

KEARNEY FOUNDATION PROPOSAL SUBMITTAL REQUIREMENTS

Proposals are due no later than 10:00pm, August 28, 2009

Proposals must be submitted electronically through the Kearney Proposal Submission System <https://uckearney.org/2006>. Hard copies of proposals will not be accepted.

Proposal Format

The research proposal should present (1) the background, objectives/hypotheses, and scientific significance of the proposed work; (2) the approach and methods to be used; (3) qualifications of the Principal Investigator(s); (4) relevance to the mission of the Kearney Foundation; and (5) budget. The proposed project should be described clearly enough for a non-specialist but scientifically competent for a referee to understand.

The submittal process involves four steps:

- I. **User Registration:** Prior to submittal of a proposal, the individual responsible for submitting the proposal must complete a simple online registration process. As part of the registration process, users will choose a username and password enabling future database access (e.g., for proposal submittal). Registration will also facilitate communication between Kearney Foundation staff and registered users. Registration does not obligate the registrant to submit a proposal but **applicants must be registered to submit their proposal.**
- II. **Proposal Preparation - Project Description**

The project description should include clearly stated objectives/hypotheses and their significance to the Kearney Foundation mission, as well as the relation to the present state of knowledge in the field and to work in progress by the Principal Investigator. The narrative should provide background for the problem, outline the general plan or research, including its broad design, description of experimental methods and procedures, and if appropriate, plans for the sharing of data, samples, software, and other research products. The narrative should clearly identify the multiple spatial and temporal scales that will be addressed by the research and specifically address how the research will address land management decisions and policies in California. Any substantial collaboration with individuals not included in the budget should be described. If the proposed research is similar to existing work being conducted by the PI, clearly identify how the proposed research relates to the existing work.

Do not exceed 10 pages, including tables and figure, 1" margins, and not smaller than 11-point font in the main text.

Bibliography: Include only scientific literature cited in the Project Description. Avoid citing unpublished reports or other documents not readily available to referees. The bibliography is part of your project description document but not part of the 10-page maximum requirement.

Proposals may be prepared using the word processing software of choice and must be converted to PDF format prior to submittal. NOTE: Proposal preparation is a separate process from proposal submittal, and must be completed prior to proposal submittal.

III. **Proposal Submittal**

After the proposal has been completed, the file containing the proposal document will be “uploaded” into the Kearney Foundation proposal management system by the registered user responsible for proposal submittal. This process involves:

- accessing the proposal submittal system online using your username and password;
- completing the required forms online
 1. Project Information
 - Title
 - Project Areas: Provide 3-5 keywords that apply to your project
 - Project Abstract: 350-500 words summarizing the research objectives, methods, expected results and significance to the Kearney Foundation Mission.
 - Project Description – upload file, PDF format (refer to item II, above)
 - Contracts & Grants Office email address
 - Potential Reviewers: Each proposal will be evaluated by external reviewers. Please provide the names, institutions, expertise and email address for **four** scientists that you feel are qualified to review proposals on the topic of your proposal. These individuals do not have to reside in California.

2. Budget

Please note:

- Kearney does not support salary of faculty and other career employees
- Only In-State fees for graduate students are allowed
- Travel is restricted to U.S. travel
- Equipment is not allowed unless prior approval has been obtained from the Kearney Foundation.
- There is no indirect cost.

3. Budget Justification

4. You will be asked to provide information on individuals in the following categories, via the Basic Information form:

- Principal Investigators (PI) and Co-Principal Investigators (Co-PI) who wrote the proposal.
- Collaborators listed in the proposal.

At least one PI needs to be identified as the primary contact for the proposal.

The following forms are required for all PI(s) and Co-PI(s):

- Expertise
- Biographical Sketch: Include vitae, professional and academic information and contact information (telephone and fax, email and mailing address.) List up to five refereed publications most closely related to the proposed project and up to five other significant publications, including those *in press*. This document may be prepared using the word processing software of choice and must be converted to PDF format prior to submittal. This document should not exceed two pages.
- Current and Pending Support: This information may either be uploaded (PDF format) into the system or entered in the online form. Use the format shown below for each project and include the proposed Kearney research project as the last entry.

Support: Current Pending

Project/Proposal Title:

Sources of Support:

Total Award Amount: \$

Period of Project/Proposal

- Conflict of Interest: Please list other individuals not listed in the proposal with who PI(s) and Co-PI(s) have conflict of interest. This includes former mentors, students, and research collaborators (defined as individuals you have published with or conducted research with in the past five years. You may either complete the form online or upload a PDF file that provides the required information (last name, first name, and indicate if individual is a co-author, collaborator and/or advisee/advisor.) A separate form/file is required for each PI and Co-PI.

Note that the above forms are not required for Collaborators listed in the proposal. The Basic Information Form is the only form required.

You must complete all required entries on forms for your proposal to be accepted into the proposal database. Proposals may be submitted incrementally and may be edited up to the proposal submission deadline. You do not need to complete the process during a single session.

IV. Fax Signature Page: The signature page must be signed by your Contracts & Grants Office and faxed to Kearney at (510) 588-4595 by the deadline.

If you have any questions, please send email to Kearney@ucdavis.edu or call (530) 754-9668.