



4414 Regent Street
Madison, WI 53705

Phone: 608-274-7522
Fax: 608-274-3996

To: Interested Organizations, Institutions, and Individuals

From: Robert Karls, Executive Director, Wisconsin Soybean Marketing Board
4414 Regent Street, Madison, WI 53705
Phone: (608) 274-7522 Fax: (608) 274-3996

CC: WSMB Directors

Date: November 6, 2018

Re: WSMB 2019 Request for Proposals (RFP)

OUR MISSION

The mission of the Wisconsin Soybean Marketing Board is to maximize the profitability of Wisconsin's soybean farmers by investing Wisconsin's checkoff funds in targeted research, promotion, and communication initiatives.

The Wisconsin Soybean Marketing Board (WSMB) is seeking project proposals that are supportive of the WSMB strategic mission statement. WSMB is funded through a checkoff assessment of 0.5% of the net market price of Wisconsin grown soybeans.

WSMB invites a variety of proposals to address issues from many different disciplines. WSMB will undoubtedly continue to fund many of the traditional programs that are supportive of WSMB's mission. If others in your organization would also be interested in this RFP, please pass it along. WSMB looks forward to working with all interested parties in the development of projects and programs that support the needs of Wisconsin's soybean farmers.

Funding for these projects is made possible through the National Soybean Checkoff. The checkoff is regulated by USDA's federal marketing order. It should be noted that the source of funding **prohibits the payment of tuition remission and indirect costs**. Principal investigators would be contractors of the WSMB and any project records are subject to audit by an accountant or other agent of the WSMB and USDA.

Included please find the details regarding the application process, proposal cover sheet and project budget forms. Applications are due to Michell Sass, CALS Research Division (240 Agricultural Hall) by Friday, December 7, 2018. The WSMB will inform applicants in mid-February of funding decisions.

If there are any questions, please contact me at (608) 274-7522 or at karls@wisoybean.org. Thank you in advance for your cooperation and interest.

Wisconsin Soybean Marketing Board (WSMB) 2019 Request for Proposals

1. **Deadline:** The deadline for receipt of proposals in the CALS Research Division (240 Agricultural Hall) is Friday, December 7, 2018. This deadline is absolute, in order for proposals to be approved through campus and delivered to WSMB by WSMB by Wednesday, December 19, 2018. Note: all applications from UW-Madison are being collected by the CALS Research Division and sent in one package to WSMB. If additional time is needed to complete a proposal, please contact Michell Sass at the CALS Research Division immediately at 608-265-9534 or michell.sass@wisc.edu.
2. **Submit via WISPER:** WISPER must be used for all proposals (new and continuing). A complete, on-time submission will consist of a WISPER record, signed by the Principal Investigator, with the complete proposal attached, routed to CALS by December 7, 2018. If you need assistance with using WISPER, please contact the CALS Research Division.
3. **Format of application:** The complete proposal should be uploaded into the WISPER record as an attachment. The entire proposal must be provided electronically, including any appendices.
 - a. **New applications should include:**
 - Proposal cover sheet
 - Project budget form (for each year of the proposed project)
 - Budget detail form
 - Proposal narrative
 - Related appendices
 - b. **Continuing projects:**
 - Note:** Continuing projects (funded in 2018) need to resubmit copies of the original application with a full budget and a 1-2 page progress report.
 - Continuing project applications should include:**
 - Proposal cover sheet
 - 2019 Project budget form (for the next year of funding requested)
 - 2019 Budget detail form
 - 1-2 page progress report
 - Statement reflecting any changes proposed within the continuation application
 - Related appendices
 - Copy of original application

Note for all submissions: In planning projects, PI's should note that they will be expected to adhere to project timeframes, particularly end dates. Because it is the desire of the WSMB to see projects completed within the proposed project period, requests for no-cost extensions will be scrutinized carefully and there is a high probability of such requests not being approved by the WSMB.



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2019 PROPOSAL COVER SHEET
(Required for All Project Proposals)

Project Leader(s) [PI/CoPIs]:	phone	email
Project Title: (10 words or less)		# Pages in this Proposal Cover Sheet: 1 Application Requirements: ___ Project Budget: ___ Appendix: ___ Total: ___
Targeted Commercial Product or Application (Research Projects Only):		Budget Request \$ _____ 2019 \$ _____ 2020* \$ _____ 2021* \$ _____ 2022* \$ _____ Total <small>*Multiple year projects are evaluated annually for continued funding*</small>
Project Summary: Provide a brief statement in non-technical terms describing the objectives of the project.		
Organization to which award should be made: Board of Regents of the University of Wisconsin System Research and Sponsored Programs, University of Wisconsin-Madison, 21 N. Park St., Ste. 6401, Madison, WI 53715 Phone: 608-262-3822 Fax: 608-262-5111 Email: preaward@rsp.wisc.edu		

2019 PROJECT BUDGET FORM

Project Leader(s) [PI/CoPIs]:

Project Title:

Department:

Organization: University of Wisconsin-Madison

PROPOSED BUDGET SUMMARY

- Supplemental detail may be requested on items of \$5,000 or more
- Estimate institutional investment of expenses for review purposes

Funding Request

*If multi-year project, submit budget form for each year.

