

ARIZONA ICEBERG LETTUCE RESEARCH COUNCIL

1688 West Adams Street
Phoenix, Arizona 85007
(602) 542-3262

NOTICE OF AVAILABILITY OF FUNDS

RESEARCH GRANT PROGRAM APPLICATION AND MANUAL

JUNE 14, 2017

Dear Research Grant Applicant:

The Arizona Iceberg Lettuce Research Council (AILRC) is pleased to present the 2017 Research Grant Application and Manual (Manual). Grant monies are expected to be available to successful applicants in August 2017. This Manual contains general program information, application guidelines, criteria, and application requirements.

All forms necessary to complete an application are available in this Manual and may be reproduced.

Applications may be submitted via e-mail or regular mail.

Please contact Lisa James if you have any questions.

Lisa James
AILRC Administrator
Arizona Department of Agriculture
1688 W. Adams
Phoenix, AZ 85007
Telephone: 602-542-3262
Fax: 602-364-0830
E-mail: ljames@azda.gov

INTRODUCTION

AILRC GRANT PROGRAM

The Arizona Iceberg Lettuce Research Council (“AILRC”) has established a Grant program to assist Arizona iceberg lettuce producers in identifying solutions to production issues. All research findings, abstracts, and reports resulting from funds awarded through this grant process shall be made available to Arizona iceberg lettuce producers through the AILRC. The AILRC is exempt from the provisions of Title 41, Chapter 24, Arizona Revised Statutes, relating to grants pursuant to A.R.S. § 41-2706(B)(4) and instead awards grants according to the competitive grant solicitation requirements of A.A.C. R3-9-106 (attached).

FUNDING SOURCE

Funds for the AILRC grants are available primarily from per carton assessments on iceberg lettuce grown in Arizona imposed pursuant to A.R.S. § 3-526.04.

For this grant cycle, approximately \$90,800 is available for the AILRC grants. The AILRC may award grants for multiple year projects. The AILRC may also award multiple grants from these funds contingent upon the availability of funds at the time of award. The AILRC expects to issue Grant awards in August 2017.

DEADLINES

AILRC must receive completed applications no later than **5:00 p.m. on Monday, July 31, 2017**. This is not a postmark deadline. Applications must be received by the grant deadline date and time. Late applications received by the AILRC shall be returned without review. Applications submitted by the July 31 deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on August 1 at 1688 West Adams Street, Phoenix, Arizona.

Applications must be submitted via e-mail or delivered to:

Lisa James, Council Administrator
AILRC Grant Applications
Arizona Department of Agriculture
1688 W. Adams St.
Phoenix, AZ 85007
ljames@azda.gov

GENERAL COMPLIANCE

All proposed projects must comply with all applicable federal and state laws and the terms of the Grant award agreement signed after an award is made. The information contained in an application shall not be confidential. All applications shall be open for public inspection the next business day after the due date.

GENERAL INDEMNIFICATION

To the extent permitted by A.R.S. §§ 35-154 & 41-621, awardees shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents and employees, including the AILRC and its members, from all claims, actions, liabilities, damages, losses, or expenses for bodily or personal injury, or loss or damage to property caused by the awardee as a result of work performed due to the filing of this application or enforcement or monitoring undertaken due to the grant.

RECORDS REQUIREMENT COMPLIANCE

As required by A.R.S. § 35-214, the awardee shall retain all books, accounts, reports, files, and other records relating to the acquisition and performance of the Grant award agreement for a period of five years after the completion of the Grant award agreement. All records shall be subject to inspection and audit by State of Arizona personnel at reasonable times. Upon request, the awardee shall produce a legible copy of any or all such records.

GENERAL ELIGIBILITY REQUIREMENTS FOR ALL APPLICANTS

PROPOSED PROJECTS

A.R.S. §3-526.02 (B) provides, the AILRC may authorize or contract for:

1. Research, development and survey programs concerning varietal development
2. Programs for lettuce pest eradication
3. Programs concerning production, harvesting, handling, and hauling from the field to market
4. Any other programs, excluding sales or marketing, the AILRC deems to be appropriate for the purposes of A.R.S § 3-526 et seq.

A.R.S. §526.02 (C)(5) provides, the AILRC may make grants to research agencies for financing appropriate studies, or to purchase or acquire equipment and facilities consistent with A.R.S §3-526 et seq.

Examples of projects that may receive funding are:

- Projects that detect and eradicate pests
- Projects that offer remedies to iceberg lettuce diseases

The AILRC conducted a survey of Arizona iceberg lettuce producers in order to identify research priorities. A copy of the survey results are attached. Please review the results and keep the priorities in mind when preparing your research proposals.

The AILRC encourages collaboration by entities for community partnerships.

The AILRC may schedule time for each applicant to orally present their proposal during its meeting expected to be held on August 15, 2017. Presentations are voluntary, but the AILRC members may have questions of applicants that could be addressed at that time. The Council Administrator will directly contact applicants with specific date and time information, and an agenda will be published at least 24 hours prior to the meeting.

APPLICATION INSTRUCTIONS

All applicants **must** adhere to the following instructions, in addition to other requirements as stated in this Manual as well as A.A.C. R3-9-106 (attached), to be considered eligible for a Grant. **Proposed projects missing any of the subsequent information may be deemed ineligible.**

- Include a completed and signed Application Form and completed Proposed Project Description and Scope of Work.
- Include an itemized proposed project budget with all direct costs of the proposed project. **The budget for the proposed project shall not include overhead expenses.**
- Individual applicants (not part of a public agency or private entity) must provide documentation of lawful presence in the United States, pursuant to A.R.S. § 1-502 and 8 U.S.C. § 1621.
- An applicant that is an employer must provide proof that it is registered with and participating in the e-verify program.
- The applicant must submit ONE (1) complete original application. **The person authorized to receive funds must sign the original copy of the application and subsequent documents in the grant process.**

OR

- **The applicant has the option of submitting the application via e-mail to:**

ljames@azda.gov

CRITERIA

The following criteria shall be used by the AILRC for evaluating grant applications and awarding the AILRC funds.

