Request for Proposals (RFP)
Soy Aquaculture Alliance (SAA)

The goal of SAA is to increase demand for US soybeans as a preferred ingredient in aquaculture feed through increasing the supply and consumption of domestically grown seafood. Advancing fundamental understanding of nutrition for aquatic species through research will help attain SAA goals.

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1 Program Area Priorities
The call for proposals is divided into two soy product areas, soy protein and soy oil, and is intended to address areas of opportunity to increase the use of soy products in aquaculture diets. Awards will be made to address these priorities:

A. GENETIC IMPROVEMENT OF AQUATIC SPECIES
B. ENABLING TECHNOLOGIES TO ADVANCE US DOMESTIC AQUACULTURE

Within each soy product area, proposed research projects should focus on the following topics:

- SOY PROTEIN INGREDIENTS AS MAJOR PROTEIN SOURCES IN FEEDS FOR FARMED FISHES OR CRUSTACEANS
- SOY OIL AS A FISH OIL REPLACEMENT IN FEEDS FOR FARMED FISHES OR CRUSTACEANS

GENETIC IMPROVEMENT:
Genetic improvement of aquatic species to increase tolerance to soy protein ingredients is needed to enable higher levels of soy proteins to be incorporated into aquaculture feeds.
without reducing animal’s growth performance, feed efficiency or overall health and wellness (e.g., enteritis in susceptible species, microbiome interactions, immune function).

Similarly, genetic improvement of fish to improve feed-to-fillet transfer of consumed long-chain omega-3 fatty acids or increase conversion of medium-chain length omega-3 fatty acids to long-chain omega-3 fatty acids associated with improving human health (EPA and DHA) represents a new opportunity to increase the use of soy oil in feeds.

ENABLING TECHNOLOGIES TO ADVANCE AQUACULTURE AND INCREASE USE OF SOY PRODUCTS

The aim of this topic area is to apply new knowledge resulting from research advances to increase domestic aquaculture production and create higher demand for soy products in fish feeds. Broadly this would include research on 1) soy production processes that would make soy products more suitable as feedstuffs for domestically produced fish, 2) additives from non-soy sources that would enable higher utilization of soy meal or oil, 3) key bottleneck issues (including education, marketing, production systems or other technological issues, or management protocols) that would increase the production of domestic farmed fish that use soy-based diets and 4) direct or indirect effects of dietary soy products on the physiology/metabolism and nutrient requirements of targeted species. Simply put this includes projects that make soy protein or oil better as fish feed ingredients, that enable higher soy protein or oil use in feeds and/or that increase the number of animals consuming feeds containing soy products in a cost-competitive manner.

GENERAL CONSIDERATIONS

- Since the goal of SAA is to increase demand for soy products in aquaculture feeds through the development of the US domestic aquaculture industry, proposed research should focus on species farmed, or likely to be farmed, in the USA. Transfer of enabling technologies to international aquaculture production leading to higher soy use is expected to be an outcome of SAA-supported research. Mechanistic-centered projects explaining the underlying reasons for limitations of dietary inclusion of soy products are encouraged. Practical approaches based on said mechanisms should then be proposed to overcome limitations through genetic improvements or enabling technologies.

DATA REPORTING

Experimental protocols for feeding trials should include quantification of feed inputs, weight gain, survival, feed utilization and nutrient retention (protein and energy) and other relevant raw data listed in Appendix 1. Proposals must propose to quantify and report initial and final body weights, water temperature, experimental duration, water quality parameters where appropriate (i.e. recirculating aquaculture systems), survival, feed intake, and nutrient retention (protein and energy) and other relevant raw data listed in Appendix 1. Proposals should include
comprehensive and detailed plans for diet formulation, manufacture and analysis. Experimental diets should be based on well-characterized, commodity ingredients including, for example, detailed raw ingredient sources and quantification of components such as anti-nutritional factors. Experimental designs, protocols and results must be sufficiently robust to produce manuscripts suitable for publication in peer-reviewed scientific journals. In addition, a technical bulletin with the details of the research results will be required within 120 days of project completion so that the technology can be adapted by the commercial industry should the economics of the project be acceptable.

