

# Peanut Genome Consortium

## Policies and Procedures

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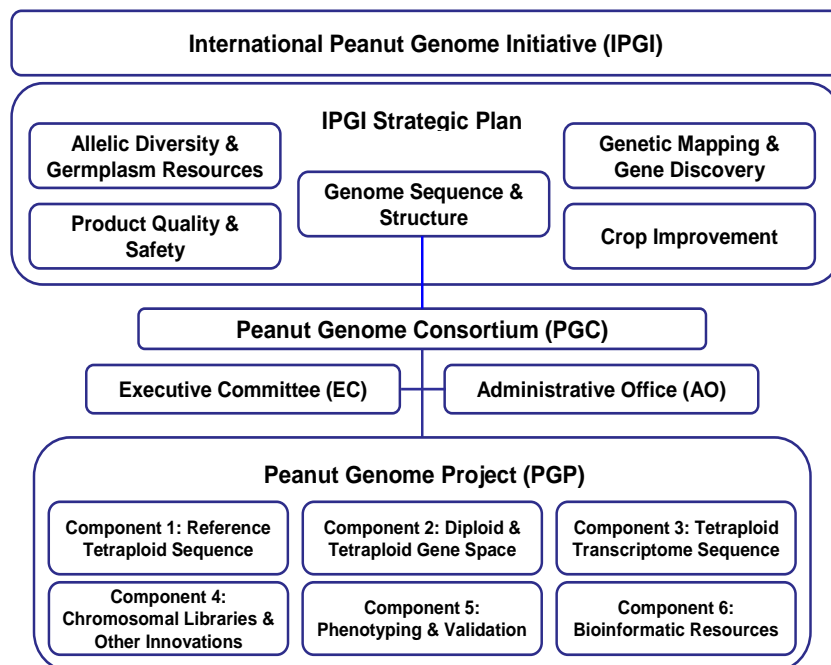
## Article I. Goal Statement

The Peanut Genome Consortium (PGC) brings together a coalition of international scientists and stakeholders to guide and implement research conducted in the Peanut Genome Project (PGP), an integral program within the International Peanut Genome initiative (IPGI). Goals and expectations of the IPGI are documented in the current versions of the *International Strategic Plan of the Peanut Genome Initiative*. Specific PGP goals include: 1) development of a high quality chromosome scale draft of diploid progenitor species and a tetraploid (cultivated species) reference genome sequence, 2) high throughput genome and transcriptome characterization of tetraploid, amphidiploid and diploid (progenitor species) genetic resources, 3) phenotypic trait association with mapped genetic markers, and 4) interactive bioinformatic resources for data curation and analysis. The outcome of these efforts will enable molecular breeding approaches for enhancing peanut yielding ability, resistance to diseases and insects, tolerance to environmental stresses, and improved quality traits that promote peanut crop competitiveness and grower’s profitability in an environmentally sustainable manner.

## Article II. Structure and Roles of Committees

### Section 2.01 Organizational Structure

PGC shall consist of an Executive Committee (EC) and an Administrative Office (AO). Affairs of the PGC will be directed by the EC and administered by the AO. The Director of the Peanut Foundation (TPF) located in Alexandria, Virginia, USA shall serve as the administrator in the AO. TPF is an organization that directs and supports peanut research on behalf of all segments of the peanut industry and strives to satisfy the demands of consumers while enhancing the commercial viability of the peanut industry. The EC is considered a permanent committee that works in concert with the IPGI and TPF. Other special temporary committees can be formed or dissolved ad hoc to help with special needs such as a publications committee and program assessment panels.



## Section 2.02 Executive Committee

### 2.02(a) Purpose:

The purpose of the EC is to provide overall guidance and oversight for the PGP. In order to fulfill the goals set forth in Article I, the EC may establish relevant research priorities; ensure the quality and performance of PGP research projects; develop, approve and implement budgets; recommend contractual agreements; appoint members of other committees; amend, repeal or adopt policies/procedures; and conduct programmatic assessments.

