



Daniel Thomas &lt;danchurchthomas@gmail.com&gt;

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**Thomas/James USDA AFRI (Program A7201) Proposal Submission - Due July 18th**

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**Biological Sciences Business Office** <eeb-research@umich.edu>

Wed, Jul 3, 2019 at 4:36 AM

To: Daniel Thomas &lt;dthomas@uoregon.edu&gt;, Timothy James &lt;tjames@umich.edu&gt;

Hi Dan,

Thank you for your patience as I went through the solicitation and familiarized myself with this proposal. Below, you will see a list of internal deadlines and also a list of proposal documents that we will need for this submission. *It is a lot of information so if at any time you would like to set up a phone meeting, I would be happy to go over anything.*

At the UM, there are internal deadlines that are set so that each department can review the proposal you are submitting. Below you will see the ideal timeline:

**BSBO (me) Deadline** - Thursday, July 11, 2019**LSA Deadline** - Friday, July 12, 2019**ORSP Deadline** - Monday, July 15, 2019**Sponsor Deadline** - Thursday, July 18, 2019

Required Documents:

- **PAF Questionnaire** - Attached in the previous email. Please send back to me as soon as you are able.
- **Budget** - let me know what you are thinking in regards to a budget and I would be happy to put one together for you on LSA's budget template
  - Must not exceed \$165,000 per project of up to two years.
  - Must be used primarily for salary or stipend
  - Fringe, supplies, travel, and publications must not exceed \$30,000/year.
  - Institutional Allowance - \$up to \$3,000/year
- **Budget Justification**
- **Project Summary/Abstract** - Must use the required template attached. Please refer to the manual that you sent me for specific information that needs to be included.
- **Project Narrative** - May not exceed a total of 10 pages, 12 point font. Again, see the solicitation for more information on what should be included.
- **Bibliography and References Cited**
- **Facilities & Other Resources**

- **Equipment**
- **Key Personnel Roles**
- **Primary Mentor Letter of Commitment** - From Tim
- **Reference Letters** - 3 required
- **Academic Standings** - documentation from the graduate advisor that all doctoral degree requirements are satisfied.
- **Logic Model** - 2-page limit
- **Management Plan** - 3-page limit
- **Data Management Plan** - 2-page limit
- **Biographical Sketch** - 2-page limit (excluding publications listings) Please refer to page 46 for more information on required items for this.
- **Current and Pending Support** - this is required for both you and Tim's work. Do you have anything to list here? If not, I can provide Tim's grants on the required template. (See attached).
- **Conflict of Interest Form** - see template attached

I am still combing through everything but this should get you started, plus it looks like you are organized with your list too! Again, please let me know if you would like to talk, or if you have any additional questions.

Best,  
Jessie

On Tue, Jul 2, 2019 at 8:10 AM Biological Sciences Business Office <[eeb-research@umich.edu](mailto:eeb-research@umich.edu)> wrote:

Hi Dan,

Thanks so much for reaching out! I would be happy to help you with this submission. I have helped submit a lot of USDA proposals, and I agree, the instructions are a lot to take in!

I will spend the morning reviewing the solicitation and I will put together a list of required documents/templates I will need from you, and also a timeline of when I will need the documents. In order to submit this, I will need to create a Proposal Approval Form (PAF) through UM's online system. It has a lot of questions that I cannot answer, so I am attaching a PAF Questionnaire below that I will need you to fill out as soon as you can and return it back to me.

If you have any questions regarding it, please let me know and I would be happy to sit down with you. I will be in touch in the next few hours with more instruction regarding your documents and deadlines!

Best,  
Jessie

On Mon, Jul 1, 2019 at 6:44 PM Daniel Thomas <[dthomas@uoregon.edu](mailto:dthomas@uoregon.edu)> wrote:

Hello!

I'm interested in submitting a NIFA AFRI postdoctoral fellowship this year. Dr. Tim James has agreed to act as mentor for the project, should the application be funded. I believe this makes the University of Michigan the home/host institution through which this application will be submitted. Dr. James has pointed me your way as the point of contact for submitting the application package to the NIFA AFRI site.

We only just became aware of the opportunity, and the deadline is soon (July 18). There is an explanation of the grant both [here](#) (p. 18) and [here](#), in more detail (p. 37). I find the available AFRI grant instructions to be somewhat bewildering. I'm hoping that your office has some expertise to lend with these programs! Regardless I will supply all materials, in the proper formats.


Please let me know if you are the appropriate contact for this matter, and the next steps that you need to happen from me/us.


Best,  
Dan Thomas

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### 3 attachments

 **project\_summary (2).doc**  
44K

 **current\_pending\_0 (4).doc**  
43K

 **conflict\_of\_interest (9).doc**  
66K