

Appendix A

Guidelines for WRAC Preproposals

WRAC Policy requires that each project include participation by two or more states located within the western region (Alaska, Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming). Research partnerships may be formed among all elements of federal, state, and local government, public institutions, and the private sector.

Provide three (3) printed copies of the preproposal, which must contain each of the following elements in the order shown and conform to the detailed requirements for each element. The body of the text should be a maximum of five (5) pages (this does not include budgets or biographies). If you have any questions regarding these guidelines, please contact the WRAC Administrative Office at (206) 543-4290.

Cover Page

Show the title of the project, participating institutions, and the principal investigators (Preproposal Attachment A, page A3).

Table of Contents

Follow the format indicated (Preproposal Attachment B, page A4).

Justification

Include a brief statement of the benefits to be gained by applying the results anticipated as a result of the project.

Related Current and Previous Work

Assess the current state of knowledge concerning the problem or opportunity to be assessed, and include a brief summary of previous applicable research.

Objectives

List the objectives to be achieved.

Procedures

Provide a detailed description of the approach(es) proposed to address the problem or solution, striking a balance between information and brevity in the description. If a multi-year project is proposed, indicate the activities that would take place in each year.

Note: Provide some indication of extension participation for the project. Although no initial funds may be required, cost for extension outreach activities should be anticipated.

References

Include references that are used in the preproposal text.

Resource and Facility Commitments from Each Institution

List the institutions involved in the project and the resource commitment to be utilized from each.

Note: Preproposals should show some industry participation in the form of contribution either through matching funds or in-kind services.

Budgets

Include preliminary budgets for each year proposed, according to the format indicated (Preproposal Attachment C, page A5). Per Section 1473 of Public Law 95-113, indirect costs and tuition remission costs are **NOT** allowable on any portion of the subawards of the WRAC grant from USDA.

Note: Include specific breakdown of any **salary funds** required (i.e., who will receive the salary: Principal Investigator, Graduate Student/Research Assistant, etc.). Payment of faculty salaries from WRAC funds is *strongly* discouraged by the Board of Directors, although it is recognized that in some cases it is essential for the success of the project.

Biographies

Provide a one-page biography for each investigator, according to the format indicated (Preproposal Attachment D, page A6).

Preproposal Attachment A

PREPROPOSAL
submitted to the
Western Regional Aquaculture Center
School of Fisheries, Box 357980
University of Washington
Seattle, WA 98195-7980

PROJECT TITLE:

Submission Date (mo/yr):

Participating Institutions

Principal Investigator
Institution (name and address)

Principal Investigator
Institution (name and address)

Principal Investigator
Institution (name and address)

Preproposal Attachment B

PROJECT TITLE:

FUNDING LEVEL(S): First Year Request:
Second Year Request:
Third Year Request:
Fourth Year Request:

DURATION OF PROJECT (number of years):

TECHNICAL ADVISOR:

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Page #

Justification

Related Current and Previous Work

Objectives

Procedures

References

Resource and Facility Commitments from Each Institution

Budgets

Biographies

Preproposal Attachment C

PROPOSED SUMMARY BUDGET for YEAR ____
for All Participating Institutions
 (additional budget pages should be prepared for each year of proposed project)

PROJECT TITLE:

	Institution (PI name)	Institution (PI name)	Institution (PI name)	Institution (PI name)	PROJECT TOTAL
Salaries*					
Benefits					
Travel					
Supplies					
Equipment					
Other					
TOTAL					

* Include specific breakdown of any **salary funds** requested (i.e., who will receive the salary: Principal Investigator, Graduate Student/Research Assistant, etc.). Payment of faculty salaries from WRAC funds is strongly discouraged by the Board of Directors, although it is recognized that in some cases it is essential for success of the project.

Preproposal Attachment D

(one page per person)

NAME:

TITLE:

DEPARTMENT:

INSTITUTION:

ADDRESS:

TELEPHONE/FAX/EMAIL:

EDUCATION: (degree, name of institution, year; list latest first)

POSITIONS HELD: (title, name of institution, employment dates; list latest first)

PROFESSIONAL MEMBERSHIPS:

SELECTED PUBLICATIONS: (list latest first)

Appendix B

Guidelines for Proposed WRAC Project Outlines

Provide three (3) printed copies and (one) 1 disk copy (3-1/2" disks only) of the proposal, which must contain each of the following elements in the order shown and conform to the detailed requirements for each element. If you have any questions regarding these guidelines, please contact the WRAC Administrative Office at (206) 543-4290.

Cover Page

Show the project title, participating institutions, and principal investigators (Proposal Attachment A, page A9).

