



HLB Multi-Agency Coordination (HLB MAC) Group

Stakeholder Project Suggestion Process

Informational Webinar August 2014



Overview

HLB MAC Group Initiative

Stakeholder Project Suggestion Process

Timeline

Criteria

Submitting a Suggestion

Questions and Answers



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HLB MAC Initiative

- **\$21 M from 2014 Omnibus Appropriations Act and USDA**
- **Provide solutions and place tools into the hands of the citrus industry in the NEAR term while researchers find mid-to long-term solutions.**

HLB MAC Initiative

Solutions and Tools

- **Vector Management** (e.g. chemical or semiochemical ready for field level testing, tools for trapping in the field, or substances that repel the Asian citrus psyllid (ACP))
- **Pre-symptomatic detection of HLB** (e.g. scale up of early detection methods into tools that can be used in the field for management or in the lab for high throughput diagnostics)
- **Therapies to sustain diseased plant and insect hosts** (e.g. a therapy that can help diseased trees maintain productivity, reduce *Candidatus Liberibacter asiaticus* in trees or ACP, or prevent feeding by ACP)
- **Sustainability of new plantings** (e.g. a method, technology, or tool that will protect new trees from infection or impact of HLB; a system of best horticultural practices to allow production in presence of disease)
- **Inoculum management** (e.g. strategies for removing/treating infected trees, especially those that are in the urban landscape or in abandoned or largely unmanaged groves)



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HLB MAC Stakeholder Project Suggestion Process

- **Any stakeholder may submit projects for potential funding.**
 - Open process
 - Invites broad participation
 - Closes August 22, 2014

Timeline

- **Suggestion submitted**
- **Review process**
 - **Reviewers represent industry, academia, state and federal**
 - **Criteria**
- **Rankings provided to HLB Mac group**
- **Applicants notified**
- **Work plans developed**
- **Cooperative agreements written and signed**

Criteria

- **Timeliness**
- **Scalability**
- **Economic considerations**
- **End user involvement**
- **Adaptability**



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➤ **In your Web Browser, go to the following URL:**

<http://www.cipm.info/hlbmac/spms/public/>



The *Suggestion/Project Management System* *Welcome Page* appears on your screen.



Suggestion/Project Management System (SPMS)



[Current RFAs](#) [PI User Guide](#) [Contact Us](#) [Login](#)

View Suggestion
Guidelines
without logging in

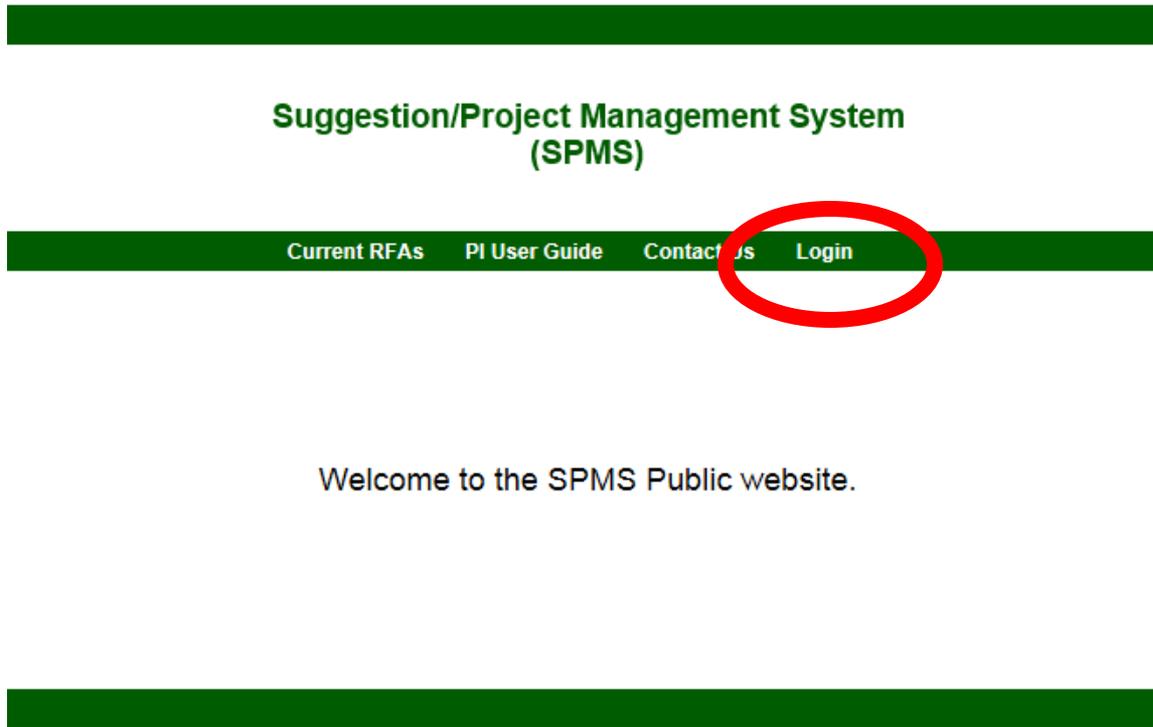
Step-by-step guide to
submit a suggestion

