**National Clean Plant Network Proposal**

**Name of Project**

**Brief Project Description:** *Provide a brief one or two sentence description of the proposed project.*

**Principal Investigator**

**Name of Institution**

**Address**

**Phone**

**E-mail**

1. **Background**

*This section explains the purpose of the project and must cover the following elements.*

*Reason for project – Identify the need or problem and how Federal investment in the project will help to address the problem. The agreement should be supporting solutions for a public purpose.*

*Overview of the project activities – Briefly describe the project and activities that will be performed.*

*Deliverables and expected outcomes – Briefly describe the deliverables of this agreement to stakeholders.*

*Impact on industry or other stakeholders- Identify stakeholders who will benefit from this work and the impact of the project deliverables for them.*

1. **Alignment with NCPN Strategic Goals and Objectives**

*Briefly describe how NCPN Strategic Plan Goals are being addressed under the submitted work plan. If applicable, also briefly describe how individual crop Strategic Plan Goals are being addressed.*

1. **Stakeholder Participation and Industry Focus**
2. **Stakeholder Participation:** *Provide an indication of the organizations collaboratively involved with the applicant in activities carried out through this proposal and explain their involvement.*
3. **Industry Focus:** *Describe the industry or industries being served because of the products generated through this project. As applicable, also indicate the deliverables intended for use either by nurseries or growers.*
4. **Goals and Objectives**

*Provide Goals and Objectives that outline what you plan to accomplish through this project. Goals are a broad statement of the overall outcomes the project intends to accomplish. Under each goal, provide specific Objectives that concisely and clearly state the planned actions in 1-2 sentences. Any narrative explaining how to accomplish the objective should be included under the methods section*.

1. **Milestones**

*For each objective, provide a list of milestones (keys steps or activities) that are planned to achieve the objective and reach the goal. For each milestone, include expected performance measures. A table format such as the example below may be used.*

Objective 1

| **Milestone** | **Performance Measure** |
| --- | --- |
| 1.1 Key activity | Performance metric or deliverable |

1. **Methods**

*Provide a clear description of the approach that you plan to follow to achieve the project objectives, including relevant program operations. You must provide sufficient detail to clearly communicate how you plan to conduct your project. This information is critical in justifying the Budget requested for this project.*

1. **Deliverables**

*Clearly state what is intended to be delivered to stakeholders at the end of this agreement. List or indicate the specific intended accomplishments or performance measures that will be used to evaluate the success of the project and how each element will be measured. If applicable, indicate the quantity and type of deliverables anticipated under this project. If this is a continuing project, include the outcomes resulting from previous funding. Deliverables may include tangible products (such as clean plant units distributed) or less tangible outcomes (such as improvements or advances in network activities). A table format such as the example below may be used.*

| **Deliverable** | **Previous Year Outcome**(Calendar Period) | **Proposal Year Expected Outcome**  |
| --- | --- | --- |
| Planned accomplishments or types of products delivered to stakeholders | Deliverable metrics or description of impact  | Deliverable metrics or description of impact |

1. **Other Sources of Support**

*Provide approximate funding amounts indicating other sources of funding support for program annual operating costs such as institutional support (e.g. staff costs allocated to the program), commodity support, user or service fees, material sales or other sources, using the template below.*

|  |  |
| --- | --- |
| **Other Source of Support** | **Previous Year Support** |
| Institutional Support  |  |
| Service or User Fees  |  |
| Material Sales |  |
| Commodity Support |  |
| Other |  |
| Total |  |

1. **Budget**

*Complete the Financial Plan Template available on the* [*APHIS NCPN website*](https://www.aphis.usda.gov/funding/ncpn)*.*

*Provide the spreadsheet as a separate file. Budgets must contain sufficient narrative details to allow the proposal reviewer to understand what is being requested, to be able to comprehend its purpose and why it is being requested, at what magnitude or quantity. If the budget includes more than one crop or institution, create a separate worksheet for each crop and institution. Budget costs specifically related to crop governing body administration or outreach initiatives should also be detailed on a separate sheet. Total project costs should be shown in a summary table on the first sheet.*

**Instructions on Calculation of Indirect Costs – 15% limitation**

*The Plant Protection Act restricts indirect costs charged against a cooperative agreement under Section 7721 (including NCPN) to the lesser of 15% of the Total Federal Funds provided under the cooperative agreement or the Negotiated Indirect Cost Rate Agreement applicable to the recipient as established by law. This amount may also be calculated as approximately 17.647% of Total Direct Costs or Total Modified Direct Costs, whichever is applicable.*

*To claim indirect costs, a current negotiated indirect cost rate agreement should be in place and a copy provided to APHIS at the time of award. If an applicant does not have a current negotiated rate (including a provisional rate), the applicant may charge a de minimis rate of 15%. (Please see 2 CFR 200, Part 414, paragraph (f) for details and exceptions).*