DISCLAIMER
Final funding is contingent upon approval from the United Soybean Board.

2 Dates and where/how to submit proposal
Submit proposal in format described below to: gtauер@soyaquaalliance.com Applications must be submitted by 5:00 p.m. Eastern Time (ET) on August 31, 2015. Applications received after the deadline will not be considered for funding. It is anticipated that awards will be announced by the last day of February 2016.

3 Eligibility
Anyone based in the United States is eligible to submit a proposal.

4 Award Duration
Awards have duration of 1 year. Please note the procedures for no-cost extensions of time that extend the project period (paragraph 8.5.2).

5 Content and Form of Application Submission
Proper preparation of an application will assist reviewers in evaluating the merits of each application in a systematic, consistent fashion. Formatting guidelines are below.

5.1 Project Summary/Abstract
The Project Summary is limited to 250 words. The Project Summary must list the names and institutions of all investigators and indicate which specific Program Area Priority the proposed project addresses. Please use the template for the Project Summary/Abstract found at: http://www.nifa.usda.gov/funding/templates/project_summary.doc.

5.2 Project Narrative
The project narrative is limited to six (6) pages.
Introduction - Include a clear statement of the long-term goal(s) and supporting objectives of the proposed project. Summarize the body of knowledge or past activities that substantiate the need for the proposed project. Describe ongoing or recently completed activities significant to the proposed project including the work of key project personnel. Include preliminary data/information pertinent to the proposed project. All works cited should be referenced.

Rationale and Significance - Concisely present the rationale behind the proposed project and what target audience(s) you will most influence because of this project. The potential long-range impact on increasing the use of soy in aquaculture diets should be clearly stated.

Approach – The activities proposed or problems being addressed must be clearly stated and the approaches applied are to be clearly described. Specifically, this section must include:

- A description of the activities proposed and the sequence in which the activities are to be performed;
- Methods to be used in carrying out the proposed project, including the feasibility of the methods and detailed plans for diet formulation, manufacture and analyses;
- Expected outcomes; List specific outputs/deliverables and describe them.
- Means by which results will be analyzed, assessed, or interpreted; how will you measure success or failure of the project.
- How results or products will be used;
- Pitfalls that may be encountered;
- Limitations to proposed procedures;
- A timeline for key phases of the project is required. Focus on key milestones only and not day-to-day operations. If any meetings are planned as a part of the project, the timeline should include the location and dates of the meeting.
- A dissemination plan describing the methods that will be used to communicate findings and project accomplishments. A technical bulletin with project details will be required within 120 days of the project conclusion.

5.3 A Data Management Plan (see Appendix 1);
The data management plan is limited to two (2) pages.

5.4 Conflict of Interest List
Complete and include the Conflict of Interest Template.

5.5 Current and Pending Support
Complete and submit the Current and Pending Support Template.

5.6 References cited in the proposal

5.7 Brief vita of investigator(s) - publications for the last five years
5.8 Reviewers
Please provide the names and contact information of up to three suitable reviewers for your proposal. Also, please identify anyone who you would prefer not to review your manuscript. This information is confidential and visible only to the SAA staff.

5.9 Budget
This program is administered by the United Soybean Board (USB). USB funding is not a grant. Funding is based on a reimbursement of expenses as outlined in the proposal (documentation of all expenses must be submitted to receive reimbursement). Therefore, detailed budget information is required for each line item. Detailed information on developing the budget and a sample budget can be found in Appendix 2. Federal guidelines governing USB require that project funding be awarded on a year-by-year basis. This solicitation is for one year projects.

5.9.1 Indirect Cost Limitations
USB program does not pay overhead expenses or indirect costs.

5.9.2 Matching Funds
While matching funds are not required for this round of SAA funding, one of SAA’s major initiatives is to increase the number of aquaculture partnerships. Contributions through matching funds will be viewed as a method to increase these partnerships; thus they are highly encouraged. Provide a list of other contributors and an estimated dollar amount from each additional funding sources.

5.9.3 Intellectual Property
Under most circumstances, intellectual property developed from funds provided through the soybean checkoff program shall be the property of the United Soybean Board.