Create an account
and login to submit
suggestion

Welcome to the SPMS Public website.



➤ To create a login ID and password, click on “Login” in the menu bar on the welcome page



The Login page appears.



Suggestion/Project Management System (SPMS)



Please enter your email address and password below.

Email:

Password:

[Forgot your password?](#)

[Don't have an account? Register here.](#)



➤ To create an account, click on
“Register here.”

➤ **Complete the registration form and click on the “*Register New PI*” button.**

PI Administration: Register New PI

* = Required Field

* First Name

Middle Name

* Last Name

Title

* Employer

* Email

* Confirm Email

Address

City

* State

Zip Code

* Phone Number Please format with dashes, e.g.: 555-555-5555

Fax

Register New PI



The system will welcome you as a Principle Investigator (i.e., the person responsible for the suggested project).

Suggestion/Project Management System (SPMS)

[Home](#) [RFAs/Suggestions](#) [Projects](#) [User Guide](#) [My Profile](#) [Logout](#)

APHIS is utilizing this Suggestion/Project Management System for submission of project suggestions for consideration for HLB MAC funding. The software we are using to collect suggestions was previously developed for requests for proposals (RFPs) or requests for applications (RFAs). Please note that this is a call for HLB MAC Project **Suggestions** and not a call for grant proposals or applications. This language will be updated in future versions.

Welcome Sally Dowright,

You are logged in as a Principal Investigator (PI).

Please use the links above to navigate this section. To submit a Suggestion for an open RFA, click "RFAs/Suggestions".

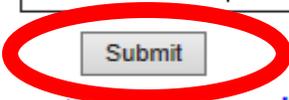
➤ If you already have an account, enter your email address and password and click Submit.

Suggestion/Project Management System (SPMS)

Please enter your email address and password below.

Email:

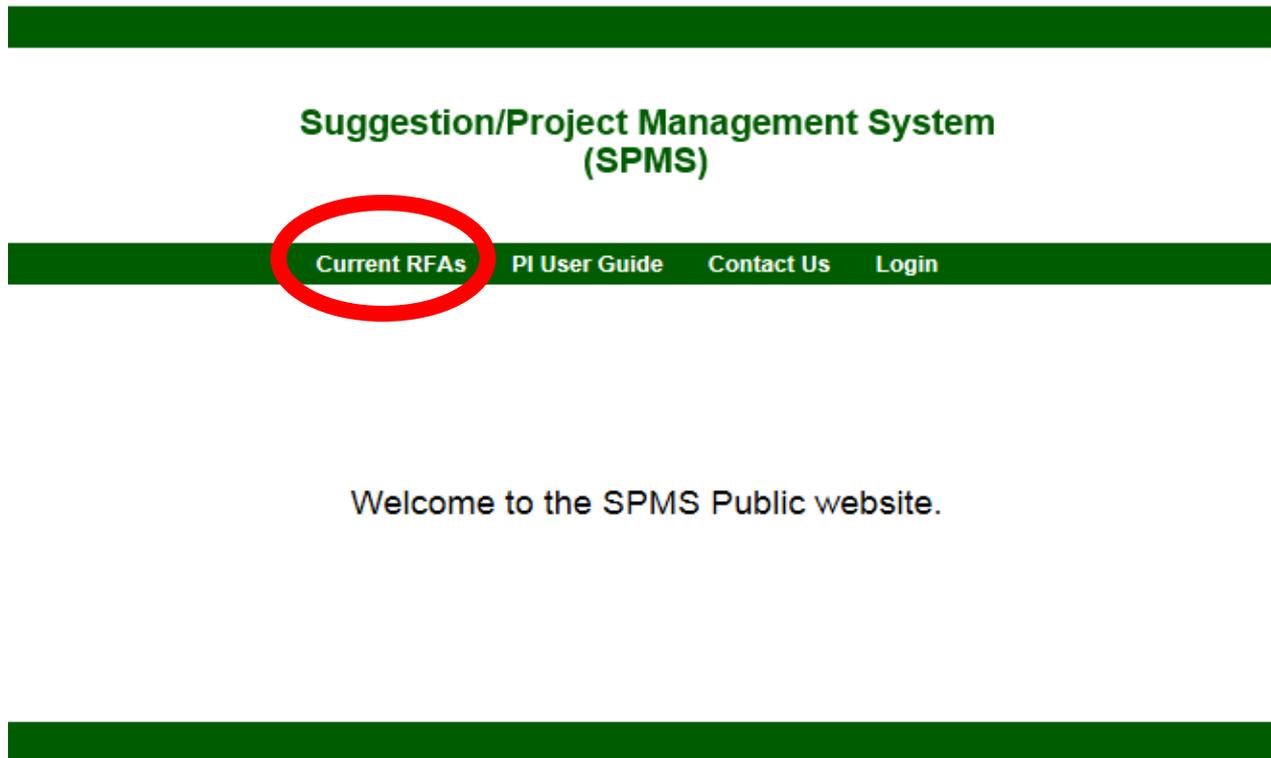
Password:



[Forgot your password?](#)

[Don't have an account? Register here.](#)

➤ Click on “Current RFAs” in the menu bar on the Welcome Page



The *Current RFAs* screen appears

Suggestion/Project Management System (SPMS)

[Current RFAs](#)
[PI User Guide](#)
[Contact Us](#)
[Login](#)

Current RFAs

Title	Description	Submission Deadline	Action
HLB MAC Project Suggestions	<p>The HLB MAC Group Suggestion Process</p> <p>Background: The HLB Multi-Agency Coordination group (HLB MAC) was activated by USDA Secretary Tom Vilsack to coordinate federal, state and industry response to the emergency situation arising from the presence of huanglongbing disease in the U.S. The HLB MAC is charged with quickly putting tools in the ...</p>	08/22/2014	View RFA Details

View guidelines and download suggestion template

➤ Click on the “*View RFA Details*” button.

[View RFA Details](#)

The *RFA Details* display on your screen.

Suggestion/Project Management System (SPMS)

[Current RFAs](#)

[PI User Guide](#)

[Contact Us](#)

[Login](#)

RFA Details

Title:

HLB MAC Project Suggestions

Description:

The HLB MAC Group Suggestion Process

Background: The HLB Multi-Agency Coordination group (HLB MAC) was activated by USDA Secretary Tom Vilsack to coordinate federal, state and industry response to the emergency situation arising from the presence of huanglongbing disease in the U.S. The HLB MAC is charged with quickly putting tools in the hands of producers that will allow them to remain economically productive until more permanent, long-term solutions can be employed. Part of the MAC strategy for meeting this charge is to solicit suggestions from interested parties for projects that can have immediate impact on the sustainability of citrus production in the U.S.

Suggestions must be for tools and strategies that have been proven by previous research to be ready for commercial adoption by the citrus industry. These tools and strategies must have been tested to a sufficient degree that they are ready to be deployed at commercial scale. Basic discovery and initial experimentation to develop methods or tools are not appropriate for funding through the HLB MAC Suggestion process.

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United States Department of Agriculture

Submission Deadline:

08/22/2014

Program Contact Name:

HLB MAC Group

Program Contact Phone:

919-855-7503

Program Contact Email:

HLBMACGroup@aphis.usda.gov

Technical Contact Name:

HLB MAC Group

Technical Contact Phone:

919-855-7503

Technical Contact Email:

HLBMACGroup@aphis.usda.gov

Active:

Yes

The Suggestion Guidelines are available at the following link:

[Acrobat PDF Document](#)

You will need to download the following [Acrobat PDF Document](#) and upload the form in pdf format to submit a suggestion.

Right-click on the Form name and choose "save link as" to download.

You can download the forms without registering as a PI, but you must be registered and login above to submit a proposal.

[Suggestion Template](#)

HLB MAC Suggestion Template.