1. The applicant's successful completion of prior research projects,
2. The extent to which the proposed project identifies solutions to current issues facing the iceberg lettuce industry,
3. The extent to which the proposed project addresses future issues facing the iceberg lettuce industry,
4. The extent to which the proposed project addresses the findings of any industry surveys conducted within the previous year,
5. The appropriateness of the budget request in achieving the project objectives,
6. The appropriateness of the proposal time-frame to the stated project objectives, and
7. Relevant experience and qualifications of the applicant.

DISAGREEMENT PROCESS

The AILRC reserves the right to reject any application for failure to comply with the requirements in this Grant Application and Manual.

An applicant may request the AILRC to reconsider the application. In the request for reconsideration, the applicant shall provide specific reasons for the reconsideration. The AILRC may grant a reconsideration of the applicant's application. The AILRC shall not grant reconsideration based on dissatisfaction with the amount of a grant award.

PROTESTS

Protests shall be filed with the Council in writing. A protest of the grant manual shall be filed before the due date and time for grant applications. A protest of a proposed award or of an award shall be filed within 10 days after the grant applications are open for public inspection. A protest shall include the following information:

1. The name, address and telephone number of the protesting party;
2. The signature of the protesting party or its representative;
3. The name and year of the grant program;
4. A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and
5. The form of relief requested.

REPORTING & ACCOUNTING

All research findings, abstracts and reports resulting from funds awarded in this grant process shall be made available to Arizona iceberg lettuce producers through the AILRC.

Awardees shall provide at least one progress report during the grant period (due date must be established in Part IV of the proposal) as well as a final report at the end of the grant period. These reports must be prefaced by an abstract and layman's summary.

The final report must be submitted within 90 days of the project duration end date or the final payment may be forfeited.¹ A no-cost extension may be requested by notifying the council administrator. The request must be submitted, in writing, prior to the project duration end date.

¹ Governmental units may be exempt from this provision. A.A.C. R3-9-205 (H)(2).

**APPLICATION
AILRC Grant Program**

INFORMATION SHOULD BE TYPED OR CLEARLY PRINTED
(This form is available as a fillable PDF at:
<http://searchagriculture.az.gov/act/grantopportunities.aspx>)

Company/Organization Name: _____

Contact Name/Title: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: (_____) _____ **Fax:** (_____) _____

Email Address: _____

Project Title: _____

Funding Amount Requested: _____

I hereby certify that the information in this application is true and correct to the best of my knowledge.

**Authorized
Signature:** _____

Title: _____

Print Name: _____

Date: _____

PROPOSED PROJECT DESCRIPTION AND SCOPE OF WORK

Part I. In detail, please identify your proposed project and personnel. This should include: the project title, the principal investigator(s), cooperating investigators, and the expected location(s) where the project will be undertaken.

Part II. In detail, please explain the rationale behind your proposed project. Explain the significance, need, and benefit to the industry, previous work on the subject (if any), and the long range objectives for the project with appropriate objective timeline.

Part III. How will you measure the progress and performance of your proposed project? What are your immediate objectives during the grant period?

Part IV. Please explain and include a timeline for your expected work product, with a brief synopsis of any and all work and procedures planned during the grant period. Also, please provide a timeline for reporting on the project, including at least one progress report during the grant period.

Part V. Please include an itemized budget of how grant funds will be spent. It is suggested that you use the “Suggested Budget Format” included in this manual.

**ARIZONA ICEBERG LETTUCE RESEARCH COUNCIL
SUGGESTED BUDGET FORMAT**

A. SALARIES	Amount Requested from AILRC (Individual Amounts)	<u>Totals</u>
Technician	_____	_____
Lab Assistant	_____	_____
Secretary	_____	_____
Other	_____	_____
Employee Benefits ²	_____	_____
Subtotal	_____	_____
 B. SUPPLIES AND EXPENSES		
Materials	_____	_____
Equipment	_____	_____
Laboratory	_____	_____
Analysis	_____	_____
Computer Analysis	_____	_____
Field Operations	_____	_____
Travel	_____	_____
Miscellaneous	_____	_____
Subtotal	_____	_____
 C. TOTAL		
Net Request		_____

² These are specific percentages, depending on employees' category. Consult department administrative assistant or business office.

DEFINITIONS AND ABBREVIATIONS

“AILRC” means the Arizona Iceberg Lettuce Research Council.

“Authorized signature” means the signature of an individual authorized to receive funds on behalf of an applicant and responsible for the execution of the applicant’s project.

“Awardee” means an applicant to whom the AILRC awards grant funds for a proposed project.

“Grant” means an award of financial support to an applicant according to A.R.S. § 3-526.02 (B) and (C)(5).

“Grant award agreement” means a document advising an applicant of the amount of money awarded following receipt by the AILRC of the applicant’s signed acceptance of the award.

CHECKLIST

- ❑ **Signed and completed application cover sheet**

- ❑ **Completed project proposal description (Parts I –V)**

- ❑ **Detailed project budget proposal (Part VI)**

- ❑ **One original copy of the application OR application submitted via e-mail to: ljames@azda.gov**