

U.S. PORK CENTER OF EXCELLENCE
2023 Swine Research and Education Experience
INSTRUCTIONS & FORMAT

Proposal Submission DEADLINE: Thursday, June 30, 2023 – 5:00 p.m. CST

Thank you for your interest in the “Swine Research and Education Experience (SREE)” program at the U.S. Pork Center of Excellence. Please read the following description and instructions completely. All proposals must be submitted via email to Bill Winkelman, bwinkelman@usporkcenter.org.

Proposal Development

Projects should be submitted through the normal grant proposal system of the institution/college involved. Awards may be administered as needed by the mentor, but should cover project expenses including student labor, student travel to professional events and necessary supplies to communicate results of work accomplished; however, the funding allocation must be directly associated with the educational and research opportunity for the student.

University faculty or staff must identify the topic for the project and identify the roles and responsibilities an undergraduate student will be responsible for in conducting the project. Proposal submission timelines are arranged to initiate the relationship between a mentor and a student early in the student’s program and to complete the research within an academic year for funded projects. Specifically, the steps are as follows:

1. Spring of the Academic Year (2023) – Mentor and student relationship building and project discussion.
2. Spring and Summer (June 30, 2023) – Full proposal completed and submitted.
3. Summer (August 15, 2023) – Notification of proposal review outcome and funding status by the U.S. Pork Center of Excellence.
4. Fall of Academic Year (September 1, 2023) – Funding transfer, project initiation, and student participation in education and research experiences begin.
5. End of Academic Year (May 1, 2024) or earlier – Project completed, student participation completed, final project report due.

NOTE: Committee reviews will be completed, and notifications made by August 15, 2023. Project initiation can be expected to begin as early as September 1, 2023 and projects are to be completed within the calendar year.

Please read the following instructions completely. All proposals must be submitted via email to bwinkelman@usporkcenter.org.

STEP 1: COMPLETE PROPOSAL

The proposal must be typed in the required format – see the last four pages of this document. Your proposal must be typed in 12-point font size, Times New Roman font, single-spaced for #2-8 with margins of .5” on left, right, top and bottom. **Proposals must be submitted as a WORD file – not PDF.** The body of your proposal containing items 1-10, should contain a maximum of eight pages (only the first eight pages will be read). The CV’s and Letter of PI support and any other letters of collaboration are

not counted within the 8 pages. **PLEASE REMEMBER TO TURN OFF TRACKING CHANGES BEFORE DOING YOUR FINAL SAVE AND UPLOADING THE PROPOSAL!**

STEP 2: SAVE PROPOSAL

Save your proposal with the file name of: “**LAST NAME, FIRST INITIAL – Proposal**”.

Example: **SMITH, J – Proposal.doc**. If you are submitting more than one proposal, please use **SMITH, J-2 – Proposal.doc**. Restrict the use of scientific acronyms in your proposal.

STEP 3: SUBMIT PROPOSAL

All proposals must be submitted via email to bwinkelman@usporkcenter.org by Thursday, June 30, 2022 at 5:00 p.m. CST.

DOWNLOAD THIS DOCUMENT AND USE THE NEXT THREE PAGES AS YOUR PROPOSAL TEMPLATE. PLEASE DELETE THIS AND THE PREVIOUS PAGES OF INSTRUCTIONS BEFORE YOU SUBMIT YOUR PROPOSAL.

**U.S. Pork Center of Excellence
2023 Swine Research and Education Experience Proposal**

Proposal Cover Page

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It is our policy to honor the confidentiality of each proposal. However, during review, the reviewer may make discrete inquiries on project design if it improves the quality of his/her evaluation, so long as the source and nature of the work is undisclosed.

Project #	(For U.S. Pork Center of Excellence use only)		
Project Title:			
Requested Funding Amount:		Project Duration:	

Principal Instructor and Title:			
Institution:			
Address:			
City, ST ZIP			
Phone:		FAX:	
Email:			

Contracts/Grants Administrator name: <i>(person to receive contracts, if funded)</i>				
Title		Organization		
Street Address				
City		State	Zip	
Phone		Fax	E-Mail	

I (Principal Instructor) certify that the Grants and Contracts Administrator has reviewed this proposal prior to its submission to U.S. Pork Center of Excellence for possible funding.

Proposal Budget (add lines as required):

Category	Description (if needed)	USPCE	Other Support	Total
1) Personnel (include name where appropriate)				
2) Contracted Services (diagnostic fees, computer access, etc.)				
3) Assay and Testing Fees (“per sample” costs not included under Supplies)				
4) Travel				
5) Equipment (non USPCE-funded equipment contributions)				
		XXXXXX		
6) Supplies (disposable items and reagents)				
7) Animal Cost (list only net cost if animals will be salvaged)				
8) Animal Care (per diem care, housing, and feed)				
9) Shipping, Handling, Mailing Expenses				
10) Travel or Other Project Expenses (list)				
12) Indirect Cost Recovery (USPCE does not pay ICR)				
		XXXXXX		
13) TOTAL				
Explanation (if required):				

BODY of PROPOSAL (*Maximum of 8 pages for Items 1 to 9*)

1. **Student Learning Objectives and Evaluation Processes** (*1 page maximum*) – List student experience objectives and explain clearly the desired outcomes for the student through participation in the project. Provide information relevant to student opportunities for industry networking, career selection, academic and professional society involvement, and other relevant situations that are expected as result of participation and completion of the project. Also, provide specific and measurable methodologies for evaluating student performance.
2. **Literature Review** (*1 page maximum*) – Current status of research/education problem being proposed.
3. **Project Description, Objectives and Approach** (*1 page maximum*) – Description of the project, objectives, hypotheses, and experimental approach. Include a summary of resources, equipment, facilities, work environment, and techniques that the student will gain through participation in project.
4. **Schedule/timeline for proposed research or educational experience**
5. **Value of proposed research to the swine industry and relevance to producer priorities** (*one paragraph*).
6. **Experience of faculty in supervising and mentoring students** (*one paragraph*).
7. **Budget for Project** – Overhead and indirect costs are NOT covered by U.S. Pork Center of Excellence funds. Student and other hourly labor will be permitted. Equipment purchases are not allowed in the proposal.

Budget format –

- a. Costs MUST be indicated in a 3-column format with U.S. Pork Center of Excellence, University, and Total columns.
 - b. Other funding requested or anticipated in support for this project must be indicated in an additional budget column.
8. **Certification** - most institutions require approval of proposals before submission. Please indicate this step has been completed by supplying the names, title, e-mail address and phone number of the personnel from the grants office, college and department who have approved your proposal for submission. **PROPOSALS MAY BE REJECTED IF THIS INFORMATION IS NOT INCLUDED.**
 9. **Brief description of plans to disseminate project results to appropriate audiences** – Must include plans to present (poster, video or presentation) at a professional or scientific meeting (American Society of Animal Science, World Pork Expo, Swine Educators Conference or other).
 10. **Abridged Curriculum Vita** (*1 page maximum*) – for the Principal Investigator. Be sure to include experience in supervising/mentoring students.