 **To access the Suggestion Guidelines, click on the “*Acrobat PDF Document*” Button.**

The Suggestion Guidelines are available in the following link:

[Acrobat PDF Document](#)

The HLB MAC Project Suggestion Guidelines display on your screen.

Huanglongbing Multi-Agency Coordination Project Suggestion Guidelines

Background: The *Huanglongbing* (HLB) Multi-Agency Coordination (MAC) framework was established by USDA Secretary Tom Vilsack to coordinate the federal, state, and industry response to the emergency situation arising from the effects of HLB on the citrus industry in the United States. The HLB MAC Group is charged with quickly putting practical tools and solutions in the hands of producers that will allow them to remain economically productive until more permanent, long-term solutions can be employed. Part of the HLB MAC Group strategy for meeting this charge is to solicit suggestions from interested parties for projects that can have immediate impact on the sustainability of citrus production in the U.S.

Goal Areas: Suggestions must address one of the following goal areas:

1. Vector Management (e.g. chemical or semiochemical ready for field level testing, tools for trapping in the field, or substances that repel the Asian citrus psyllid (ACP))
2. Pre-symptomatic detection of HLB (e.g. scale up of early detection methods into tools that can be used in the field for management or in the lab for high throughput diagnostics)
3. Therapies to sustain diseased plant and insect hosts (e.g. a therapy that can help diseased trees maintain productivity, reduce *Candidatus Liberibacter asiaticus* in trees or ACP, or prevent feeding by ACP)
4. Sustainability of new plantings (e.g. a method, technology, or tool that will protect new trees from infection or impact of HLB; a system of best horticultural practices to allow production in presence of disease)
5. Inoculum management (e.g. strategies for removing/treating infected trees, especially those that are in the urban landscape or in abandoned or largely unmanaged groves)

Suggestion should provide sufficient detail to demonstrate that the project addresses some or all of the rating criteria. The primary criterion is that suggestions be for tools and strategies that can provide practical solutions to the citrus industry within 1-2 years. Suggestions should be for the scaling up or testing of methods that have been proven by previous research to be of near-term utility to the citrus industry for combatting HLB and its vector. Basic discovery and initial experimentation to develop methods or tools are not appropriate for funding through the HLB MAC Project Suggestion process.

Rating Criteria: Provide sufficient detail demonstrating how the project addresses some or all of the rating criteria:

1. Timeliness of impact – Has the technology, method or product been proven effective and shown to be field ready? Will this provide a positive benefit to the industry within 1-2 years?
2. Scalability – Is this technology ready to be scaled up or commercialized?
3. Economic impact – Cost/benefit of this solution or tool for growers and industry.
4. End user involvement – Will this work be carried out on commercially managed or grower land? How will growers be involved in evaluating the results?
5. Adaptability across states and to residential/non-commercial citrus – Is this broadly applicable? Will it be useful for organic or residential use? How might it need to be modified or tested for adaption across soils, climate, etc., in other states? Is this compatible with overall citrus management programs?



Suggestion Process:

General

Open period: June 30, 2014 – August 22, 2014

Amount of funding available: Up to \$8 million is available to fund suggestions that best meet the criteria outlined above. Suggestions can be for a one or two year period with second year funding dependent on demonstrated progress in the project.

Suggestion submission process

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To submit a suggestion:

1. Register as a Project Director/Principle Investigator at:
<http://www.cipm.info/hlbmac/spms/>
2. Once you have logged into the site, click “RFAs/Suggestions”.
3. On the Suggestions page, click “List of Current RFAs”.
4. In the table, click “View RFA Details.”
5. Download the HLB MAC Suggestion Template and complete the template. Save your completed suggestion in .pdf format.
6. When you are ready to submit your suggestion, return to the RFA Details page and click “Enter New Proposal.”
7. Fill in the required items on the form and click “Submit Information.”
8. Add additional project directors if applicable and continue.
9. Upload your completed suggestion in .pdf format. When you are finished, click “Submit Final Proposal.” You will not be able to edit your proposal after submitting.
10. You will be able to view submitted proposals on the RFAs/Suggestions page.

Suggestion length should be no more than 10 pages, single spaced.



Budget Guidelines

HLB MAC funds are congressionally appropriated funds and therefore institutions of higher learning and nonprofits will be limited to 10% indirect costs. All other entities will be subject to their Negotiated Indirect Cost Recovery Agreement (NICRA). If an institution does not have a NICRA then it must itemize within the budget object codes any overhead cost.

