



General Programmatic Terms and Conditions for Maize Genome Sequencing Project: An NSF/DOE/USDA Joint Program (NSF 04-614)

1. **Key Personnel:** Except for the Principal Investigator(s) (PIs) or Co-PIs identified in this award, requests to make any changes to personnel, organizations, and/or partnerships specifically named in the proposal, that have been approved as part of this award, shall be submitted in writing to the cognizant NSF Program Official for approval prior to any changes taking effect. Changes to PIs/Co-PIs must be submitted through FastLane for Grants Officer approval.

 2. **Program/Project Description:** The goal of the program is to sequence the maize genome, taking into account the following considerations:
 - a) The maize genome-sequencing project will aim to provide the complete sequence and structures of all maize genes and their locations (in linear order) on both the genetic and physical maps of maize. It is understood that both biological and technical constraints will likely preclude absolute characterization of the complete maize gene catalog.
 - b) The gene space of B73 maize (gene sequences and adjacent regulatory regions) should be of finished quality according to currently acceptable standards as per the established "human" or "mouse" finishing standards. These guidelines can be found at <http://www.genome.gov/10001812> and http://genome.wustl.edu/activity/seq_improvement/mouse_fin_rules.cgi.
 - c) If applicable, the sizes of gaps between the genes should be estimated and draft sequences of repetitive DNA between genes presented where possible.
 - d) The sequence must be fully integrated with the genetic and physical maps.
 - e) Annotation should include gene models, predicted exon/intron structure, incorporation of EST and full-length cDNA data, gene ontology, and relationship with homologs in other organisms, including but not limited to, the other sequenced plant genomes.
 - f) Annotation should be coordinated with existing maize community and comparative databases with the eventual goal of generating complete curation of the genomic sequences to a standard set by established model organism databases.

 3. **Project Governance:** The Awardee will ensure that an effective governing structure is in place throughout the funding period, with the structure established and recorded according to the time line developed by the Awardee, in consultation with the cognizant NSF Program Official.
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- a) The PI in consultation with the cognizant NSF Program Official and PIs of any other maize genome sequencing projects supported through this Program will assemble an Advisory Committee (AC) comprising technical and management experts. The AC will hold a minimum of one face-to-face meeting per year. No changes to the AC shall be made without the prior approval of the cognizant program official. The AC is advisory to the PI, providing input on such items as:
 - 1) Technical issues;
 - 2) Data and materials release;
 - 3) Coordination with community databases;
 - 4) Project management;
 - 5) Coordination with other projects with complementary goals; and
 - 6) Interactions with the community.

- b) The PI will cooperate and coordinate with the cognizant NSF Program Official by:
 - 1) Providing notifications in advance of all AC meetings;
 - 2) Providing written AC meeting reports, and responses to their recommendations with the annual report;
 - 3) Contributing to the assessment of scientific progress and administration against targeted goals for each participant; and
 - 4) Participating in mid-project reviews conducted *via* telephone or site visit, as needed.

- c) The designated Principal Investigator (PI) is responsible for:
 - 1) Overall project management;
 - 2) Coordination of activities among all project participants and institutions;
 - 3) Ensuring that project goals and milestones are met;
 - 4) Submission of Annual Progress Reports on or before the specified date, that should include any AC reports and responses for the previous reporting period;
 - 5) Coordination of project activities with other Plant Genome Research Projects (PGRP);
 - 6) Coordination with other related research activities in the US and internationally; and
 - 7) Participation in the annual NSF PGRP Awardee Meetings, along with any additional project personnel requested to attend by NSF, such as the lead in bioinformatics.

4. **Reporting Requirements:** The Awardee will submit all *ad hoc* and regular reports with content, format, and submission dates designated by the cognizant

NSF Program Official, in consultation with the Awardee and PI. This information will be communicated to the PI electronically and kept on record by the cognizant Program Officer. The Awardee will submit all regular reports to NSF *via* FastLane. Regular reports include the Annual Progress Report containing a summary of progress as measured against goals established in the work schedule, related to:

- a) Scientific accomplishments;
 - b) Progress on internal communication and data management systems;
 - c) Progress on public access to, and distribution of data, biological materials and reagents, including any web sites, databases and reagent distribution activities;
 - d) Any problems likely to delay timely accomplishment of goals established in the timetable and proposed resolution;
 - e) Report on subaward activities;
 - f) Educational/training activities, including any outreach activities;
 - g) Reports on proactive steps taken by individuals within the project and/or the project as a whole to increase the role of members of underrepresented groups in the activities of the project;
 - h) Status of collaboration with other PGRP awardees;
 - i) Status of collaboration with private industries, if applicable;
 - j) Status of collaboration with the international community, if any;
 - k) Feedback from the user community, if any;
 - l) A personnel and financial report as designated by the cognizant NSF Program Official; and
 - m) The Annual Progress Report shall contain updated budget pages and updated current and pending support statements.
5. **Intellectual Property:** An Awardee-to-Subawardee agreement on intellectual property including publication and patent rights must be negotiated. This Intellectual Property agreement shall be in place between the primary awardee, subawardee(s), and other institutional participants in the project within 60 days and a copy of the (signed and dated) intellectual property agreement shall be provided to the cognizant program official within 30 days thereafter (or ninety days from the date of approval of this award).
6. **Awardee Support of Ongoing Management and Oversight:** The Awardee will work with the PI and the cognizant NSF Program official to facilitate the effective management and timely completion of the NSF-funded activities. The Awardee will ensure full commitment and cooperation among the governing structure components and all project staff during all ongoing NSF project management and oversight activities. The Awardee will ensure availability of all key institutional partners during any desk or on-site review as well as timely access to all project documentation.