Table of Contents

Follow the format indicated (Proposal Attachment B, page A10).

Justification

Include a brief statement of the anticipated benefits to be gained as a result of the project.

Related Current and Previous Work

Assess the current state of knowledge concerning the problem or opportunity to be assessed, and include a brief summary of previous applicable research.

Objectives

List the objectives to be achieved.

Procedures

Provide a detailed description of the approach(es) proposed to address the problem or solution, striking a balance between information and brevity in the description. If a multi-year project is proposed, indicate the activities that would take place in each year. Also, state how the findings will be developed for dissemination to user groups (in coordination with the Extension representative).

References

Include references that are used in the proposal text.

Resource and Facility Commitments from Each Institution

List the institutions involved in the project and the resource commitment to be utilized from each.

List of Principal Investigators

For each participant in the project, list name, institution, state, and specialization. Also, indicate who are voting members of the work group and identify the Extension representative.

Budgets

Include detailed budgets for each institution for each year proposed, according to the format indicated (Proposal Attachment C, page A11). Also include a budget summary that details all participating institutions for each year of the project (Proposal Attachment D, page A12). Per Section 1473 of Public Law 95-113, indirect costs and tuition remission costs are **NOT** allowable on any portion of the WRAC grant from USDA. Payment of faculty salaries from WRAC funds is *strongly* discouraged by the Board, although it is recognized that in some cases it is essential for the success of the project. All project budgets must include travel funds for the Extension representative's attendance at work group meetings.

Schedule for Completion of Objectives

Indicate a timetable of expected completion dates for each objective.

Animal Care Protocol Notices

Enclose a copy of the current animal use approval notice for *each* institution, indicating conformance to federal and state laws and regulations governing the use of animals for teaching and research.

Biographies

Provide a current one (1)-page biography for each investigator (Proposal Attachment E, page A13).

Proposal Attachment A

PROPOSED PROJECT OUTLINE

submitted to the
Western Regional Aquaculture Center
School of Fisheries, Box 357980
University of Washington
Seattle, WA 98195-7980

PROJECT TITLE:

Submission Date (mo/yr):

Participating Institutions

Principal Investigator
Institution (name and address)

Principal Investigator
Institution (name and address)

Principal Investigator
Institution (name and address)

PROJECT TITLE:

FUNDING LEVEL(S): First Year Request:
Second Year Request:
Third Year Request:
Fourth Year Request:

DURATION OF PROJECT (number of years):

TECHNICAL ADVISOR:

TABLE OF CONTENTS

Page #

Justification

Related Current and Previous Work

Objectives

Procedures

References

Resource and Facility Commitments from Each Institution

Project Leaders

Budgets:

 Individual Budgets for Participating Institutions:

 Institution name (PI name)

 Institution name (PI name)

 Institution name (PI name)

 Budget Summary for All Participating Institutions:

 Year 1

 Year 2

 Year 3

 Year 4

Schedule for Completion of Objectives

List of Principal Investigators

Summary Progress Reports

 Appendix I: Animal Care Notices

 Appendix II: Biographies of PI's

PROPOSED DETAILED BUDGET

PROJECT TITLE:

PRINCIPAL INVESTIGATOR:

INSTITUTION NAME:

	Year 1	Year 2	Year 3	Year 4	TOTAL
Salaries:					
Faculty: title (___ months @ ___%)					
Staff: title (___ months @ ___%)					
Hourly: title (___ months @ ___%)					
Benefits:					
Faculty (@ ___%)					
Staff (@ ___%)					
Hourly (@ ___%)					
Travel (specify destination and purpose)					
Supplies					
Equipment (include detailed list)					
Other (specify)					
TOTAL					

Proposal Attachment D

**PROPOSED SUMMARY BUDGET for YEAR ____
for All Participating Institutions**

(additional budget pages should be prepared for each year of proposed project)

PROJECT TITLE:

	Institution (PI name)	Institution (PI name)	Institution (PI name)	Institution (PI name)	PROJECT TOTAL
Salaries					
Benefits					
Travel					
Supplies					
Equipment					
Other					
TOTAL					

Proposal Attachment E

(one page per person)

NAME:

TITLE:

DEPARTMENT:

INSTITUTION:

ADDRESS:

TELEPHONE/FAX/EMAIL:

EDUCATION: (degree, name of institution, year; list latest first)

POSITIONS HELD: (title, name of institution, employment dates; list latest first)

PROFESSIONAL MEMBERSHIPS:

SELECTED PUBLICATIONS: (list latest first)

Appendix C

Preparation of Work Group Minutes

The Work Group meeting is a highly significant event in the development and conduct of a cooperative regional research project. Person-to-person contact of interested and participating scientists leads to understanding of competencies and objectives, evaluation of progress, development of plans and procedures, and joint action, which distinguishes cooperative research from individual investigation.