Review process

All suggestions will be evaluated as they are received in the Suggestion/Project Management System. Evaluations will be based on the rating criteria above, most importantly whether the promising tool or solution is ready for field level testing, scaling up, or commercialization. Suggestions meeting the rating criteria will be reviewed by a set of stakeholders (federal, state, industry, and academia) for feasibility, scientific validity, and utility to the citrus industry in combatting HLB or its ACP vector. Final funding decisions will be made after August 22 when the submission period ends.

Agreement process

All cooperative agreements will be administered through APHIS-Plant Protection and Quarantine and are the means by which funds are provided to each cooperator. Cooperators will be contacted by APHIS personnel who will provide additional guidance and coordination on submitting detailed work and financial plans. Cooperators may submit suggestions with a maximum project period of two years. Initial funds will be provided through a one year cooperative agreement; agreement renewal for second year funding (if applicable) is dependent on demonstrated progress in the project.



United States Department of Agriculture

Submission Deadline:
08/22/2014

Program Contact Name:
HLB MAC Group

Program Contact Phone:
919-855-7503

Program Contact Email:
HLBMACGroup@aphis.usda.gov

Technical Contact Name:
HLB MAC Group

Technical Contact Phone:
919-855-7503

Technical Contact Email:
HLBMACGroup@aphis.usda.gov

Active:
Yes

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[Acrobat PDF Document](#)

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Right-click on the Form name and choose "save link as" to download.

You can download the forms without registering as a PI, but you must be registered and login above to submit a proposal.

[Suggestion Template](#)

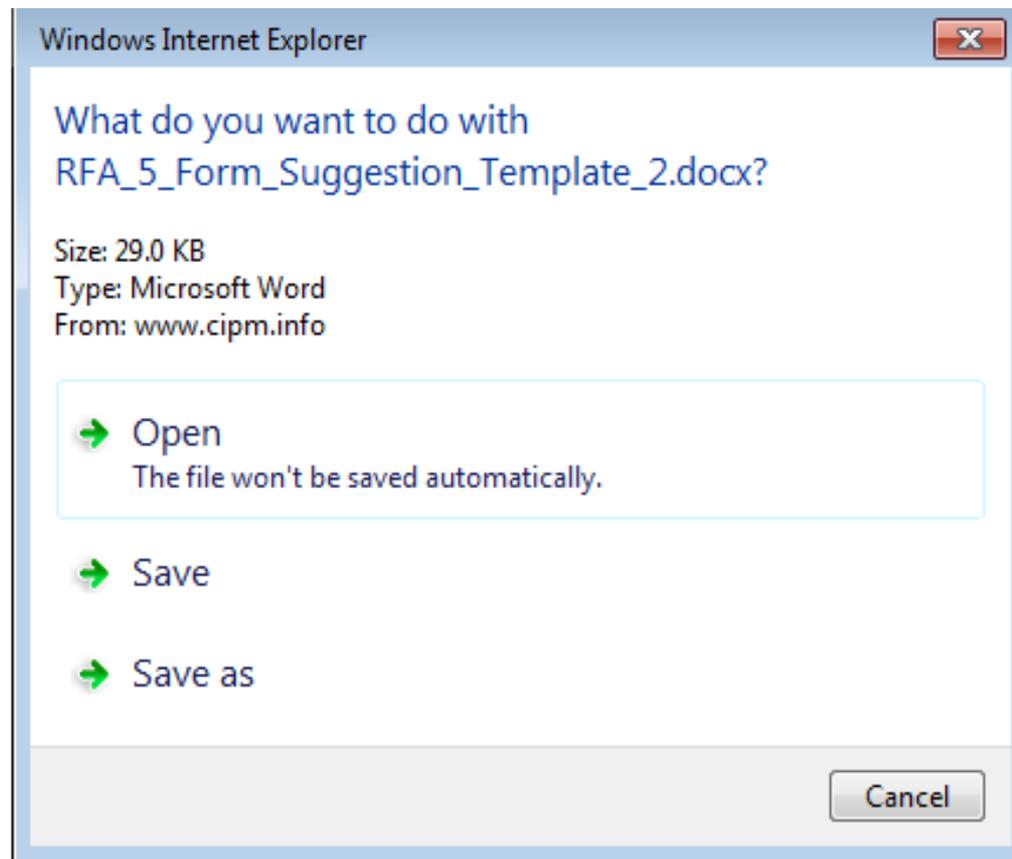
HLB MAC Suggestion Template.