5.10 Proposal document format
Submitted documents must adhere to the following formatting guidelines. SAA will only accept attachments in PDF.
- Font size must be at least 12 point;
- Margins must be at least one inch in all directions;
- Line spacing must not exceed six lines of text per vertical inch;
- Follow the page limitations for each attachment;
- Number pages sequentially for each attachment;
- Title each attachment in the document header and save each file with the referenced name;
- Documents must not be password-protected;
- File names of PDF attachments must be limited to 50 characters, may not include special characters (e.g. #, %, &, *, -, /, ', “), periods (>), blank spaces, or accent marks and must be unique (i.e. no other attachment may have the same file name);
- To expedite review, please submit proposal in three (3) “parcels;”
  - Parcel #1: All parts 5.1 – 5.9 EXCEPT part 5.8 (Reviewers);
  - Parcel #2: For confidentiality, please submit Part 5.8 (Reviewers) separately;
  - Parcel #3: Project Narrative (5.2), Data Management Plan (5.3); and Budget (5.9).
6  The Review

6.1  Process

- Proposals will be screened by SAA staff for relevance to one of the two priority research areas and adherence to requirements stated in this RFP.
- Proposals to be considered will be sent to at least two external/ad hoc reviewers selected on the basis of their expertise relative to the proposed research.
- The SAA Science and Technology Advisory Panel (STAP) will meet to rank proposals.
- Recommendations from the SAA-STAP will be considered and finalized by the SAA Board of Directors.
- The SAA Board of Directors will submit information on proposals for which funding is requested to the United Soybean Board which administers the program.

6.2  Evaluation Criteria

The peer review panel will take into account the following factors.

6.2.1  Project Relevance

The research must be directed toward a specific Program Area Priority identified in this RFP (section 1).

6.2.2  Scientific Merit

- Project objectives and outcomes are clearly described, adequate, and appropriate;
- Proposed approach, procedures, or methodologies are innovative, original, clearly described, suitable, and feasible;
- Expected results or outcomes are clearly stated, measurable, and achievable within the allotted time frame;
- Proposed research fills knowledge gaps that are critical to the development of practices and programs to address the stated problem or issue;
- Data Management Plan is appropriate and insures that data collected during the course of the project is made publicly available within 120 days of project completion.

6.2.3  Qualifications of Project Personnel, Adequacy of Facilities, and Project Management

- Roles of key personnel are clearly defined;
- Key personnel have sufficient expertise to complete the proposed project, and where appropriate, partnerships with other disciplines and institutions are established;
- Evidence of institutional capacity and competence in the proposed area of work is provided;
- Support personnel, facilities, and instrumentation are sufficient;
- A clear plan is articulated for project management, including time allocated for attainment of objectives and delivery of products, maintenance of partnerships and collaborations, and a strategy to enhance communication, data sharing, and reporting among members of the project team;
- The budget clearly allocates sufficient resources to carry activities that will lead to desired outcomes.
Plan and methods for evaluating success of project activities and documenting potential impact against measurable short and mid-term outcomes are suitable and feasible;

When relevant, applications must include a budgeted plan for the release of genomic research results (e.g., sequence, expression, phenotype, genotype, etc.) to the public in a timely manner.

6.3 Conflicts of Interest and Confidentiality
During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential permanently. Therefore, the names of the reviewers will not be released to applicants.

7 Progress Reporting
USB requires that progress reports be submitted quarterly and a final report be submitted within 30 days of project completion. It is the requirement of the SAA program that results be presented at Aquaculture America and or the International Fish Biology or other scientific meeting.

8 Award administration
8.1 General
Funding will be provided to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth herein. The project need not be initiated on the effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period.

8.2 Legal
All aspects of the SAA Research Program are subject to federal, state and local law including law applying to check-off organizations. It is the responsibility of the applicant to comply.

8.3 Application Disposition
When each peer review panel has completed its deliberations, SAA will recommend that the project: (a) be approved for support from currently available funds or (b) be declined due to insufficient funds or unfavorable review.

8.3.1 SAA reserves the right to negotiate with the proposer and/or with the submitting organization or institution regarding project revisions (e.g., reductions in the scope of work, funding level, period, or method of support) prior to recommending any project for funding.