Attendance at these meetings must be limited to the most directly involved parties and to working groups of manageable size, but there are many individuals, committees, and groups with related interests who should be kept informed of committee actions and progress. The Work Group itself needs a written record of such actions for orderly planning toward completion of project objectives, including publication of accomplishments. The written record also is essential for administrative support and coordination of related research.

In the event that the Work Group Secretary cannot attend a meeting, the Chair should appoint an alternate. During the meeting, all authors should provide the designated Secretary with a written copy of progress reports, motions, recommendations, or other specific actions for use in preparing the minutes. Insofar as possible, the minutes should be distributed within thirty (30) days after each meeting.

A standard format for reporting minutes of Work Group meetings is impractical because of the variety of projects and procedures with which regional research is conducted. The following items, however, should always appear:

- Title of the project.
- Location and date of the meeting.
- A list of persons attending and institutions represented (indicate voting members), including the Technical Advisor or designated representative.
- Adoption of meeting agenda.

- All committee decisions and recommendations.
- Date and Location of next meeting, if appropriate.

In addition, the following items are offered as a guide for sections usually appearing in Work Group minutes:

- Reading of the minutes of the previous meeting.
- Comments by the Technical Advisor.
- Report from representatives of participating research stations.
- Committee reports.
- Evaluation of procedures and progress by objectives of the regional research project.
- Findings of special importance and new released proposals.
- Future plans and publications.
- Coordination activities with other committees and agencies.

Insofar as possible, the minutes should be concise without loss of essential detail. Attachments and appendices should be used when necessary to furnish details and reports of particular concern to the group. Formal actions and items of special interest for administrative reviewers should be marked clearly.

Minutes of Work Group meetings are not considered to be publications for general release, as some actions by the Work Group and preliminary reports of progress on contributed research may be confidential. Therefore, general distribution is limited to members of the Work Group, the Technical Advisor, the Chair of the Technical Committee, the Chair of the Industry Advisory Council, the Director of the WRAC Administrative Office, and those directors and department chairs of participating institutions, agencies, and business entities deemed appropriate by the Work Group. In every case, the Secretary should confer with the Work Group Chair and the Technical Advisor as to the proper distribution of minutes.

Appendix D

Annual Progress Report

Part I: Summary

(Part I should be single-spaced; narrative style, without graphs, figures or tables; and no more than three to five (3–5) pages in length, excluding the separate publications listing.)

Information provided in Part I will be included in the WRAC Annual Accomplishment Report to USDA. Each PI completes and forwards both parts of this report (via computer disk and hard copy) to the Work Group Chair, who then has two weeks to prepare similar reports compiling the information provided by the project PIs. The Chair forwards the compilation report (on a 3-1/2" computer disk and a signed hard copy) to the Technical Advisor, who reviews, approves, and forwards it to: WRAC Administrative Office, School of Fisheries Box 357980, University of Washington, Seattle, WA 98195-7980.

- PROJECT TITLE:** Full title of WRAC project.
- REPORTING PERIOD:** (i.e., 4/01/97–3/31/98)
- AUTHOR:** Name of person submitting this report.
- FUNDING LEVEL:** Total funds allocated for this project to date.
- PARTICIPANTS:** List participating personnel and respective institution/agency/business entity; include extension liaison(s). Indicate funded participants with an asterisk (*).
- PROJECT OBJECTIVES:** List each objective.
- ANTICIPATED BENEFITS:** State how the project will benefit the aquaculture industry, directly or indirectly.

PROGRESS AND PRINCIPAL ACCOMPLISHMENTS: Summarize concisely the progress toward accomplishment of each objective for the duration of the project, omitting details unless essential to understanding.

USEFULNESS OF FINDINGS: Indicate how the findings may be or have been used for public benefit. Include examples where possible.

WORK PLANNED FOR NEXT YEAR: State any proposed changes in direction or emphasis, or in the responsibilities or assignments of the participants. (Details regarding individual plans of participants should not be included unless essential to understanding.)

IMPACTS: In concise form, indicate how the project has benefitted the aquaculture industry, either directly or indirectly, and resulting economic values gained (where appropriate).

SUPPORT: Use the format shown below to indicate all sources of funding and additional other support, federal and non-federal, for this project. Specify the name of the “other” sources as a footnote to the table.