### 2.02(b) Committee Composition

#### 2.02(b1) Number of Members

The EC will consist of twenty-nine (29) members plus ten (10) Ex Officio members as indicated in the table below:

<b>Executive Committee, The Peanut Genome Consortium</b>	
Howard Valentine	The Peanut Foundation
Ray Schnell	MARS, Inc
Victor Nwosu	MARS, Inc
Richard Michelmore	University California-Davis
Lutz Froenicke	University California-Davis
Scott Jackson	Univeristy Georgia
Peggy Ozias-Akins	University Georgia
Baozhu Guo	USDA Agricultural Research Service-Tifton GA
Corley Holbrook	USDA Agricultural Research Service-Tifton GA
Brian Scheffler	USDA Agricultural Research Service-Stoneville MS
Steven Cannon	USDA Agricultural Research Service-Ames IA
Andrew Farmer	National Center Genome Resources
Boshou Liao	Chinese Academy Agricultural Sciences
David Bertoli	Univeristy Brasilia
Soraya Bertoli	Embrapa Recursos Genéticos e Biotecnologia (Cenargen)
Rajeev Varshney	International Crops Research Institute for the Semi-Arid Tropics (ICRISAT)
Xingyou Zhang	Henan Academy of Agricultural Sciences at Zhengzhou
Xin Liu	The Beijing Genome Institute
Xingjun Wang	Shandong Academy of Agricultural Sciences
Mark Burow	Texas A&M University-Lubbock TX
Haile Desmae	International Crops Research Institute for the Semi-Arid Tropics (ICRISAT)
Ran Hovav	Agricultural Research Organization - the Volcani Center
Sachiko Isoe	Kazusa DNA Research Institute
Graeme Wright	Peanut Company of Australia
Tom Stalker	North Carolina State University
Guillermo Seijo	Instituto de Botanica del Nordeste
Kelly Chamberlin	USDA Agricultural Research Service
Barry Tillman	University of Florida
Richard Wilson	The Peanut Foundation/Oilseeds & Biosciences Consulting
<b>Ex Officio Members</b>	
Steve Brown	Executive Director, The Peanut Foundation
Xun Xu	Deputy Director, BGI-Shenzhen
Jeff Ehlers	Program Officer, Bill & Melinda Gates Foundation
Howard Shapiro	Chief Agricultural Officer, MARS, Inc.
Roy Scott	USDA Agricultural Research Service-Office National Programs
Mauricio Lopes	President, EMBRAPA
Jean-Marcel Ribaut	Director, The GENERATION Challenge Grant Program
Chairman Luo Fuhe	Vice-Chairman 11th National Committee of the Chinese People's Political Consultative Conference (CPPCC) and, Executive Vice-Chairman
	China Association for Promoting Democracy (CAPD) Central Committee
T. Radhakrishnan	Deputy Director General for Crop Science, Indian Council Agricultural Research (ICAR)
David Hoisington	Director, Office of Global Programs, University of Georgia

**2.02(b2) Length of Term**

Members shall serve no specified length of term. Changes in membership will be made as needed by majority vote of the EC to address priorities set forth in the IPGI Strategic Plan. A committee member may select and be represented by an alternate or delegate by proxy to another member to ensure a quorum during scheduled meetings and teleconferences. An Officer must be notified of proxies in advance of relevant meetings/conferences to validate voting rights.

**2.02(b3) Administration**

The Director of The Peanut Foundation will serve as administrator of the AO. That individual will have fiduciary responsibilities including fund raiser and fund holder; and will implement fiscal transactions for the PGC.

**2.02(b4) Officers**

A Chairperson and two (2) Co-Chairpersons will be elected by a simple majority of EC members at an Annual Meeting for a term of one-year, without term limits. The Chairperson shall be responsible for general management, supervision and direction of EC activities. In the absence or direction of the Chairperson, a Co-Chairperson shall assume these duties. At least one officer will be a representative of a research institution. Any officer may resign upon giving written notice to the EC via the AO. Vacancies will be filled by the EC in a timely manner for the remainder of the term.

**2.02(b5) Meetings**

The EC shall hold an Annual Meeting. Additional meetings or teleconferences may be called by the EC Chairperson as needed, and will be conducted by the same procedures described in Section 2.02(c) Meeting Protocol. The EC also may help organize and encourage participation in meetings of the IPGI.

**2.02(b6) Addition of Members**

Inclusion of additional voting members plus Ex Officio members will be based on need for technical expertise to achieve the mission and goals of the PGC. A 2/3 vote of the EC will be required for addition of members.

**2.02(b7) Ex Officio Members**

The function of ex-officio members will be to maintain awareness of the activities and exchange of information among PGP researchers, and serve as an expert resource for decisions and actions considered by the EC. Ex-Officio members are invited but not required to attend or participate directly in IPGI, PGC and PGP meetings or teleconferences.

