

INSTRUCTIONS & FORMAT

NPB Pork Scholar Program - 2021



DEADLINE: Tuesday, February 23rd, 2021 – 5:00 pm C.S.T.

IMPORTANT POINTS TO REMEMBER!

- **Proposals must be in WORD format only**
- **Proposal must start with COVER PAGE – see page 3 of this document**
- **Proposal must be in current format – heading must read “NPB Professional Student Fellowship Program”**
- **Only ONE WORD document will be reviewed. CV’s and Letters of Cooperation must all be combined in one document**
- **Turn OFF any tracking changes within your proposal**
- **Add mail@grantapplication.com to your safe senders list to ensure you receive all confirmation emails**

Thank you for your interest in the National Pork Board’s Pork Scholars Program. Please read the following instructions completely. All proposals must be submitted via our website. If you have submitted a proposal previously, you are now able to auto-populate data from your previous submission. You can also email a printer friendly version of your application, as well as any attached documents to up to ten recipients.

Go to our website at <http://www.pork.org/research/> You will find the RFP, this Instructions and Format document, the link to the Application Website and the link to the Create Account or Sign in Page. Creating an account will allow you to receive confirmation emails from mail@grantapplication.com as long as this email is added to your safe senders list.

Application Website:

The website has multiple pages noted by the chevron bar at the top of the screen.

Above the chevron bar on the right are links for:

Contact Us - will open an e-mail to grants@pork.org for your questions.

Exit – will close the website and take you back to www.pork.org.

Under the chevron bar on the right are links for:

Printer Friendly Version: Once login and account creation are complete, you can access a printer-friendly version for your records.

Email Draft – this will take you to the **Applications** page where you will be able to email your draft to up to ten recipients by clicking on the envelope icon below “**Action**”.

STEP 1: COMPLETE PROPOSAL

The proposal must be typed and submitted 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, double-spaced for #2-5 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-#7, should contain a MAXIMUM of 4 pages. Mentor CV and letters of collaboration are **not counted** within the 4 pages. **PLEASE REMEMBER TO TURN OFF TRACKING CHANGES**

BEFORE UPLOADING PROPOSAL!

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

STEP 2: COMPLETE WEBSITE FORM

Complete each required field on each of the pages as noted by the red diamond. At the bottom of the screen, you can select **“Save & Finish Later”** or **“Next”**. You can save the data entered and return later to complete the proposal by clicking on **“Save & Finish Later”** at the bottom of the page. This will take you to a **“Please Sign In”** screen where you enter your e-mail address and assign a new password between 5-25 characters long. When you create your account, you will receive a confirmation e-mail including your password at the e-mail address you entered. This e-mail will include a direct link to the account home page allowing you to log in and resume the proposal process. This account will allow you to view a list of your In-Progress and Submitted Applications by clicking on the dropdown box next to **“Show”**.

On the Attachments page, click on the **Browse...** button to locate your proposal and **be sure to click on Upload to attach**. Your uploaded file will show here if uploaded correctly. You can remove your proposal at this point by checking the **“Remove”** box. If you forget to upload your proposal, you will receive an error message and be instructed to return to the Attachment page.

You may review all entries on a single web page by clicking on **“Review & Submit”** at the bottom of the page. You may change data in any field from this location but be sure to click UPDATE at the bottom of the page.

STEP 3: SUBMIT PROPOSAL

Click on **Review & Submit** button at the bottom of the page. *After reviewing all entries, select **Save & Finish Later or Submit***. If any required fields have are left blank, you will not be allowed to submit. Please complete and resubmit. If you are not logged in to your account, you will be prompted to enter your email address to receive an e-mail confirmation of the submission of the application. If you are logged in when you submit your application, you will receive the confirmation e-mail automatically. Once your proposal is submitted, you can view both the webform and your attachment by logging into the **My Account** page.

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

THANK YOU

PROPOSAL TEMPLATE

(Next page)

**National Pork Board Research Proposal
Pork Scholar Program - 2021
Proposal Cover Page**



It is our policy to honor the confidentiality of each research proposal to protect investigators from having their ideas exposed to unnecessary critique and discussion. However, during review, the reviewer may make discrete inquiries on protocol mechanics if it improves the quality of his/her evaluation, so long as the source and nature of the work is undisclosed.

Project # (NPB use only)	
Category:	FELLOWSHIPS
Project Title:	
Requested Funding Amount:	Project Duration:

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

Co-Investigator(s)	Institution, City, State	Email address
1.		
2.		
3.		
4.		
5.		

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 Investigator) certify that the Grants and Contracts Administrator has reviewed this proposal prior to it's submission to National Pork Board for possible funding.

Proposal Summary Page (limit to one page, single spaced using 12-point font)

Pork producers and their advisors will use this description to help them rank the proposal. Please be complete, but concise using layman's terms. Keep in mind that the intent of this fellowship is to support TRAINING of graduate students so that they are prepared for employment in the pork industry. While it is critical that they work on research that directly applies to the pork industry, a full description of the research project(s) in this proposal is not necessary

Objectives of Training/Educational/Career Development Opportunities:

Benefit of Research to Industry:

1. Describe how the proposed training fits with the call for proposals
2. Describe the tangible skills each student will bring to the pork industry at completion of their degree
3. Describe how employees with this skill set might improve the competitive advantage of the U.S. pork industry
4. Describe how this education/training program is unique and important

1. Budget for Project

- i. The budget for this fellowship is capped at \$30,000 each year for up to two years (Total of up to \$60,000/student).
- ii. Only one student (MS, PhD, DVM-PhD) may be supported from each fellowship.
- iii. Mentors may apply for multiple fellowships, but evidence of ability to simultaneously train multiple students is required.
- iv. Additional support including but not limited to graduate student stipend/benefits/tuition remission and costs of research (i.e. animal housing, feed and management, lab supplies, travel, assay reagents, publication, etc.) are the responsibility of the successful applicant
- v. Complete the table below with the number of students to be trained in each category for 2020 and 2021 academic years as well as the annual and total request for support.

	MS (#Students)	PhD (#Students)	DVM-PhD (#Students)	Annual Request (\$)
2020				
2021				
			Total Request (\$)	

- 2. **Research** – briefly describe proposed swine-related research and the research focus of the laboratory in which students will be trained
- 3. **Training/Education Objectives** – describe each training/education objective separately
- 4. **Procedures to achieve these objectives** - include details of specific training/education opportunities, course work, career development, collaboration with industry partners and approach to multidiscipline education. Include description of resources and support centers as well as description of collaborative agreements between faculty and pork industry cooperators.
- 5. **Value of proposed professional** to the swine industry and relevance to producer needs. Describe the type of expertise this individual or these individuals will bring to the industry. Describe the economic impact and the competitive advantage gained by producers employing individuals trained in this program.
- 6. **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.**
- 7. **Letters of Cooperation** – attach letters of cooperation from project co-mentors and pork industry collaborators
- 8. **Curriculum Vita** – of mentor (limit of two pages)