Bio-sketch: Principal Investigator</b>	2 page limit
<b>CV/Bio-sketch: Co-Investigator #1</b>	2 page limit
<b>CV/Bio-sketch: Co-Investigator #2 (Continue adding entire research team)</b>	2 page limit ea.
<b>Current &amp; Pending Form: Principal Investigator</b>	1 to 2 pages
<b>Current &amp; Pending Form: Co-Investigator #1</b>	1 to 2 pages
<b>Current &amp; Pending Form: Co-Investigator #2 (&amp; additional team members)</b>	1 to 2 pages ea.
<b>Conflict of Interest Form: Principal Investigator</b>	1 to 2 pages
<b>Conflict of Interest Form: Co-Investigator #1</b>	1 to 2 pages
<b>Conflict of Interest Form: Co-Investigator #2 (&amp; additional team members)</b>	1 to 2 pages ea.
<b>Letters of Support / Collaboration: (Insert as many that apply to project)</b>	No page limit



Insert page items in this order and save as one combined PDF file named:  
**PAR-Grant-Proposal-Your-Name-FY2025.pdf**

Then email your finished application to: Tim Hooper [TPH0016@AUBURN.EDU](mailto:TPH0016@AUBURN.EDU)

### EQUIPMENT PROGRAM PDF INSTRUCTIONS



<b>Compiled Equipment Request Content Order</b>	<b># of Pages</b>
<b>Page #1: AAES Grant Proposal Cover Form (with signatures)</b>	1
<b>Pages #2 – 3: Description/merit of PI &amp; Investigative team’s research</b>	2 page limit
<b>Pages #4 – 5: Need &amp; justification for the equipment item</b>	2 page limit
<b>Page #6: Cost share amount &amp; sources</b>	1 page
<b>Page #7 - : Signed letter by PI’s Dept. Head / Director (certifying need)</b>	1 to 2 pages
<b>Supporting item #1: Report from AU/COA’s Searchable Equip. Database</b>	1 to 2 pages
<b>Supporting item #2: Official vendor quote of requested equip. item</b>	1 to 2 pages



Insert page items in this order and save as one combined PDF file named:  
**Equipment-Grant-Request-Your-Name-FY2025.pdf**

Then email your finished application to: Tim Hooper [TPH0016@AUBURN.EDU](mailto:TPH0016@AUBURN.EDU)



## PROPOSAL EVALUATION CRITERIA

Each application will be evaluated in a two-part process. First, each application will be screened to ensure that it meets the eligibility and administrative requirements as set forth in this RFA. **Applications that do not meet the guidelines as stated in the RFA will be eliminated from the competition and returned to the applicant without review.** Second, a review panel will evaluate applications that meet these requirements for technical content. The review panel members will consist of representation of expertise of research areas. This review panel may include internal, external, or a mix of internal/external members. In addition to the review panel, written comments may be solicited from ad hoc reviewers. The Review Panel will meet, discuss, evaluate, rank, and make recommendations for funding.

The review panel will rank all the proposals into categories of **Outstanding, High Priority, Medium Priority, Low Priority, and Do Not Fund**. Funding decisions and funding levels will be determined based on the evaluation ranking in consideration of the availability of funds. Final funding decisions will be approved by the AAES Director. A panel summary, along with reviews, will be sent to the lead P.I. upon completion of the funding cycle evaluations.

<b>AgR-SEED Review Criteria (100 max)</b>	<b>Points</b>
Overall merit of application, including rationale and vision of proposed research	25
Scientific soundness; appropriateness of methodology and experimental design	25
Qualifications of proposed project personnel and adequacy of facilities	15
Relevance of project to Alabama and/or U.S. Agriculture/forestry	15
Interdisciplinary approach/personnel	10
Innovation/creativity	10
Plans for securing extramural funding, including a list of anticipated targets	Required

<b>PAR Review Criteria (100 max)</b>	<b>Points</b>
Adequacy and suitability of project in relation to PAR program components	20
Scientific soundness; appropriateness of methodology; feasibility of completion; investigator qualifications	20
Innovation/creativity	10
Metrics and measurement of impact	15
Dissemination	15
Leverage of external and other funding sources	10
Interdisciplinary approach/personnel	10

<b>Equipment Grant Review Criteria (100 max)</b>	<b>Points</b>
Merit of P.I. & Team's research program	50
Need and justification for the requested equipment items	50
Cost share amount (Mandatory requirement, but not scored)	Required
Letter of support by P.I.'s Department Head / Chair (Mandatory, not scored)	Required
Official vendor quote for requested equipment item (Mandatory, not scored)	Required

## ADDITIONAL INFORMATION

Applications containing proprietary information will be evaluated with due consideration for protection of this information to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be **clearly marked within the application**.

## PROPOSED TIMELINE

**Friday – June 7, 2024:** Anticipated Release Date for AAES RFA

**Tuesday – July 9, 2024:** Proposal due date (by 5:00 PM). Compile your proposal into a *single PDF file*, then email it directly to Tim Hooper ([tph0016@auburn.edu](mailto:tph0016@auburn.edu)); Please “cc” Dr. Arthur Appel ([appelag@auburn.edu](mailto:appelag@auburn.edu)).

**Wednesday – Aug. 14, 2024:** Proposal Review & Panel Meeting; Funding Recommendations

**Friday – Aug. 30, 2024:** AAES Director finalizes & approves all recommended funding decisions. Final award notifications will be communicated to applicants.

**Wednesday – Sept. 18, 2024:** Equipment Grant applicants complete all pre-purchase requirements and notify College of Ag Business Office; Funding for requested equipment item is released and applicant initiates purchase.

**Tuesday – Oct. 1, 2024:** Project start-date for newly awarded FY 2025 AgR-SEED and PAR grants (pending successful award of applicant’s USDA HATCH projects).

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## QUESTIONS? CONTACT

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