

Oregon Processed Vegetable Commission 2020-2021 Reporting Guidelines and Format For Research and Extension Projects

General Instructions for Report

Project Duration:

Generally, “stand alone” projects may be a maximum of 3 years duration. Research projects requiring more than 3 years are sometimes funded, but only by special arrangement. Funding of a new project, planned to last 3 years, does not guarantee that the project will be funded for the full 3 years. Decisions to fund each year are based on annual performance evaluation, total budget available, pressing industry needs, etc. ***A proposal must be submitted for all projects every year.*** In a number of instances, core projects have been funded on an on-going basis. These too are subject to annual proposal submission, Commission review and funds allocation. Funding and reported effort is on the Fiscal Year basis, i.e. 2021-2022 and FY22 are synonymous.

Reporting Preparation and Submission: Please follow these steps:

- Preparation
 - Follow the format provided later in this document
 - Create your report in a word processing software and then save as a PDF - 10 MB maximum size. Do not include page numbers
 - Review the PDF before submitting to be sure it is in acceptable format
 - Use this naming convention when saving your report as a PDF—
LASTNAME_OPVC_2021-22_report. If you have two or more projects, after the word “report,” add a one word descriptor such as _fertility, _genetics, etc.
- Submission deadline -Noon on December 29, 2020.
- Submit your report to the Agricultural Research Foundation (ARF).
<https://agresearchfoundation.oregonstate.edu/webform/oregon-processed-vegetable-commission-opvc-proposalreport>
 - Enter your first and last name and email address
 - Upload your PDF file

Research/Extension Progress Report for 2020-2021 Funded Projects
Progress Report for the Agricultural Research Foundation
Oregon Processed Vegetable Commission

Title:

Project Leader(s): Identify project leader(s) and their location(s).

Cooperator(s): Indicate personnel, location and contributions. Include only those who made significant contributions of time or resources to the project.

Funding History: List OPVC support amount for this project and for the previous two years, if applicable.

Abstract: Include a 300-word statement of purpose, summary of objectives, actions taken and anticipated results. Abstracts may be used in "lay" audience applications and should be written accordingly.

Key Words: List key words that can be used in a web-based search to find the work reported in your progress report

Objective(s): List the specific objectives from your original proposal.

Procedures: Indicate general procedures used in the completion of each objective. Provide enough detail to allow readers to understand how you carried out your research.

Accomplishments: This should be the major section of your report. Summarize research results from last year's activities. Report results by objective. What major discoveries did you make/activities did you do? What work still needs to be done?

Impacts: What are the known and potential impacts of this work to growers, industry and society? List both immediate and longer-term benefits. When are these impacts likely to be realized?

Relation to Other Research: Indicate how this work fits into your overall research/extension effort. List sponsors of this other work.

Formatting: Your progress report must include all of the categories listed here, in the order listed. Use Times New Roman or Calibri font at 11-pitch with a margin of at least one-inch on all sides. Limit reports to eight pages if at all possible. Save as a PDF – 10 MB maximum. Use a "LASTNAME_OPVC_2020-21_report" naming convention

Submission: Noon, December 29, 2020. Submit your report to ARF
<https://agresearchfoundation.oregonstate.edu/webform/oregon-processed-vegetable-commission-opvc-proposalreport>