**2.02(b8) International Liaisons**

Members of the EC may be appointed to serve as an International liaison (IL). An IL will serve as the principle conduit for transfer of information between the PGC and a geographical sector of the genomics research community, and may promote awareness of the PGP among professional colleagues in the genomics research community. ILs should attend or participate directly in IPGI, PGC and PGP meetings or teleconferences.

## **2.02(c) Meeting Protocol**

### **2.02(c1) Quorum**

A quorum shall consist of 50% or more of current members. A 50% minimum number of voting members is required to conduct PGC business.

### **2.02(c2) Voting**

Each eligible member of the committee will have one vote. Voting outcome shall be determined by a simple majority of voting members. Mail/electronic votes may be conducted between EC meetings on emerging issues. Timely efforts will be made to notify and provide EC members with materials under consideration.

### **2.02(c3) Rules of Order**

Any subject may be brought to the EC for consideration in the form of a motion. Robert's Rules of Order will be followed in all procedures.

## **2.02(d) Responsibilities of Members**

- Provide direction and guidance to the PGP.
- Develop and approve research program descriptions and priorities.
- Organize and approve the agenda and location of the annual research forum.
- Define deliverables, timelines and anticipated costs for PGP activities.
- Review and approve the structure and composition of the EC and other committees as needed.
- Establish data sharing and use polices.
- Document annual research progress in relation to the IPGI Strategic Plan.
- Conduct periodic external program assessments.
- Approve Polices & Procedures and Amendments to the Procedures.

## **Section 2.03 Administrative Office (AO)**

### **2.03(a) Purpose**

The purpose of the AO is to act as the administrative and communication headquarters for the PGC under the direction of the EC. The TPF Director serves as administrator.

### **2.03(b) Responsibilities**

- Organize EC meetings, conference calls, etc.
- Record and distribute minutes.
- Organize PGC annual research forums.
- Negotiate and implement contractual agreements and financial transactions.
- Manage public relations activities for the PGC.
- Publish annual reports, status reports, and financial summaries.
- Publish the IPGI Strategic Plan.
- Develop a process to conduct an assessment of research accomplishments conducted under the IPGI Strategic Plan and report the assessment to the EC and other appropriate individuals.
- Organize fund raising events and facilitate fund allocation to selected projects.

## **Article III. Data Sharing & Use Policy**

The PGC has the explicit goal of enabling breeders, geneticists, molecular biologists and other researchers to accelerate the pace of enhancing productivity, crop protection and product quality/safety of the cultivated peanut. PGP investigators, collaborators and associates are encouraged to share data, inventions and other resources, and to make products from the project widely available and useful in a timely manner.

### ***Section 3.01 Purpose***

A published Data Sharing & Use Policy contributes to more transparent working relations and sets criteria for managing permission to use and distribute data. Such policy assures providers that data is managed responsibly, and ensures data users acknowledge the data source and the conditions under which the data is made available. Therefore, policy for data sharing & use is needed to facilitate timely public access to primary data, samples, physical collections and other supporting materials derived from the project.

### ***Section 3.02 Data Sources***

"Research Data" embodies the recorded factual material commonly accepted in the scientific community that is relevant to the generation, validation or defense of research findings. Research Data does not include: 1) preliminary analyses; 2) drafts of scientific papers; 3) plans for future research; 4) peer reviews; 5) communications with colleagues; 6) physical objects (for example, laboratory samples, audio tapes, video tapes); 7) trade secrets; 8) commercial information; 9) materials necessary to be held as confidential by a researcher until publication in a peer-reviewed journal; 10) information which is protected under the law (for example, intellectual property); 11) personnel and medical files and similar files, the disclosure of which would constitute unwarranted invasion of personal privacy; 12) information that could be used to identify a particular person in a research study; or 13) data that are already available to the public domain through an archive or other source.

### ***Section 3.03 Data Use***

All data and image resources associated with the PGP will be archived on-line using secure systems such as PeanutBase.org/ for use by future generations. All data and image resources and associated resources will undergo appropriate quality assurance checks. All data and image resources will be fully interactive with the Legume Information System (LIS) and/or suitable databases for comparative and association genomic analyses. Data providers and users must be acknowledge they have read and accept the Terms & Conditions set forth in Section 3.05

### ***Section 3.04 Data Sharing***

Collaborating members of the PGP are expected to publish or otherwise make publicly available the results of work conducted except in cases where such disclosure would jeopardize proprietary information developed during the course of the project.