- To download a blank Suggestion Template, click on the “*Suggestion Template*” Button

Suggestion Template

HLB MAC Suggestion Template.

You are prompted to Open or Save the Suggestion Template



Suggestion Template

- **Suggestion Title**

- The name of the suggested solution or tool for which you are seeking funding.

- **Principal Investigator**

- The name of the person who leads and is responsible for your initiative.

- **Co-Investigators/Cooperators**

- The list of other partners or cooperators helping with the project.

- **Period of Performance**

- 1-2 years—NOTE: 2nd year funding is contingent on demonstrating successes in the 1st year.

Suggestion Template

Goal Areas

- Vector Management
- Pre-symptomatic detection of HLB
- Therapies to sustain diseased plant and insect hosts
- Sustainability of new plantings
- Inoculum management

Suggestion Template

- **Introduction and Background**
 - We understand the problem; in brief describe your solution.
- **Goals and Objectives**
 - Tell us what you hope to accomplish to bring forth your solution or tool.
- **Technical Approach**
 - Describe the technical details of your proposed solution or tool.
- **Milestones and Deliverables**
 - Along the way, what major tasks will be accomplished that demonstrate progress and what exactly will be delivered at the end?
- **Prior Experience**
 - Explain what special knowledge, skills, past successes, or unique abilities make you uniquely qualified to achieve the goals of your suggested solution.

Suggestion Template

Budget

– Direct Costs

- Salaries
- Benefits
- Equipment
- Supplies
- Travel
- Contracts
- Other

– Indirect Costs

- Institutions of higher learning & non-profits are limited to 10%
- All other entities will be subject to their Negotiated Indirect Cost Recovery Agreement (NICRA). If an institution does not have a NICRA then it must itemize within the budget object codes any overhead cost.

General Instructions

- After registering at <http://www.cipm.info/hlbmac/spms/> as the Principle Investigator, **Login**.
- Review the **Suggestion Guidelines**.
- Download the **Suggestion Template**.

➤ From the PI Welcome Screen, click on “RFAs/Suggestions” in the menu bar to access the Guidelines and Template.



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Welcome Sally Dowright,

You are logged in as a Principal Investigator (PI).

Please use the links above to navigate this section. To submit a Suggestion for an open RFA, click "RFAs/Suggestions".

Current RFAs
<p>There is one active RFA. You have one unsubmitted Suggestion in progress. You have not submitted any Suggestions to currently active RFAs.</p>

NOTE: If you have logged in before, and started a Suggestion, the system will notify you that a suggestion is pending final submission

The PI Access: Suggestions screen appears.

Suggestion/Project Management System (SPMS)

[Home](#) [RFAs/Suggestions](#) [Projects](#) [User Guide](#) [My Profile](#) [Logout](#)

PI Access: Suggestions

Add new suggestions

Select an RFA to begin the process of adding a new suggestion

[List of Current RFAs](#)

Submitted Suggestions

You can view, but not change any submitted suggestions.

No final suggestions submitted for active RFAs

➤ Click on *“List of Current RFAs”* .

➤ From the PI Access: Current RFAs screen, click on the “*View RFA Details*” button.

Suggestion/Project Management System (SPMS)

Home RFAs/Suggestions Projects User Guide My Profile Logout

PI Access: Current RFAs

Title	Description	Submission Deadline	Action
HLB MAC Project Suggestions	<p>The HLB MAC Group Suggestion Process</p> <p>Background: The HLB Multi-Agency Coordination group (HLB MAC) was activated by USDA Secretary Tom Vilsack to coordinate federal, state and industry response to the emergency situation arising from the presence of huanglongbing disease in the U.S. The HLB MAC is charged with quickly putting tools in the ...</p>	08/22/2014	<p>View RFA Details</p>

View guidelines and download suggestion template



➤ At the bottom of the Suggestion Guidelines, click on “*Enter New Suggestion*” button.

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Submission Deadline 08/22/2014

The Suggestion Guidelines are available in the following link:

[Acrobat PDF Document](#)

You will need to download the following form, fill it out, and upload the form in pdf format to submit a suggestion.