8.3.2 An application may be withdrawn at any time before a final funding decision is made regarding the application; however, withdrawn applications normally will not be returned. One copy of each
application that is not selected for funding, including those that are withdrawn, will be retained by SAA for a period of three years

8.4 Confidential Aspects of Applications and Awards
When an application results in an award, it becomes a part of the record of SAA transactions, available to the public upon specific request. Information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. Such an application will be released only with the consent of the applicant or to the extent required by law. The original electronic application that does not result in an award will be retained for a period of three years. An application may be withdrawn at any time prior to the final action thereon.

8.4.1 Access to Review Information
Copies of reviews, excluding the identity of reviewers, and a summary of the panel comments will be sent to the applicant after the review process has been completed.

8.5 Changes in Project Plans

8.5.1 Modifying proposal content
The permissible changes by the awardee or other key project personnel in the approved project award shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to SAA staff for a final determination. Other changes (including approved goals or objectives; project leadership or the replacement or reassignment of other key project personnel; budget allocation) shall be requested by the awardee and approved in writing by SAA staff prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

8.5.2 Additional funding and duration
Awards will not be considered for additional funding beyond that approved in an original award. No-cost extensions will be granted only under extenuating circumstances, will require prior approval of SAA staff, and will be contingent on a satisfactory merit review conducted by SAA.

8.6 Award Notice
The award document will provide pertinent instructions and information shall include at a minimum the following:

- Legal name and address of performing organization or institution to which the USB has issued an award under the terms of this RFP;
- Title of project;
- Name(s) and institution(s) of investigators chosen to direct and control approved projects;
- Identifying award number;
- Project period, specifying the amount of time USB intends to support the project without requiring re-competition for funds, and that no-cost extensions will be granted only in
extenuating circumstances, require prior approval and will be contingent on a satisfactory merit review conducted by SAA;

- Total amount of financial assistance approved by USB and SAA during the project period;
- Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award.
9 Contacts

Shelia Lingle  Interim - Executive Director, Soy Aquaculture Alliance
Ginny Tauer  SAA Research Program Coordinator

SAA Science and Technology Advisory Panel (STAP)
Rick Barrows
Tom Clemente
Emily Dierking
Ron Hardy
Michael Rust
Guillaume Salze
Wendy Sealey
Jesse Trushenski
Caird Rexroad
Lukas Manomaitis
APPENDIX I – Data Management Plan

A Data Management Plan (DMP) is required for all full proposals to the SAA Research Program. Proposals must include a supplementary document of no more than two pages labeled “Data Management Plan.” The DMP is NOT part of the Project Narrative.

The DMP will describe when, where and how all data\(^1\) (including that defined in Attachment 1) created during the course of the project will be made available to the public. What constitutes reasonable procedures will be determined through the process of peer review and program management.

The proposed DMP will describe how the PI(s) will manage and disseminate data\(^1\) generated by the project in sufficient detail to enable evaluation of the plan during the merit review process. Reviewers understand that data management standards vary by discipline and that accepted norms change. Therefore, each DMP should be appropriate for the data being generated and reflect the best practices and standards in the area of research being proposed.

To facilitate review, please organize the DMP as follows:

i) **Data and resource types** – what data and resources will be generated? Describe the data that will be collected and the data and metadata formats.

ii) **Timing and mechanism for sharing** – for each data and resource type, when, how and where will these be made available. Describe what physical and/or cyber resources and facilities (including third party resources) will be used to store and preserve the data after the award ends. Where there are recognized public databases and repositories these must be used, and if none are currently available, what are the plans for making the resource in question available to the community at large. SAA is committed to timely access, and applicants should address in their DMP how this will be accomplished.

iii) **Quality** – what quality control/assurance mechanisms will be in place?

iv) **Standards** – are there community standards for the data and/or resources being generated? How will the project conform to these? SAA expects that data and resources generated will conform to internationally accepted standards, and reference to these standards should be made when these are available.