YEAR	WRAC-USDA Funding	OTHER SUPPORT					TOTAL SUPPORT
		University	Industry	Other	Federal	Other	
TOTAL							

PUBLICATIONS, MANUSCRIPTS, OR PAPERS PRESENTED: Attach a separate list of all publications to date for this project. Under the subheadings of *Publications in print* and *Manuscripts*, list journal articles, popular articles, extension materials, videos, technical reports, theses, dissertations, etc. (reference the “Transactions of the American Fisheries Society” for the preferred format). Under *Papers presented*, include the author(s), title, conference/workshop, and date(s).

SUBMITTED BY: _____

Title: (Work Group Chair or PI)

Date

APPROVED: _____

Technical Advisor (if Chair’s report)

Date

Annual Progress Report

Part II: Detail

(Part II should be single-spaced; narrative style, with graphs, figures or tables appended if appropriate; and no more than five to seven (5–7) pages in length, excluding the separate publications listing.)

Data provided in Part II will be utilized for review and evaluation prior to approval of project continuation. Each PI completes and forwards both copies of this report (via computer disk and hard copy) to the Work Group Chair, who then has two weeks to prepare similar reports compiling the information provided by the project PIs. The Chair forwards the compilation report (on a 3-1/2" computer disk and a signed hard copy) to the Technical Advisor, who reviews, approves, and forwards it to: WRAC Administrative Office, School of Fisheries Box 357980, University of Washington, Seattle, WA 98195-7980.

- PROJECT TITLE:** Full title of WRAC project.
- REPORTING PERIOD:** (i.e., 4/01/97–3/31/98)
- AUTHOR:** Name of person submitting this report.
- FUNDING LEVEL:** Total funds allocated for this project to date.
- PARTICIPANTS:** List participating personnel and respective institution/agency/business entity; include extension liaison(s). Indicate funded participants with an asterisk (*).
- PROJECT OBJECTIVES:** List each objective.
- ANTICIPATED BENEFITS:** State how the project will benefit the aquaculture industry, directly or indirectly.

PROGRESS AND PRINCIPAL ACCOMPLISHMENTS: Summarize the objectives and progress toward these objectives during the year as a regional project unit. The work and findings should be presented as group activities for each distinct line of investigation, with credit for specific contributions as needed. Measurement data are to be given in metric units; however, a dual system of measurement may be used to express results. Where the project has not progressed to the stage of accomplishments, a brief description should be given of the activities of investigators/participants, detailing the status and expectations for the following year.

USEFULNESS OF FINDINGS: State how the findings may be or have been used for public benefit. Include specific examples, where possible. Estimates of acceptance and application of results, and of any economic values inherent in or accruing from them will be helpful in enlisting support for future research and extension education. (Statements from this section may be used in future budget hearings and news releases).

WORK PLANNED FOR NEXT YEAR: Define specific work planned for the following year. State any proposed changes in direction or emphasis, or in the responsibilities or assignments of the participants.

SUPPORT: Use the format shown below to indicate all sources of funding and additional other support, federal and non-federal, for this project. Specify the name of the “other” sources as a footnote to the table.

YEAR	WRAC-USDA Funding	OTHER SUPPORT					TOTAL SUPPORT
		University	Industry	Other Federal	Other	Total	
TOTAL							

PUBLICATIONS, MANUSCRIPTS, OR PAPERS PRESENTED: Attach a separate list of all publications to date for this subproject. Under the subheadings of *Publications in print* and *Manuscripts*, list journal articles, popular articles, extension materials, videos, technical reports, theses, dissertations, etc. (reference the “Transactions of the American Fisheries Society” for the preferred format). Under *Papers presented*, include the author(s), title, conference/workshop, and date(s).

SUBMITTED BY: _____
 Title: (Work Group Chair or PI) Date

APPROVED: _____
 Technical Advisor (if Chair’s report) Date

Appendix E

Addendum to WRAC Project Outline

- PROJECT TITLE:** Identical to regional project.
- OBJECTIVES:** Include only those objectives to be undertaken by the participating state, agency, or institution.
- PROCEDURES:** The working plans and methods to be used by the participant in attaining each of the state objectives. A procedure statement should be included for each objective and should relate to the procedure described in the regional project outline.
- PROJECT LEADERS:** List all principal investigators showing the area of specialization.
- RESOURCES:** State the annual commitment.

SIGNATURES:

Administrator Date
Petitioning Institution, Agency, or Business Entity

Technical Advisor Date

Appendix F

WRAC Project Termination Report

Part I: Summary

(Part I should be single-spaced; narrative style, without graphs, figures or tables; and no more than 3–5 pages in length, excluding the separate publications listing.)

