Date: November 29, 2010

TO:

FROM: Joseph H Hotchkiss, Director, Center for Packaging Innovation and Sustainability

RE: Request for Proposals

The Center’s Research Committee announces a request for proposals (RFP) for new FY2010-2011 projects. All proposals must address the attached research topic areas.

MSU transmittal forms are not necessary for these proposals. However, all proposals will need to follow the outlined format and page limit. Please circulate this RFP to your colleagues who may be interested in submitting proposals.

Attn: Joseph H Hotchkiss
School of Packaging
Michigan State University
135 Packaging Building
East Lansing, MI 48824
Request for Proposals

INTRODUCTION

The Center for Packaging Innovation and Sustainability (CPIS) is a Center housed within the School of Packaging at Michigan State University. It is supported and driven by industrial members and the research agenda is set by those members. In its initial round of research, the Center anticipates funding 4 or 5 3-year projects at an annual budget of up to $50,000 per project (not including F&A costs).

REQUEST

Proposals that meet the specific projects as outlined below are requested. All proposals must clearly state how the proposed activities will meet these research objectives. All proposals will be evaluated by the research committee of the center in consultation with the Director. Second and third year funding will be contingent on satisfactory progress and available Center funding. Multiyear proposals must clearly justify the proposed time span and provide a progressive linkage among the activities in subsequent years based upon the accomplishments of the previous year. If year one activities are considered preliminary, submit as a single year proposal.

Proposals for funding will be due by February 1, 2011. Awards will be announced in early April with funds becoming available May 1.

To be eligible to apply as a Principal Investigator (P.I.), you must be employed by MSU. There are no restrictions on employment status of team members.

PROGRAM AREAS:

The MSU Center for Packaging Innovation and Sustainability invites research proposals in the following areas:

- Validation and correlation of existing LCA methods and data bases, particularly as they may pertain to packaging sustainability.
- Use of biomaterials as feedstocks for production of conventional polymers and use of biomaterials in combination with conventional materials (Sustainable Feedstocks). Improved recovery of materials including innovative processing methods and new applications.
- Improved recovery of materials from the waste stream including processing and new applications.
- Degradation promoting additives used or contemplated for use in packaging materials; effectiveness and impact on recycle stream. These include but are not limited to those that promote oxidative degradation of polymers.
- Developing a better understanding collection systems including economics for recovery of packaging materials.
- Returnable versus single use bulk systems: costs and sustainability.

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Proposal Information Sheet

Proposal Title:

*Principal Investigator:

Name: 
E-mail: 
Department: 
Mail Address:

Synopsis of Proposal:

Potential Impact on Packaging Sustainability:

Will this project involve human subjects, genetic material, or animals requiring university approval?
(Note: if project is approved, funds will not be released until university approval is received)

Yes _____  No _____

Signatures:

________________________  _____
Principal Investigator  Date  Lead Unit Administrator  Date

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PROPOSAL GUIDELINES:

Proposals must be printed two-sided and single-spaced with indented paragraphs, double-spaced between sections and in 12-point type with 1-inch margins. Proposals that do not comply with this format will not be considered by the review panels.

New Project Guidelines - Sections II through VI should be no more than four pages in length.

I. COVER PAGE: See attached form; completed and signed by principal investigator and lead unit administrator.

II. PROBLEM STATEMENT: What you are proposing and why it is important to Michigan plant industries.

III. SPECIFIC OBJECTIVES AND HYPOTHESES

IV. SPECIFIC METHODS AND PROCEDURES

V. IMPACTS OF PROPOSAL: Project must demonstrate potential impacts. Proposal must outline how impact will be estimated.

VI. PROJECT SCOPE: If the project is being submitted to other funding sources, indicate whether the funding requested is sufficient to complete the project OR if the other sources are required to complete the project.

VII. TIME LINE: Multiyear projects must include plans for all years.

VIII. BUDGET: See attached project budget form for new projects; multiyear projects must include budgets for all proposed years. List both existing matching support and support from pending proposals.