v) **Access, sharing and security** - Describe the policies for data sharing and public access (including provisions for protection of privacy, confidentiality, security, intellectual property rights and other rights as appropriate). Will there be any restrictions or delays on data and/or resource sharing to ensure protection of any IP or proprietary data and/or

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\(^1\) “...the recorded factual material commonly accepted in the scientific community as necessary to validate research findings.” This definition includes both original data (observations, measurements etc.) as well as metadata (e.g., experimental protocols, statistical methods, etc.), and software or computer code that is required for replication, etc. This definition of data does not include physical objects such as laboratory samples or trade secrets, commercial information, materials necessary to be held confidential by a researcher until they are published, or similar information which is protected under law.
resources? What terms and conditions, if any, of access and use of the data and/or resources will be implemented?

vi) Implementation of DMP - Describe the roles and responsibilities of all parties with respect to the management of the data (including contingency plans for the departure of key personnel from the project) after the award ends.

vii) Prior experience - Describe prior experience in data management.

After an award is made, implementation of the DMP will be monitored through the report process and during evaluation of subsequent proposals. Data management must be reported in subsequent proposals by the PI and Co-PIs. Project reports will describe the implementation of the DMP including any changes from the original DMP.

Raw data to be reported in SAA funded research

1. Fish
   1.1. Weight
      1.1.1. Initial live body weight (g/animal)
      1.1.2. Final live body weight (g/animal)
      1.1.3. Nice to have: live body weight (g/fish) at different intervals
   1.2. Whole body composition (DM, CP, Lipids, Ash, Gross energy, Phosphorus) - initial and final samples
   1.3. Duration of feeding period
   1.4. Average water temperature (or temperature profile if highly variable).
   1.5. Feeding method (fixed ration, restricted ration, satiation, in excess)
   1.6. The whole body composition of the fish

2. Diets
   2.1. Formulation (ingredient and level of each, targeted nutrient levels, CP, lipid)
      2.1.1. Nice to have: Proximate and relatively detailed chemical composition of the major ingredients.
   2.2. Proximate/chemical analysis (DM, CP, Lipids, Ash, Gross energy, phosphorus)
      2.2.1. Nice to have: phosphorus, starch, fiber, phytate
      2.2.2. Nice to have: Estimated or measured essential amino acid levels
   2.2.3. To audit: Are the measured levels of nutrients or chemical components in the diet consistent with the feed formulation and ingredient composition (and intended changes)?
   2.3. Estimated or measured digestible nutrient levels (mainly digestible protein, digestible energy, digestible phosphorus)

3. Other factors to audit:
   3.1. Are the measured levels of nutrients or chemical components in the diet consistent with the feed formulation and ingredient composition (and intended changes)?
   3.2. Are the various indices calculated within expected / logical ranges? (benchmarking useful in that regard)
   3.3. Is the measured digestibility (ADC) logical, for example: is the ADC of energy a weighted average of ADC of crude protein, ADC of lipids and ADC of total carbohydrates?
APPENDIX 2 – Information on Preparing Your Budget, Budget Form and Sample Budget

Personnel/Contractual Services - For all personnel, indicate title and hours x hourly rate, or percentage of time (effort). (Example – Research Technician - 280 hours x $20 per hour = $5,600)

For Universities only - If fringe benefits are listed separately, indicate rate(s) used to calculate fringes. (Example Fringe benefits @ 38% x $56,000 = $21,280). USB does not pay for university faculty salary, including summer salary, or tuition remission for graduate students.

Subcontractors – Use this line for anyone outside of your institution who will be performing work. Include the Subcontractor name and provide a breakdown of these expenses by budget category (Personnel, travel, operating expenses, etc). If this is personnel time, please provide hours x hourly rate.

Meetings/Conferences – For actual meeting expenses such as meeting room rental and costs associated with hosting a meeting. (This most likely will not apply to research proposals)

Travel – Includes travel to meetings and conferences as well as conference registration fees. Please list each trip separately and indicate the purpose of the trip. Also include the number of people traveling, number of days traveling, and include a breakdown for airfare, meals, hotel, etc. If International travel is included, please list it separately and indicate what countries will be traveled to and the purpose of the trip as well as a breakdown by airfare, meals, hotel, etc.

