**COOPERATIVE AGREEMENT WORK PLAN**

Plant Protection and Quarantine, Science and Technology

and

(Institution)

**Prior Year FAIN:** (if a continuation, otherwise delete this header)

**Period of Performance:** (time from the beginning to the end of the agreement…this should be specific dates such as December 01, 2016 to November 30, 2017.)

**I. Introduction – [**This should include a paragraph to identify the cooperating parties and the overall purpose of the initiative as illustrated in the paragraph below.]

This Work Plan reflects a cooperative relationship between (Institution) and Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine (PPQ). It outlines the mission-related goals, objectives, and anticipated accomplishments as well as the approach for conducting (insert a statement that describes the program or research being conducted) and the related roles and responsibilities of the parties as negotiated.

**II. Background –** (What relevant need or problem within the cooperator’s mission area requires a solution in carrying out a public purpose of support or stimulation? - This section includes a narrative on how financial assistance will facilitate the cooperator in carrying out a public purpose of support or stimulation. It is recommended that the first sentence of this section begin as stated below.)

The primary purpose of this agreement is to support (state the public purpose).

**III. Goals and Objectives** (You may use one or the other if desired) (List or explain what results or benefits will be derived from the cooperative effort? These will be the major building blocks upon which the milestones in the next section are based.)

**IV. Milestones** (Milestones should list incremental steps of achievement that successfully completes a goal and/or objective listed in section III and should be associated with a timeline.)

**V. Methods** (This section describes the plan of action or approach to the work. Depending on the content of the two preceding sections and the nature of the agreement you may or may not need to include this section. If the agreement is not research oriented you may want to label this section **Plan of Action**.)

**VI. Deliverable** (This section should clearly state what is to be delivered at the end of the agreement. The accomplishments should be supportive of the primary purpose statement in section II. above. If a report, this report should be more comprehensive and state not only the accomplishments of the work but also the benefits of the accomplishments to the stakeholder.)

**VII. Resources** (This section is for the purpose of explaining and justifying the funds listed in the budget section below. Negative reporting is not necessary. If you are not funding any area listed below in the budget, do not list or address that area in this discussion.)

**A. Salary and Benefits** (What numbers and types of personnel will be needed and what role will they play in the execution of the agreement. How much time each position will contribute to the agreement (FTE, %, # Hours) Benefits are typically listed as a percentage of salary.) The following is an example of how this might read:

“One Principle Investigator to assist in project planning, oversight and reporting (80% time for 12 months). Salary ($40,000) and benefits at 41.1% ($16,560). Subtotal: $56,560.

One Postdoctoral Research Associate at 1 FTE for 12 months requires full salary ($49,440) and benefits at 35.58% ($17,592) for information collection, data analysis and document preparation. Subtotal: $67,032.

“One Research Assistant at 34% time for 9 months requires partial salary ($16,966) and benefits at 35.38% ($6,002) to support data collection, assessments, and analysis. Subtotal: $22,968.

Salary for 2 temporary Lab Technician for sample processing at $2,400 each (160 hrs. @ $15/hr each and benefits at 9.65% ($232 each). Subtotal: $5,264.”)

**B. Equipment** (What equipment will be purchased to perform the work? Include major items of equipment with a value of $5,000 or more. Items you would identify as equipment but have a value of less than $5,000 should be listed under supplies as non- capital equipment. Identify information technology equipment, e,g., computers, and their ancillary components, regardless of value.)

**C. Supplies** [What supplies will be purchased to perform the work? Identify individual supplies with a cumulative value of $5,000 or more as a separate item. All information technology supplies (e.g., small items of equipment, connectivity through air cards or high speed internet access, radios for emergency operations) should be specifically identified.]

**D. Travel** (All travel provide for in the budget should be identified. This would include local travel to work sites and extended overnight travel both domestic and foreign. Identify travel to conferences and meetings separate from other travel. Travel to conferences and meetings should be for the purpose of presenting on the work of the agreement. The following is an example of how this might read:

“Domestic: Costs for travel and lodging in Beltsville NC for PI and Research Assistant to collect/ screen samples (Flight ($800), 2 nights lodging ($200 per night), 3 days per diem ($112 per day)). Subtotal: $1,536.”

1 Conference Trip, American Society of Horticultural Science in Hawaii for PI and Grad Student (Airfare $500, Hotel 2 Nights, $418, Taxi to/from Airport $100). Subtotal: $1,936.”

Weekly travel to the field sites (San Diego, Orange, Los Angeles, Ventura and Santa Barbara) we will need a truck (rented from the University at $354.61 per month for 8 months) at a cost of $ 0.535 per mile. $4,977.”

International: PI and Research Assistant are planning to visit New Zealand once to develop innovative methods to evaluate uncertainty associated with pest forecasts through collaboration with Lincoln University (Lincoln, New Zealand). (Flight ($3500), 5 nights lodging ($2000 per night), 6 days per diem ($672+ per day)). Subtotal: $6,172.”

**PLEASE NOTE – Statements such as “the PI will determine the appropriate time, duration, and personnel needed for travel” will not be accepted.**)

**E. Contracts or Sub-Agreements** (Any plans for contracts or sub-agreements should be listed and an explanation of how they will be used in the agreement. Do not list contractors by name unless the cooperator has already bid the work to be done or a sole source justification has been provided. A separate budget specifically for the sub-contract should be contained in the body of the work plan. **PLEASE NOTE – Do not list funds used in sub-agreements in sections A through D. All funds to be used by cooperators or contractors should be outlined in section E. See example below.)**

**F. Other** (Any resources not discussed in the previous categories but identified in the budget should be explained.)

**VIII. Budget** [use whole dollars only…no cents. The total dollars of the categories below (referred to as budget object classes or BOCs by the financial community) is the minimum detail to be listed. Some institutions provide detailed financial plans for the budget but should be a detailed breakdown of the major categories below.]

**Salaries $**

**Benefits $**

**Equipment $**

**Supplies $**

**Travel $**

**Contracts $**

**Other $**

**Total direct cost $**

**Indirect Cost $**

**Total Cost $**

**IX. Data** (This section should address what type of data will be collected and how will it be maintained. Address timelines for collection and recording of data as well as how APHIS will be provided access to the data.

**X. Geographical Considerations** (**THIS SECTION IS OPTIONAL** and should only be included if unusual or challenging geographical features may impact the work of the agreement. Certain croplands, rangelands, woodlands, rivers, lakes, wildlife sanctuaries, and/or commercial beekeepers could impact certain aspects of your research.

**XI. Statement of Federal Involvement (THIS SECTION IS OPTIONAL** but should be included if federal involvement is not obvious from the discussions in sections I. through V.)