University Projects Only:	Provide detailed narrative to accompany budget summary
<p>Salaries and Wages</p> <p style="padding-left: 40px;">Principal Investigators (identify as Faculty or Academic Staff)</p> <p style="padding-left: 40px;">Graduate Students (Research Assistants)</p> <p style="padding-left: 40px;">Post-doctoral Students (Research Associates)</p> <p style="padding-left: 40px;">Undergraduate Students (Student Hourly)</p> <p style="padding-left: 40px;">Clerical (identify as Classified or LTE)</p> <p style="padding-left: 40px;">Technical/Support (identify as Academic Staff or Classified)</p> <p style="padding-left: 40px;">Other (please explain)</p> <p>Fringe Benefits</p> <p>Tuition Remission (<i>It is the policy of WSMB that tuition remission costs are not allowed.</i>)</p> <p>Travel</p> <p>Supplies/Services</p> <p>Equipment</p> <p>Other (please explain)</p> <p>Indirect Costs (<i>It is the policy of WSMB that indirect costs are not allowed.</i>)</p>	
TOTAL AMOUNT THIS REQUEST	

Detail Budget to Accompany Narrative for University Projects:

University Projects Only:	Line Item Amounts	Totals by Category
<p>Salaries and Wages Principal Investigators (identify as Faculty or Academic Staff) Graduate Students (Research Assistants) Post-doctoral Students (Research Associates) Undergraduate Students (Student Hourly) Clerical (identify as Classified or LTE) Technical/Support (identify as Academic Staff or Classified) Other (please explain)</p> <p>Fringe Benefits – NOTE – Use current year rates Principal Investigators as Faculty (33.3%) as Academic Staff (33.3%) Graduate Students (Research Assistants) (21%) Post-doctoral Students (Research Associates) (20%) Undergraduate Students (Student Hourly) (3.1%) Clerical as Classified (42.5%) as LTE (11.5%) Technical/Support as Academic Staff (33.3%) as Classified (42.5%) Other (please explain)</p> <p>Tuition Remission (<i>It is the policy of WSMB that tuition remission costs are not allowed.</i>)</p> <p>Travel Domestic International</p> <p>Supplies/Services (please provide itemized detail)</p> <p>Equipment Non-capital equipment (valued at \$500-\$4,999 when purchased) Capital equipment (valued at or in excess of \$5,000 when purchased)</p> <p>Other (please explain) Subcontracts (please detail each subcontract individually)</p> <p>Indirect Costs (<i>It is the policy of WSMB that indirect costs are not allowed.</i>)</p> <p style="text-align: right;">TOTAL</p>		

2020 PROJECT BUDGET FORM

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Project Title:

Department:

Organization: University of Wisconsin-Madison

PROPOSED BUDGET SUMMARY

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Funding Request*

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2021 PROJECT BUDGET FORM

Project Leader(s) [PI/CoPIs]:

Project Title:

Department:

Organization: University of Wisconsin-Madison

PROPOSED BUDGET SUMMARY

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- Estimate institutional investment of expenses for review purposes

Funding Request*
*If multi-year project, submit budget form for each year.

University Projects Only:	Provide detailed narrative to accompany budget summary
<p>Salaries and Wages</p> <p style="padding-left: 40px;">Principal Investigators (identify as Faculty or Academic Staff)</p> <p style="padding-left: 40px;">Graduate Students (Research Assistants)</p> <p style="padding-left: 40px;">Post-doctoral Students (Research Associates)</p> <p style="padding-left: 40px;">Undergraduate Students (Student Hourly)</p> <p style="padding-left: 40px;">Clerical (identify as Classified or LTE)</p> <p style="padding-left: 40px;">Technical/Support (identify as Academic Staff or Classified)</p> <p style="padding-left: 40px;">Other (please explain)</p> <p>Fringe Benefits</p> <p>Tuition Remission (<i>It is the policy of WSMB that tuition remission costs are not allowed.</i>)</p> <p>Travel</p> <p>Supplies/Services</p> <p>Equipment</p> <p>Other (please explain)</p> <p>Indirect Costs (<i>It is the policy of WSMB that indirect costs are not allowed.</i>)</p>	
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2022 PROJECT BUDGET FORM

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Project Title:

Department:

Organization: University of Wisconsin-Madison

PROPOSED BUDGET SUMMARY

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