Printing – Estimated costs for printing of brochures, manuals, etc. Provide a breakout of costs.

Postage – Includes postage and shipping costs. Provide a breakout of costs.

Equipment Rental – Include the hourly or daily rate used to calculate rental charges. USB does not fund capital equipment. USB defines capital equipment as any item over $2,000.

Other Operating Expenses – Includes materials and supplies (chemicals, testing fees, lab fees, etc.) and any miscellaneous expenses. Please provide an estimated breakdown of expenses.

Capital expenditures – Capital expenditures are prohibited with soybean checkoff dollars and may not be a part of the proposed budget.
**Budget Template**

**Budget:** (Each budget item must be listed as Quantity x Quantity x Price). If you need to add more lines to a category, you can insert a row. Please note, when entering this into the Web site, the system will automatically calculate the subtotals and overall budget total.

**Equipment, Indirect Costs & Overhead will not be allowed.** USB defines equipment as any tangible property with a value of $2,000 or more and a useful life of more than one year.

**Personnel/Contractual Services**
For all personnel, indicate title and hours x hourly rate, or percentage of time (effort).
For Universities only - If fringe benefits are listed separately, indicate rate(s) used to calculate fringes.
USB does not allow reimbursement for university faculty salary, including summer salary, or tuition remission for graduate students.

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**Personnel Subtotal**

**Subcontractors**
Use this line for anyone outside of your organization who will be performing work. Include the subcontractor name and provide a breakdown of these expenses by budget category i.e. travel, supplies, etc. If this is personnel time, please provide hours x hourly rate. Include subcontractor job function categories, e.g., v-p, staff accountants, copywriter.

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**Subcontractor Subtotal**

**Meetings/Conferences**
This is for actual meeting expenses only such as meeting room rental and costs associated with hosting a meeting. Provide a breakout of costs for each meeting. This does not include travel to meetings billed under the Travel line.

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**Meetings/Conferences Subtotal**
Travel
Includes travel and expenses to meetings and conferences as well as conference registration fees. Please list each trip separately and include the number of people traveling, number of days traveling, and include a breakdown for airfare, meals, hotel, etc. Please list international travel separately. Include countries and purpose of travel.

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Travel Subtotal

Printing
Estimated costs for printing of brochures, manuals, etc. Provide a breakout of costs.

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Printing Subtotal

Postage
Include postage and shipping costs. Provide a breakout of costs.

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Postage Subtotal

Other Operating Expenses
Include supplies, materials, membership fees and expenses that do not fall under the above categories. Please provide an estimated breakdown of expenses. Miscellaneous expenses are not allowed – all expenses must be identified.

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Other Operating Expenses Subtotal

Grand Total


Sample Budget:
(Each budget item must be listed as Quantity x Quantity x Price). If you need to add more lines to a category, you can insert a row. Please note, when entering this into the Web site, the system will automatically calculate the subtotals and overall budget total.

Equipment, Indirect Costs & Overhead will not be allowed. USB defines equipment as any tangible property with a value of $2,000 or more and a useful life of more than one year.

Personnel/Contractual Services
For all personnel, indicate title and hours x hourly rate, or percentage of time (effort).
For Universities only - If fringe benefits are listed separately, indicate rate(s) used to calculate fringes. USB does not allow reimbursement for university faculty salary, including summer salary, or tuition remission for graduate students.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Lab Technician – 500 hours @ $50/hour</td>
<td>1</td>
<td>500</td>
<td>50</td>
<td>25,000</td>
</tr>
<tr>
<td>2 Lab Assistants - 500 hours each @ $25/hour</td>
<td>2</td>
<td>500</td>
<td>25</td>
<td>25,000</td>
</tr>
<tr>
<td>Fringe Benefits for Lab Assistants @ 35%</td>
<td>1</td>
<td>25,000</td>
<td>.35</td>
<td>8,750</td>
</tr>
</tbody>
</table>