All investigators working under the auspices of the PGP are encouraged to collaborate and distribute peanut genome and sequence data via relevant worldwide web sites. Genome sequences, protein sequences, and genomic resources must be available to

all segments of the scientific community, including industry and the international community. A reasonable charge is permissible for distribution. If accessibility differs between industry and the academic community, the differences must be clearly described in a plan of work.

The PGC supports the currently accepted community standards (Bermuda and Ft. Lauderdale agreements; [www.genome.gov/pfv.cfm?pageID=10506537](http://www.genome.gov/pfv.cfm?pageID=10506537)) for rapid release of genome sequences following the current guidelines for quality assessment as described by the National Institutes of Health (NIH) National Human Genome Research Institute (NHGRI) at: [www.genome.gov/10000923](http://www.genome.gov/10000923) & [www.genome.gov/10001812](http://www.genome.gov/10001812)).

The PGC is committed to promoting the use of the data held within the archive. PGC associates believe the subject data resources should be available for use in not-for-profit decision making, research, education and other public-benefit purposes. However, when warranted PGC, as a responsible data custodian, may restrict access to all or part of some data resources. When restrictions are applied the justification and rationale behind the decision will be documented and made available. Examples of reasons why PGC may restrict data access are listed below.

- If the release of certain data is likely to increase the risk of environmental damage or put particularly sensitive species at risk.
- If the release of data is likely to jeopardize the supply of data and collection of future data resources. NCGR is a data custodian and does not own the data resources held in LIS.
- If the data provider has requested that certain data or information be withheld when, for example, data may be commercially sensitive or where the data is under preparation prior to publication. The restriction may be permanent or temporary depending on the restrictions agreed with the data provider.
- If the data contains personal information.

### ***Section 3.05 Terms and Conditions***

Terms and conditions stated here define the circumstance under which the PGC, referred to hereafter as the "Provider") is making PGP data available to an institution or an individual (referred to hereafter as the "User"). "The Parties" refer to both the Provider and the User.

#### *Terms and conditions of information access.*

The Provider is making the information and data found at PeanutBase.org and other databases available for general information purposes for scientific research, germplasm conservation and enhancement such as plant breeding, technical training, general education, academic use, or personal use. Anytime the User consults the data base through the LIS web site, he/she shall be bound to the same obligations under this Section. Should the User store the information and data for future use he/she shall be bound to the same obligations under this Section.

**The User shall not claim legal ownership over the information and data found in the data base nor use the data in any way that would impede public access and application of any portion of the database. For clarity, the user agrees not to claim any of the sequences disclosed in these databases in any patent**

**application. However, the foregoing shall not prevent the User from releasing, reproducing or seeking intellectual property protection on improved seeds or plants that may be developed using the information for purposes of making such seeds or plants available to farmers for cultivation.**

NO WARRANTY. THE PROVIDER IS MAKING AVAILABLE THESE INFORMATION AND DATA. THE PROVIDER HOWEVER DOES NOT GUARANTEE THE ACCURACY OR COMPLETENESS OR CORRECTNESS OF THE INFORMATION AND DATA AND PROVIDE THE DATABASE "AS IS" WITHOUT WARRANTY OF ANY KIND. THE PROVIDERS SHALL NOT BE LIABLE FOR DAMAGES RESULTING FROM THE USE OF THE INFORMATION AND DATA.

### ***Section 3.06 Acknowledgments and Further Disclaimers***

The Provider wishes to acknowledge the participation of the NCGR. NCGR makes no representations, warranties, and provides no indemnities with respect to the information, data, database, or any other items provided hereunder, all of which are provided "AS IS". In no event shall NCGR's liability for direct or indirect damages arising from any cause of action whatsoever exceed one-hundred United States dollars (US\$100.00). NCGR is an intended third party beneficiary of this section.

All data and image holdings are made available for use under PGC Terms and Conditions stated in Section 3.05 to help protect the copyright of the data and image owners. NCGR holds datasets provided by a variety of public and private bodies, and individual researchers. The data/image owner or copyright holder will be acknowledged as the source of any data that is available for distribution. Data owners retain the copyright of the original data or images at all times. Data owners have given NCGR permission to hold copies of data/image(s) within the PGP archive.

Anyone wishing to use data or images for commercial purposes will require additional permission from the Provider. Similarly, additional permission will be required for the use of images for wide dissemination, including use on Web sites, leaflets or in promotional brochures. Any use of data or images that is not addressed in the Terms and Conditions will require permission from the Provider.