IX. FUNDING HISTORY: List funds team members have received in the past five years (total funds by project number) or are currently receiving (total funds by project number) and how these funds have been used to leverage further external grants.

X. LITERATURE CITED

XI. LETTERS OF SUPPORT: These must be included with the proposal submission. Letters of support should not be sent directly to CPIS. Letters submitted separately will not be included with proposals.

XII. TEAM QUALIFICATIONS: One-page vitae for each team member outlining his/her qualifications and accomplishments.

Continuing Projects

REPORTING

One page progress reports are due January 31st and July 31st of each year. A comprehensive final report will be due on July 31st of the termination year. Multiyear projects are funded one year at a time and are subject to annual evaluation.

Failure to submit timely and quality progress reports, or to make acceptable project progress, may result in termination of a project and recovery of unspent funds. Investigators failing to submit a final report for a completed project will become ineligible for consideration for future funding from CPIS.

Format for Continuing Proposals

I. COVER PAGE: See attached form; completed and signed by principal investigator and lead unit administrator.

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II. PROGRESS REPORT: A progress report (two-page maximum) highlighting accomplishments and projected activities will be required every 6 months.

III. EXTERNAL GRANTS: List all grant proposals submitted related to this project and the status of the submitted proposals (awarded, pending or rejected).

IV. TIME LINE: Outline plans for remainder of project.

V. BUDGET: See attached continuing budget form; include budgets for remainder of the project.

PROPOSAL SUBMISSION

Transmittal forms are not required initially but will be required after the proposal has been accepted for funding.

Submit the signed original and an electronic copy by email by February 1st to the following address:

   CPIS Proposals
   Attn: Sherrie Lenneman (lenneman@msu.edu)
   130 Packaging Building
   Michigan State University
   East Lansing, MI 48824

TIME LINES: Proposals will be evaluated and funding decisions made by April 1 with funds becoming available by May 1, 2011.

PROPOSAL REVIEW

Review panels composed of members of the Center’s research committee, additional academic staff, and the Center Director, will review and rank proposals within a program area.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Points</th>
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<tbody>
<tr>
<td>Relationship to Project to the Center’s mission</td>
<td>30</td>
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<tr>
<td>Scientific soundness &amp; appropriateness of methodology &amp; feasibility of completion</td>
<td>40</td>
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<tr>
<td>Leverage of external and other sources of funds. Feasibility of completing the objectives within the proposed time frame</td>
<td>10</td>
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<tr>
<td>Multidisciplinary and integrated nature of the proposal</td>
<td>10</td>
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<td>Extent of partnering with and potential impact</td>
<td>10</td>
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</tbody>
</table>

TOTAL 100

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## Project Budget Form

### Project Title:

### Project Principal Investigator:

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>FY-11</th>
<th>FY-12</th>
<th>FY-13</th>
<th>Matching Funds Received*</th>
<th>Matching Funds Pending*</th>
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<tbody>
<tr>
<td><strong>Personnel Wages</strong></td>
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<tr>
<td>A1. Research associates &amp; post-docs</td>
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<td>A2. Technical/Administrative Support</td>
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<td>A3. Other (please list)</td>
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<td>A4. Fringe Benefits (Must be charged as direct costs.) See below**</td>
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<tr>
<td><strong>B. Graduate students – including associated fringes</strong></td>
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<td><strong>C. Undergraduate students</strong>*</td>
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<td><strong>Total Personnel Costs A+B+C</strong></td>
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<td><strong>D. Nonexpendable equipment</strong></td>
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<td>(Attach explanation)</td>
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<td><strong>E. Materials, Supplies &amp; Publications</strong></td>
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<td><strong>F. Travel</strong></td>
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<td><strong>G. Other Direct Costs (Attach explanation, list of items and individual costs.)</strong></td>
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<td><strong>TOTAL D+E+F+G</strong></td>
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* Identify both sources and amounts of non-CPIS funds (indicate received or pending).

** Fringe rate for MSU personnel; use fringe rates from MSU Contracts and Grants web site.

*** Fringe benefits are not charged to wages for MSU students.