Right-click on the Form name and choose "save link as" to download.

Suggestion Template	HLB MAC Suggestion Template.
-------------------------------------	------------------------------

Ready To Begin Submission?
[Enter New Suggestion](#)

Questions? Problems?

Program Contact: HLB MAC Group
Phone: 919-855-7503
Email: HLBMACGroup@aphis.usda.gov

Technical Contact: HLB MAC Group
Phone: 919-855-7503
Email: HLBMACGroup@aphis.usda.gov

[Return to RFA List](#)



The PI Access: Suggestion Submission Form appears.

Suggestion/Project Management System (SPMS)

- Home
- RFAs/Suggestions
- Projects
- User Guide
- My Profile
- Logout

PI Access: Suggestion Submission Form

* = Required Field

RFA Title: HLB MAC Project Suggestions

Please fill in the information below. After you submit this form you will be asked to upload the documents required by this RFA.

After you have submitted this form, and added any additional co-PIs, your pre-suggestion will be in the system. You will then be able to stop and return to edit/complete submission of your suggestion at any time up until the submission deadline.

Title of Suggestion *

Funding Requested *

Goal Area

Submit Information

Cancel

Enter Title of Suggestion, Funding Requested; choose goal area.

PI Access: Suggestion Submission Form

* = Required Field

RFA Title: HLB MAC Project Suggestions

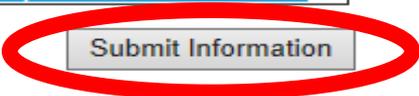
Please fill in the information below. After you submit this form you will be asked to upload the documents required by this RFA.

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 **Title of Suggestion ***

 **Funding Requested ***

 **Goal Area**



➤ Click on the “*Submit Information*” button.

The PI Access: View Suggestion screen appears.

PI Access: View Suggestion

Suggestion Title: New Thermotherapy Approach

[Edit Suggestion Data](#)

Upload/Replace Suggestion forms below

The following forms are required for this RFA.

Note that you can replace a submitted form by first deleting it, then uploading your replacement.

Your submitted forms are automatically saved with every upload. You can stop and return at any time. **DO NOT CLICK THE "SUBMIT FINAL SUGGESTION" BUTTON AT THE BOTTOM UNTIL ALL FORMS HAVE BEEN UPLOADED AND YOU ARE READY TO COMPLETE THE APPLICATION PROCESS**

Form	Description	Action	Notes
Suggestion Template (PDF document)	HLB MAC Suggestion Template.	Upload/Submit Form	Uploaded file must be pdf

When you are satisfied that all necessary forms have been uploaded and the suggestion information is complete, click below to submit your suggestion. *Once submitted, your suggestion will no longer be available for viewing or for making changes.*

[Submit Final Suggestion](#)

OR

[Return to Suggestion List](#)

- To submit your suggestion, click on “*Upload/Submit Form.*”
- Click on “*Browse*” to locate the *.pdf file on your computer.
- Open the file, and click on “*Upload*” to submit your suggestion in *.pdf format.

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[RFAs/Suggestions](#)

[Projects](#)

[User Guide](#)

[My Profile](#)

[Logout](#)

PI Access: Upload Suggestion Template

Browse for *Suggestion Template* to upload from your computer. The file must be in PDF document format.

The information presented today is available by clicking User Guide in the menu bar and selecting the option Principle Investigator Guide.



Suggestion/Project Management System (SPMS)



[Home](#) [RFAs/Suggestions](#) [Projects](#) [User Guide](#) [My Profile](#) [Logout](#)

User Guide

The following documentation (in PDF format) will help you navigate the website.

[Principal Investigator Guide](#)



- The system will allow you to review and delete what you uploaded.
- When you are satisfied with your uploaded *.pdf,. Click on *“Submit Final Suggestion”*.

When you are satisfied that all necessary forms have been uploaded and the suggestion information is complete, click below to submit your suggestion. *Once submitted, your suggestion will no longer be available for viewing or for making changes.*

[Submit Final Suggestion](#)

OR

[Return to Suggestion List](#)

- **IMPORTANT – You will not be able to edit your proposal after submitting.**



Overview

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Stakeholder Project Suggestion Process

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Questions and Answers



Questions?

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HLBMACGroup@aphis.usda.gov

Stay tuned to www.usda.gov/citrus for the latest information on HLB MAC Initiatives.