### ***Section 3.07 Charges***

PGP data and image resources are made available free of charge to registered individuals on-line for use in decision making, research, education and other public-benefit purposes. In addition, users with access to data and resources housed in LIS may be assessed a nominal charge for any analysis, query or collation of data that requires NCGR staff time.

### ***Section 3.08 Further Information***

A physical archive of PGP data is under development at NCGR. While funding and space implications of the PGP archive are developed, requests for data will be considered on a case-by-case basis. Please contact the Project Coordinator at NCGR to discuss your requirements.

Reference: Legume Information System  
<http://www.comparative-legumes.org/>



### ***Section 3.09 Publication Policy***

Authorship on the paper first describing the peanut genome will require substantial intellectual contribution to conception and design of experiments or analysis and interpretation of data as well as contribution to writing or presentation of information in the article. The primary corresponding author for this publication, and the sole communicator with the target journal, will be responsible for pre-publication communication with all other authors to reach agreement on author order and publication content, to notify each author of submission status, and to circulate revisions and proofs. Each author will provide a statement describing their contribution (i.e., 1 - intellectual input for experimental design or analysis; 2 - novel, unpublished primary data; and 3 – writing of manuscript) to the corresponding author which may be included in the publication depending on requirements of a targeted journal. Since it is anticipated that a large number of international groups and scientists will be involved in generating a peanut genome sequence, publication authorship will follow the precedent of the International Rice Genome Sequencing Project where authors and contributions are listed by institution in a footnote (Nature 2005 436:793); the author name, The Peanut Genome Project, is proposed. The leader of each institution team agrees to follow the current responsibility guidelines from Nature Publishing (<http://www.nature.com/authors/policies/authorship.html>): “(1) ensuring that original data upon which the submission is based is preserved and retrievable for reanalysis; (2) approving data presentation as representative of the original data; and (3) foreseeing and minimizing obstacles to the sharing of data, materials, algorithms or reagents described in the work.” For all components of the Peanut Genome Project, this is interpreted to mean that original sequence data will be deposited in public databases including NCBI and LIS. Teams are discouraged from pre-publishing extensive genome data generated in the context of the peanut genome project that would be expected to contribute to the landmark peanut genome paper. Authorship on publications subsequent to the paper describing the peanut genome, which are anticipated downstream components of the peanut genome project, will follow the traditional format of a list of individual authors according to the guidelines for authorship contribution described above and authorship order as determined by mutual agreement among authors and under the coordination of the corresponding author for each manuscript. In addition, authors are expected to acknowledge funding source for any publication, report, product or presentation that is developed in whole or part from information in the Peanut Genome Project database.

## **Article IV. Strategic Plan and Program Assessment**

### ***Section 4.01 Strategic Plan Development***

The PGC with stakeholder input shall lead development of the 5-year IPGI Strategic Plan for goals, research objectives and anticipated products. This Plan will be finalized and approved by the PGC and presented to the IPGI for ratification. The Plan will be reviewed and updated by the PGC periodically. A new IPGI Strategic Plan will be developed every five years. The Strategic Plan will provide a framework for research relevant to IPGI needs, and serve as a basis for evaluating program accountability.

### **Section 4.02 Annual Reports**

A report addressing each element of the IPGI Strategic Plan will be developed each year. The PGC will request accomplishment statements from each PGP collaborator and compile the report for presentation to the TPF Board and stakeholder. The AO and designated individuals will publish reports on-line at the PeanutBioscience.com website.

### **Section 4.03 Assessments**

Every five years the AO will convene an independent expert panel to review PGC accomplishments relative to the IPGI Strategic Plan. The panel will provide a written assessment of progress to the EC and TPF Board. The outcome of program assessments will be posted on-line at the PeanutBioscience.com website and presented during the annual meeting. Future research direction/needs will be determined by the assessment.

## **Article V. Amendments to Procedures**

### **Section 5.01 Format of Recommended Change**

Amendments shall be submitted in electronic and written format to the AO. Any member of the EC can submit amendments to these procedures.

### **Section 5.02 Submission Dates**

To be timely, a change should be submitted at least 10 days prior to a scheduled meeting of the EC. Untimely submissions may be reviewed but will not be acted upon by the board until the next scheduled EC meeting. The EC can meet for the purposes of considering an amendment if a majority of the EC agrees. The meeting should still allow 10 days for purposes of dissemination and consideration of the change.

