

Full Proposal Formatting

Citrus trees and crops face serious threats from infectious diseases, especially citrus greening disease or huanglongbing (HLB). This disease reduces production, destroys the economic value of fruit and usually kills infected trees. The spread and cause of HLB are associated with a phloem-feeding insect (Asian citrus psyllid (ACP)) and a fastidious bacterium (*Candidatus Liberibacter*). The Citrus Research and Development Foundation established the Citrus Advanced Technology Program (CATP) to search internationally for solutions to control HLB through sponsored research.

Application and Submission Information

Submission Instructions Proposals should be in English and submitted as email attachments in Adobe PDF format. Page margins should be 1-inch on all four sides. Use Times New Roman or a similar typeface set to 12-point and 1.5 line spacing. Page numbers should be placed on the lower right hand corner with the PI's last name and the page number (e.g., Rogers-2). Please use single-spacing between sentences. The sections indicated in Table 1 should be included in your full proposal.

Submission Deadlines

Full proposals are due by Wednesday, December 1, 2010.

Proposal Acceptance

Full Proposals may be ineligible for review and funding if: 1) the applicant did not receive an invitation, 2) the Full Proposal was not received by the deadline indicated in these instructions; 3) formatting guidelines (font size, page limitations, page/line numbering, etc.) were not followed, and 4) any of the required documents are missing (cover sheet, budget information, CV's, etc.).

General Proposal Review Information

Full Proposals will be evaluated first for compliance with administrative requirements and then reviewed for technical and scientific merit by a panel assembled by the Foundation. The review panel will rely on the following evaluation criteria:

Proposal Relevance Clear articulation of objectives, relevance to CATP focus areas, strength of rationale, practical application;

Proposal Quality Appropriateness of experimental approach and methodology, consistency of time lines and milestones with nature of project and level of effort, feasibility/probability of success;

SECTION	TITLE
1	Cover Sheet (First page from http://bit.ly/gM8iTM)
2	Abstract & Project Summary The abstract/project summary must not exceed 300 words. It should include the title, statement of the problem, a brief description of proposed solution to problem, and methodology.
3	Project Narrative The narrative should not exceed 15 pages and should include the following: <ol style="list-style-type: none"> i. Introduction (should include the statement of the research question/problem, a review of relevant state-of-the-art technologies, ongoing research related to the proposed project, research goals/objectives) ii. Relevance of project to the program objective iii. Experimental Approach (proposed activities or sequence of activities to obtain results, methodology/techniques, how results will be assessed or analyzed, expected outcomes, scope of the study) iv. Practical Application (how research findings can be used to devise disease intervention methods) v. Cost/Benefit Analysis of proposed intervention, if applicable.
4	Principal Investigator/Project Director/Key Personnel Brief summary of relevant experience/CVs for Key Personnel
5	Budget Form & Justification (Second page from http://bit.ly/gM8iTM)
6	Literature Cited

Table 1. Sections required in Full Proposal submissions.

Personnel, Facilities and Budget Appropriateness and relevance of expertise involved, experience of key personnel, suitability of research facilities, appropriateness of budget;

Proposal Confidentiality Proposals will not be available to the public, but information from the proposals will be described in the recommendations of the review panel. Do not include proprietary information in the proposal. If you believe disclosing proprietary information is essential to the evaluation of your proposal, describe the circumstances of your situation in an email and send it to catp@citrusrdf.org;

Award Notification A list of successful award applicants will be posted at www.citrusrdf.org by February 28, 2011.

Full Proposal Instructions *(continued)*

Cooperative Agreement Terms

Communication and close collaboration with the Foundation staff is encouraged to quickly develop and commercialize promising disease interventions. Project results and data will be made available to the broader research community through the website at citrusrdf.org. Pathogen sequence information is available on the community resource web page www.citrusgreening.org.

Intellectual property (IP) resulting from research will be the property of the individual, institution, or corporation receiving the award. However, the sponsor will participate in licensing decisions ^{and/or} be granted non-exclusive rights to that IP for use in the Florida market. The Foundation must be notified in advance if formal IP protection will be sought. Awardees seeking to commercialize intellectual property will greatly benefit from a development partnership with the Foundation. Applicants are responsible for compliance with all applicable government regulations and permits during the performance of their research.

Reporting Requirements

Brief, single-page quarterly updates are due on January 15, April 15, July 15, and October 15 and will summarize progress in the preceding 3-month calendar periods. Annual reports are due 30 days after the year anniversaries of the project awards. Awardees should detail progress towards stated milestones, including a summary of the relevant intellectual property, data sharing with scientific community, and next steps toward field applications.

Quarterly updates and annual reports are to be submitted online at citrusrdf.org:

Bibliography

Bove, J.M. 2006. Huanglongbing: A destructive, newly-emerging, century-old disease of citrus. *J. Plant Pathol.* 88(1):7-37.

For more information

Citrus Research and Development Foundation, Inc.

- www.citrusrdf.org
- catp@citrusrdf.org