Personnel Subtotal 58,750

Subcontractors
Use this line for anyone outside of your organization who will be performing work. Include the subcontractor name and provide a breakdown of these expenses by budget category i.e. travel, supplies, etc. If this is personnel time, please provide hours x hourly rate.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications Subcontractor – 200 hours @ $100/hour</td>
<td>1</td>
<td>200</td>
<td>100</td>
<td>2,000</td>
</tr>
<tr>
<td>USB Meeting – Airfare</td>
<td>1</td>
<td>1</td>
<td>600</td>
<td>600</td>
</tr>
<tr>
<td>USB Meeting – Hotel for 2 nights</td>
<td>1</td>
<td>2</td>
<td>250</td>
<td>500</td>
</tr>
</tbody>
</table>

Subcontractor Subtotal 3,100

Meetings/Conferences
This is for actual meeting expenses only such as meeting room rental and costs associated with hosting a meeting. Provide a breakdown of costs for each meeting. This does not include travel to meetings billed under the Travel line.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Rental/Exhibit Space at AOCS Meeting</td>
<td>1</td>
<td>1</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td>Meeting room rental to host planning meeting with researchers</td>
<td>1</td>
<td>1</td>
<td>500</td>
<td>500</td>
</tr>
</tbody>
</table>

Meetings/Conferences Subtotal 1,500

Travel
Includes travel and expenses to meetings and conferences as well as conference registration fees. Please list airfare, hotel, meals, etc on separate lines. Please list international travel
separately. Include countries and purpose of travel. Include the dates and locations of travel in the Project Timeline section of the proposal.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOCs Registration</td>
<td>1</td>
<td>1</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>AOCs Meeting, Chicago IL - Airfare</td>
<td>1</td>
<td>2</td>
<td>600</td>
<td>1,200</td>
</tr>
<tr>
<td>AOCs Meeting, Chicago, IL – Hotel for 2 people for 4 nights</td>
<td>2</td>
<td>4</td>
<td>200</td>
<td>1,600</td>
</tr>
<tr>
<td>AOCs Meeting – Meals for 2 people for 5 days</td>
<td>2</td>
<td>5</td>
<td>120</td>
<td>1,200</td>
</tr>
<tr>
<td>AOCs Ground Transportation/Parking for 2 people for 5 days</td>
<td>2</td>
<td>5</td>
<td>20</td>
<td>200</td>
</tr>
<tr>
<td>China - Export Meeting - Airfare</td>
<td>1</td>
<td>1</td>
<td>2,500</td>
<td>2,500</td>
</tr>
<tr>
<td>China - Export Meeting - Hotel for 1 person for 4 nights</td>
<td>1</td>
<td>4</td>
<td>300</td>
<td>1,200</td>
</tr>
<tr>
<td>China – Export Meeting – Meals for 1 person for 4 days</td>
<td>1</td>
<td>4</td>
<td>120</td>
<td>480</td>
</tr>
</tbody>
</table>

Travel Subtotal 8,680

Printing
Estimated costs for printing of brochures, manuals, etc. Provide a breakout of costs.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing of 5000 brochures @ $1.25/each</td>
<td>1</td>
<td>5000</td>
<td>1.25</td>
<td>6,250</td>
</tr>
</tbody>
</table>

Printing Subtotal 6,250

Media/Advertising/Sponsorship
Advertising, web hosting, promotional items, media clipping service, meeting sponsorships and other communications tools.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web site hosting for 1 year</td>
<td>1</td>
<td>1</td>
<td>500</td>
<td>500</td>
</tr>
</tbody>
</table>

Media/Advertising/Sponsorship Subtotal 500

Postage
Include postage and shipping costs. Provide a breakout of costs.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping of 5,000 brochures @ $1.00/each</td>
<td>1</td>
<td>5000</td>
<td>1.00</td>
<td>5,000</td>
</tr>
</tbody>
</table>

Postage Subtotal 5,000

Other Operating Expenses
Include supplies, materials, membership fees and expenses that do not fall under the above categories. Please provide an estimated breakdown of expenses. Miscellaneous expenses are not allowed – all expenses must be identified.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemicals</td>
<td>1</td>
<td>1</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Lab Supplies</td>
<td>1</td>
<td>1</td>
<td>500</td>
<td>500</td>
</tr>
</tbody>
</table>

Other Operating Expenses Subtotal 1,000

Grand Total 84,780