### **Section 5.03 Dissemination of Change**

The change must be disseminated by electronic or written means to all members of the EC.

### **Section 5.04 Approval of Amendment**

Amendments must receive a two thirds majority vote to be approved.

## **Article VI. Research Proposals and Review Process**

The PGC brings together a coalition of international scientists to implement research conducted in the PGP and IPGI. Goals and expectations are documented in the IPGI *Strategic Plan*). The IPGI generates research findings that enable three avenues of investigation: 1) Generating Detailed Maps of the peanut genome, 2) development of Tools for Marker Assisted Selection, and 3) Application of Markers and Maps in Breeding programs.

*Generating Detailed Genome Maps.* Maps of the cultivated peanut genome are needed to show the location of all genes in both sub-genomes and to discover useful DNA markers for those genes. These markers are the tools breeders need to select superior varieties.

*Tools for Marker Assisted Selection.* The utility of DNA markers discovered in peanut depends on tools that enable screens of hundreds of lines in a breeding population simultaneously with thousands of markers.

*Application of Markers & Maps in Breeding.* Marker Assisted Selection has been shown to reduce the time needed to add a new trait to a current cultivated variety. The utility of this breeding strategy depends on ability to stack traits in improved varieties for each market type and geographic production area.

Research Funding from The Peanut Foundation (TPF) The TPF may issue a call for proposals each year to address specified research areas. Proposals are submitted according to guidelines from the Director TPF/PGC AO. International scientists affiliated with the Peanut Genome Initiative or those working on the genomics of other crops may compete for TPF funds via formal collaboration with U.S. principal investigators. Acceptable proposals must strictly adhere to submission procedures established by TPF. No Proposal will be accepted if it is submitted after the approved deadline or if the format for submission is not followed.

## **Format for TPF Research Proposals**

### **Application Cover Page**

List project title; contact information for the Principle Investigators, Collaborating Scientists, and the Authorized Officer at the PI's employing institution; Total funds requested; the start date and award if the project was funded previously; the research areas that are addressed by the proposal.

### **Research Plans**

- 1. Objectives**
- 2. Approach (provide the following information for each Objective)**
  - a. **Justification** (provide statements that demonstrate a vision of how results from the work on the Objective could be implemented or utilized by the peanut industry. This will be a major consideration in project funding.)
  - b. **Activities** (describe what will be done)
  - c. **Methods** (describe how the work will be done, and the role of collaborators)
  - d. **Outcomes** (list deliverables that will issue from the work)
  - e. **Timeline** (provide a schedule for achieving major steps in the work under the Objective)
- 3. References cited in the proposed Approach**
- 4. Facilities & Equipment Available** (describe the facilities and equipment available to conduct proposed research. Equipment and facilities described in approved projects will become a part of the TPF research contract)
- 5. Research Progress to Date or Preliminary Data** (describe what has been accomplished or data that suggests new work is needed and achievable in a timely manner)
- 6. Publications** (Please make a separate list for each scientist associated with the proposal. Please remove duplicate citations)
- 7. Annual Budget** (prepare a separate itemized budget for salary & benefits, supplies, outside services, travel for each PI and collaborating scientist. Explain and justify each budget item. Indirect costs will not be funded, but will be considered as an institutional investment in the project. In most cases, major capital items of equipment will not be funded. *Multi-year projects may be submitted; but, funding must be approved on a year-to-year basis*).

The scientific merit of proposals will be evaluated by a peer review panel that is approved by TPF Technical Review Committee and/or TPF Board. The Peer Review panel will report results of evaluations to the TPF Technical Review Committee. .