This report is to be submitted within sixty (60) days after the termination date of a project *in lieu of the Annual Progress Report*. Each PI is to complete and forward both parts of this report (via computer disk and hard copy) to the Work Group Chair, who then has two weeks to prepare similar reports compiling the information provided by the project PIs. The Chair will forward the compilation report (3-1/2" computer disk, a signed hard copy, and *copies of individual PI reports*) to the Technical Advisor, who will review, approve and forward to: Director, WRAC Administrative Office, School of Fisheries, Box 357980, University of Washington, Seattle, WA 98195.

- PROJECT TITLE:** Full title of WRAC project.
- PROJECT WORK PERIOD:** (i.e., 4/01/90–3/31/94 ; no-cost extension approved through 3/31/95).
- AUTHOR:** Name of person submitting this report.
- PARTICIPANTS:** List participating personnel and respective institution/agency/business entity; include extension liaison(s). Indicate funded participants with an asterisk (*).
- REASON for TERMINATION:** (i.e., objectives completed, funds terminated, etc.).
- PROJECT OBJECTIVES:** List each objective.

PRINCIPAL ACCOMPLISHMENTS: Summarize in concise form the findings for each objective for the duration of the project. Measurement data are to be given in metric units; however, to minimize confusion, a dual system of measurement may be used to express results.

IMPACTS: In concise form, indicate how the project has benefitted the aquaculture industry, either directly or indirectly, and resulting economic values gained (where appropriate).

RECOMMENDED FOLLOW-UP ACTIVITIES: State concisely how future studies may be structured.

SUPPORT: Use the format shown below to indicate all sources of funding and additional other support, federal and non-federal, for this project. Specify the name of the “other” sources as a footnote to the table.

YEAR	WRAC-USDA Funding	OTHER SUPPORT					TOTAL SUPPORT
		University	Industry	Other Federal	Other	Total	
TOTAL							

PUBLICATIONS, MANUSCRIPTS, OR PAPERS PRESENTED: Attach a separate list of all publications to date for this project. Under the subheadings of *Publications in print* and *Manuscripts*, list journal articles, popular articles, extension materials, videos, technical reports, theses, dissertations, etc. (reference the “Transactions of the American Fisheries Society” for the preferred format). Under *Papers presented*, include the author(s), title, conference/ workshop, and date(s).

SUBMITTED BY: _____
 Title: (Work Group Chair or PI) Date

APPROVED: _____
 Technical Advisor (if Chair’s report) Date

PROJECT TERMINATION REPORT

Part II: Detail

(Part II should be single-spaced; narrative style, with graphs, figures or tables appended if appropriate; and no more than 7–10 pages in length, excluding the separate publications listing.)

This report is to be submitted within sixty (60) days after the termination date of a project *in lieu of the Annual Progress Report*. Each PI is to complete and forward both parts of this report (via computer disk and hard copy) to the Work Group Chair, who then has two weeks to prepare similar reports compiling the information provided by the project PIs. The Chair will forward the compilation report (3-1/2" computer disk, a signed hard copy, and *copies of individual PI reports*) to the Technical Advisor, who will review, approve and forward to: Director, WRAC Administrative Office, School of Fisheries Box 357980, University of Washington, Seattle, WA 98195.

- PROJECT TITLE:** Full title of WRAC project.
- PROJECT WORK PERIOD:** (i.e., 4/01/90–3/31/94; no-cost extension approved through 3/31/95).
- AUTHOR:** Name of person submitting this report.
- PARTICIPANTS:** List participating personnel and respective institution/agency/business entity; include extension liaison(s). Indicate funded participants with an asterisk (*).
- PROJECT OBJECTIVES:** List each objective.

TECHNICAL SUMMARY AND ANALYSIS:

Describe the work undertaken and results obtained for each objective. Major results should be presented in detail, but graphs, figures and/or tables must be appended separately. Methodology should be briefly described and statistical analyses included where appropriate. This section of the report should be written in a style similar to a professional publication. Manuscripts prepared and/or accepted for publication may also be appended.

PUBLICATIONS, MANUSCRIPTS, OR PAPERS PRESENTED: Attach a separate list of all publications to date for this project. Under the subheadings of *Publications in print* and *Manuscripts*, list journal articles, popular articles, extension materials, videos, technical reports, theses, dissertations, etc. (reference the “Transactions of the American Fisheries Society” for the preferred format). Under *Papers presented*, include the author(s), title, conference/workshop, and date(s).

SUBMITTED BY: _____
Title: (Work Group Chair or PI) Date

APPROVED: _____
Technical Advisor (if Chair’s report) Date