

# Guidelines and Regulations for Applicants

**Submission date:** Up to 3 months following the conclusion of the BARD Workshop

## Guidelines

The following are the guidelines and procedures for the preparation and submission of a Seed Grant (SG) proposal.

## Introduction

The "BARD Workshop Grant" organized by BARD has been successful in bringing together US and Israeli researchers to share their expertise and discuss shared challenges. These events provide opportunities for researchers to network and establish personal connections and build relationships that can facilitate future collaborations.

## Priority Areas

The priorities for BARD Research Grants. ([link](#))

## Purpose

The objective of this program is to extend the impact of the Workshops, by funding "a Seed Grant" for early-stage joint research collaboration. These grants will help strengthen the relationship between the two parties and lay the groundwork for the submission of a full proposal. In most cases the Seed Grant" provides an opportunity to help investigators collect preliminary data to prepare for future BARD grants.

## Eligibility

Participants of a recently held BARD workshop who are affiliates of public or private non-profit research institutions are eligible to apply. Proposals must be submitted through such legally constituted institutions.

## Team Composition

The team must consist of at least one US scientist and one Israeli scientist.

Grant duration: One year maximum

**Maximum budget:** \$50,000.

## The proposal

The proposal should be submitted to the BARD office ([haim@bard-isus.com](mailto:haim@bard-isus.com)) and include a Cover Page and the Signature Page with the signatures of each collaborator and his/her Research Authority (each institution may submit its Signature Page separately).

## Proposal Format Requirements:

The proposal must be written in English, line spacing of 1.5, font equivalent of 12, margins 2.5 cm, all sides. It should be limited to 8 pages in length (not including Cover Page, Abstract and CVs).

Include all the following headings:

- Title
  - The collaborating investigators, institutions, and their address details (email & mailing)
  - Background to the problem and its significance to the agriculture in the US and Israel.
  - Description of cooperation during the grant preparation; add a timetable.
  - A brief (2 page) CV for each collaborator
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- Title of the research
  - Abstract – (no abbreviations allowed)
  - Statement of the research problem and its general background
  - Objectives to be achieved by the seed grant. Describe how the preliminary results will strengthen the proposal for submission to the granting agency.
  - Hypothesis and preliminary results
  - Research plan (maximum 1-year duration) including details on the mode of collaboration between the partners and the task of each collaborator.

### **The Budget**

Prepare a budget for each participating institution, according to each of the following categories (when relevant):

- **Budget Items** annual total budget should be rounded to the **nearest \$1,000**.
- **Personnel Services/Salaries** including salaries and fringe benefits. PIs, Co-PIs, and Collaborating Investigators are not entitled to receive salaries from the BARD grant. Support personnel can receive salaries and social benefits in proportion to the time devoted to the research project except those who are tenured employees at the recipient institution. Describe role, estimated hours/ % employment and cost of each requested employee.
- **Non-expendable Equipment** BARD allows the purchase of specific items of equipment to be used in the supported research and without which the research project cannot be conducted. Large capital expenditures are not included in BARD's obligations to recipients.
- **Operating Expenses** Include lab materials, sub-contractors, computer services, office supplies, local travel, and hosting.
- **Foreign Travel** for seed grants: Detail purpose of trip, name of who will travel, # of days, cost of ticket, lodging and per diem, ground transportation, etc. This grant is not intended for participating in international conferences. **No increases to the foreign travel budget will be allowed during the project.**
- **Overhead** - maximum 20% of direct costs (items 1-4)

Supplemental funding by other agricultural research organizations, institutions and/or by industry is encouraged.

Each funded institution will submit a separate fiscal report at the end of the project to report the actual expenses. BARD will recognize and pay only for approved expenses actually used for the purposes outlined in the SG proposal and will not recognize expenses relating to periods either before or after the official start and end dates of the grant.

**Evaluation**

The proposal will be evaluated by an ad hoc committee selected by the Executive Director of BARD for each BARD Workshop. The committee may include relevant TAC and/or BARD committee members as well as the organizers of the BARD Workshop. The funding recommendation will be forwarded by the Executive Director of BARD to the Board of Directors for their funding decision.