### **Section 6.01 Selection and Operation of the Peer Review Panel:**

Peer reviewers are scientists and/or technical experts possessing the knowledge to make critical decisions on the scientific merit and adequacy of the submitted proposals. A peer panel chair will be selected by the AO. Potential peer panel members will be solicited by the panel chair in coordination with the AO and TPF Technical Review Committee. Review panel members will have no collaborative/cooperative interests in the proposals under review and will be sworn to consider proposals as confidential information. Peer panelists will provide objective reviews of proposals based on the following criteria: 1) relevance of objectives to primary research areas for TPF funding; 2) research progress toward prior year objectives for continuing projects or preliminary evidence to support a new project; 3) quality and scientific merit of the proposed research approach; 4) institutional capacity to achieve proposed research objectives in a timely manner; 5) research publications during a specified period; and an estimate of the probability of timely delivery of anticipated findings or products. Peer panelists may convene via teleconference or face-to-face meetings to generate consensus evaluations of each proposal. The AO and designated stakeholders will attend peer panel meetings to provide administrative guidance and to validate the evaluation process. The peer panel chair shall summarize evaluation notes and ratings, and report recommendations to the TPF Technical Review Committee. The name of the peer panel chair will be disclosed, but the names of peer panelists will not be disclosed to the EC or to researchers. The panel chair and all reviewers will be reimbursed for authorized expenses (travel, lodging, meals, etc.) related to serving on a review panel, and compensated as approved by TPF for evaluation of research proposals.

### **Section 6.02. Technical Review Committee:**

The TRC shall consist of current members of the TPF Board. Properly submitted proposals will be sent to each TRC member at least three weeks prior to funding decision meetings. Consensus rating scores from each committee member will be recorded and ranked for funding priority considering the availability of funds. The Director of TPF will moderate the TRC meeting and will be responsible for implementing actions directed by TRC and TPF Board.

The TRC is responsible for funding decisions, including allocation of available dollars. Final funding decisions are based on research priorities previously established and communicated by TPF and the total available dollars within a TPF fiscal year. TPF Board retains the right to not fund a project regardless of the score. Once the TRC approves a budget allocation, the recommended list of Proposals and the suggested funding level for each project is forwarded by the AO to the Peanut Foundation Board for final review and approval. The Executive Director of The Peanut Foundation shall send written notification to all researchers who submitted a Proposal. The Executive Director will make every effort to explain the reasons for disapproval of the plans. Feedback will be based on written comments received from the Technical Review Panels. The AO cannot redirect funds to another applicant without TPF Board approval.

### **Section 6.03. Funding Mechanisms:**

Scientists who pursue research objectives of the TPF may receive funds in one of two ways:

- Cooperative research agreement with The Peanut Foundation. The Peanut Foundation is the fund holder for U.S. funds allocated to the PGP. U.S. funds will be issued to U.S. Principle Investigators, who have submitted a Proposal that is approved by TPF Board, through a reimbursable cooperative agreement up to 12 months in duration. Funds received from TPF may not be used for institutional overhead. Principle Investigators (PI) are responsible for accountability of all funds awarded to a project. Collaborating institutions may include U.S. or foreign agencies, research or educational institutions, and for-profit or nonprofit organizations. U.S. PIs will allocate funds to collaborators via subcontracts from the institution receiving the funds. In rare cases, TPF may reimburse the institutions of foreign collaborator(s) directly for funds allocated to subcontracts. Postdoctoral associates, graduate students, undergraduate students, and technical support staff are not eligible PIs. Cooperative Research Agreements have limitations on how funds can be spent, Such limitations convey to subcontracts. Travel funds approved by TPF may be used only for PGC related meetings and workshops, and for PGP research activities
- Funding resources other than The Peanut Foundation. Scientists are encouraged to leverage PGP resources to compete for funding from alternative sources that will complement a Proposal or help address an objective of the IPGI Strategic Plan. In general, funds obtained from U.S. or foreign based research programs will be held in the country of origin and administered via procedures established by the recipient's institution or professional affiliation (i.e. university, government agency, foreign government, private company, etc.). Collaborating scientists will report the receipt of extramural funding and outcomes from the work to the PI of a PGC approved project, and to the TPF Director/AO.

### **Section 6.04. Project Evaluation**

All funded projects will provide the AO with a progress report, a final report and an oral presentation of findings. Program impact will be measured by independent peer review of: 1) progress reports due on July 15 each year, 2) an annual report due on January 31 each year, and 3) an oral presentation given at TPF and relevant scientific meetings. A project may be terminated and project funding will be withheld/withdrawn pending the delivery of these required reports and presentations.

The format for Progress and Annual (Summary) Reports will include:

- Project Number      Project Title      Reporting Period
- Principle Investigator / Affiliation;      Collaborators / Affiliations
- Statements of Quantifiable Progress toward each Research Objective
- Assessment of the Impact or Scientific Value of Progress
- Project Milestones Achieved;      Next Steps to be Taken in the Research Strategy
- Citations of Published Research; Problems; Obstacles; New Developments; Changes that Impacted the Completion, Cost or Scope of the Project
- Messages, Questions, Comments, Requests (optional)