**Oregon Processed Vegetable Commission**

**2020-21 Research Proposal**

**and**

**2019-20 Reporting Guidelines and Format**

**For OSU Research and Extension Projects**

**General Instructions for Proposal Preparation**

**Proposals not meeting these requirements may not be funded. Please read this entire document before submitting a proposal.**

**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. 2019-2020 and FY20 are synonymous.

**Proposal Preparation and Submission:** Please follow these steps:

* Preparation
	+ Follow the proposal format provided later in this RFP
	+ Create your proposal in a word processing software and then save as a PDF - 10 MB maximum size. Do not include page numbers
	+ Include the signature page as the first page in your PDF but do not sign the proposal
	+ Review the PDF before submitting to be sure it is in acceptable format
	+ Use this naming convention when saving your proposal as a PDF– LASTNAME\_OPVC\_ 2020-21\_proposal. If you have two or more proposals, after the word “proposal,” add a one word descriptor such as \_fertility, \_genetics, etc.
* Submission deadline - Noon on January 21, 2020
* Submit your proposal to the Agricultural Research Foundation (ARF)
	+ Go to <http://agresearchfoundation.oregonstate.edu/webform/oregon-processed-vegetable-commission-opvc-proposalreport>
	+ Enter your first and last name and email address
	+ Upload your PDF proposal file
* Signature copy – we will be using the OSU DocuSign system to secure needed signatures on proposals. ARF personnel will route proposals for signatures.
* Please also send a copy of your proposal as an email attachment to jennifer@oregonspuds.com. We will crosscheck submissions.

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**PROPOSAL FORMAT**

**Project numbers (if any):**

**TITLE:**

**YEAR INITIATED:** xxxx-xx **CURRENT YEAR:** 2020-21 **TERMINATING YEAR** xxxx-xx.

"Year Initiated" is the first year that funding was first received for the project. "Terminating Year" is the last period for which funding will be requested for this project. If a project is on-going, so indicate in the ending year space.

**PERSONNEL & COOPERATORS:**

Please include addresses, phone numbers, and e-mail addresses of all those listed here.

**FUNDING REQUEST FOR 2020-21:**

**JUSTIFICATION:**

Provide a statement that clearly defines the problem and the rationale for this project. State how this project relates to other projects in Idaho, Oregon and Washington.

**HYPOTHESIS & OBJECTIVES:**

Provide specific objectives that can realistically be accomplished during the project period. Which objectives will be addressed during this funding year (i.e. during 2020-21)?

**PROCEDURES:**

Indicate your approach and procedures to accomplish the objectives. Please include as much detail as space allows.

**ANTICIPATED BENEFITS/EXPECTED OUTCOMES/INFORMATION TRANSFER:**

What specific benefits will result from this project for producers and/or for the industry? Be clear and direct.

**PROJECT TIMELINE:**

List of activities and stages in the research project for the coming year.

**LITERATURE REVIEW:**

Especially in the case of NEW projects, please list and discuss the relevant past research that bears on this proposed project.

**2020-21 BUDGET:** Please provide the following in a table format as shown, listing only the budget items appropriate for your project.

|  |  |
| --- | --- |
|  | OPVC |
| **Salaries:** Faculty |  |
|  Graduate student |  |
|  Other students |  |
|  Other labor |  |
| **Employee Benefits (OPE):** Faculty |  |
|  Graduate student |  |
|  Other students |  |
|  Other labor |  |
| Equipment |  |
| Travel: Domestic (in state) |  |
|  Domestic (out of state) |  |
|  Foreign (conferences, etc.) |  |
| Operating Expenses 1 |  |
| Other Expenses 2 |  |
| **Total** |  |

 1 Otherwise known as “Goods and Services” or “Supplies and Materials.”

 2 Capital outlays, or other needs. Please detail in footnote.

Please note that no indirect cost or graduate student tuition is allowed.

**ANTICIPATED REQUESTS IN COMING YEARS (if applicable):**

 **2021-2022 2022-2023:**

**OTHER SUPPORT OF PROJECT:**

Please describe other funding and in-kind support that contributes to this work.

**Cover / Signature Page**

 RESEARCH PROPOSAL TO THE AGRICULTURAL RESEARCH FOUNDATION

 FOR THE OREGON PROCESSED VEGETABLE COMMISSION

TITLE:

Principal Investigator:

Academic Rank:

Department:

Phone Number:

E-Mail Address:

Cooperator (s) (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURES:

Principal Investigator(s) Date

Use separate line for each additional PI

APPROVED BY:

Principal Investigator's Unit Supervisor(s) Date

(Department Head, Station Director, Regional Extension Director)

Principal Investigator's Academic College Date

**Research/Extension Progress Report for 2019-20 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\_ 2019-20\_report” naming convention

Submission: Noon, January 21, 2020 deadline – submit to ARF at <http://agresearchfoundation.oregonstate.edu/webform/oregon-processed-vegetable-commission-opvc-proposalreport>