

SANREM CRSP
Leader-with Associate Cooperative Agreement No. EPP-A-00-04-0013-00
Quarterly Report for Sept. 30, 2004 to Dec. 31, 2004

The SANREM CRSP LWA Cooperative Agreement between USAID and the Virginia Tech was signed on September 30, 2004. The Management Entity (ME) was fully operational and staffed as of September 30, 2004. Staff included:

- S.K. De Datta, Administrative Principal Investigator (25% LOE)
- Theo A. Dillaha, Program Director (100% LOE)
- Keith M. Moore, Associate Program Director (100% LOE)
- Colette Harris, Gender Equity Coordinator (25% LOE)
- Michael Bertelsen, Coordinator for Policy and Economic Impact Assessment (25% LOE)
- John Lipovsky, Program Coordination Assistant (100% LOE)
- Kirk Neal, Communications Specialist/Editor (100% LOE)

Sept. 30 – Dec. 31, 2005 Accomplishments and Milestones

Date	Accomplishments
Sept. 30, 2004	<ul style="list-style-type: none"> • Project Initiation, office opened and staffed
October	<ul style="list-style-type: none"> • Subawards Issued to Initial Partners for Work on SANREM Knowledge-Base <ul style="list-style-type: none"> ○ Iowa State University ○ North Carolina State University ○ Purdue University ○ Virginia Tech (sub-account within ME) ○ Washington State University ○ Rodale Institute ○ Winrock International (pending as of 2/1/2005) • Functional SANREM CRSP Website (Oct. 8) • Began Work on On-Line Reporting System for Funded Partners • Began development of conceptualization design of SANREM Knowledge Base • Technical Committee formed • Draft RFAs developed for Bridging Awards • RFAs issued for Bridging Awards (Oct. 19) • Development of SANREM CRSP financial procedures, forms, and instructions for US partners
November	<ul style="list-style-type: none"> • Development of USAID Mission SA & NRM related strategic objectives database • Development of draft Policy and Operating Procedures Manual • Planning and arrangements for Partners' Kick-Off Meeting • Twelve (12) Bridging Award Applications received (Nov. 23) • Bridging Award Applications sent to Technical Committee Members for Review (Nov. 24 – Dec. 6)
December	<ul style="list-style-type: none"> • Draft RFAs developed for Planning and Long-Term Research Awards • Continued conceptualization of SANREM Knowledge Base • SANREM CRSP logo and brochure development • Partners' Kick-Off Meeting in Blacksburg, Virginia (Dec. 6) • SANREM Technical Committee Meeting and Review of Bridging Award Applications (Dec 7) • Bridging Awards Issued <ul style="list-style-type: none"> ○ Analysis Required for Payments for Environmental Services (Ohio State University - Ecuador) ○ Globalization, Agricultural Growth, and the Environment in Southeast Asia (University of Wisconsin, Purdue University - Philippines and Vietnam) ○ Sustainable Land Use and Biodiversity Conservation in the Andes: Scaling-Up SANREM-Andes Research (University of Georgia – Ecuador, Peru) ○ Metadata Development for the SANREM Knowledge-Base (Virginia Tech) • Development of SANREM CRSP financial procedures, forms, and instructions for host

- country partners
- CRSP Council Meeting, Other USAID Meetings in DC–Program Director (Dec. 14-17)
- Draft Planning and Long-Term Research Award RFAs revised – Associate Director
- Email lists for widespread dissemination of RFAs prepared
- Identification of potential Board of Directors, External Evaluation Review Panel members, and External Evaluation Panel Members

Significant issues encountered and addressed

- Issues were raised by USAID and others concerning how to minimize potential conflicts of interest and advantages to initial partners in the awarding of competitive grant funds. We developed and implemented new policies and procedures that will allow Technical Committee members, initial partners and others to provide suggestions to ME on what should be included in RFAs but does not give Technical Committee members, initial partners and others early access to draft versions of RFAs.
- Indirect cost rates. We encountered significant difficulties with several partners and bridging grant recipients over SANREM CRSP indirect cost policies, specifically, the requirement that US institutions use off-campus indirect cost rates with a maximum of 30%. These requirements are clearly indicated in our POP Manual and RFAs and we have announced that we will not review research applications that do not conform with these requirements. Indirect cost issues were resolved with one bridging grant recipient and one initial partner, but another initial partner has not yet agreed to the requirement. Consequently, they have not received an initial subaward.

Key Milestones for the Next Quarter

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| January | <ul style="list-style-type: none"> • Issue RFAs for Planning Awards & Long-Term Research Awards • Bridging Award contracts signed and research initiated • Form External Application Review Panel (EARP) for Review of Planning Award Applications with two to four spare members in case more Planning Award applications are received than anticipated. • Finalize design of SANREM Knowledge Base and subcontract required IT development • Finalize procedures for setting up host country sub awards • Form Board of Directors • Quarterly Report to USAID |
| February | <ul style="list-style-type: none"> • Prototype SANREM Knowledge-Base available for testing and knowledge entry • Develop policies and procedures for Associate Awards • Finalize procedures for financial management of host country sub awards • Final Draft of SANREM CRSP POP Manual • Implement on-line reporting system for funded partners • Planning Award Applications Due (Feb. 23) • Enlarge EARP if necessary and distribute Planning Award Applications to EARP members (Feb. 24) |
| March | <ul style="list-style-type: none"> • Operational on-line reporting system for SANREM CRSP partner reporting • On-line beta version of the SANREM Knowledge Base for testing and evaluation • EARP Review of Planning Award Applications (complete by March 21 for preliminary scoring and ranking) • EARP Meeting for Evaluation and Selection of Planning Award Recipients (week of March 21) • Notification of Planning Award recipients (March 28) |

Respectfully Submitted,

Theo Dillaha, Program Director, SANREM CRSP