

Oregon Processed Vegetable Commission 2021-2022 Research Proposal Guidelines and Format For 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. 2021-2022 and FY22 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_2021-22_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 22, 2021
- Submit your proposal to the Agricultural Research Foundation (ARF)
- Go to <https://agresearchfoundation.oregonstate.edu/webform/oregon-processed-vegetable-commission-opvc-proposalreport>
 - Enter your first and last name and email address
 - Upload your PDF proposal file
 - Submit second copy to Ed.Peachey@oregonstate.edu
- Signature copy – we will be using the OSU DocuSign system to secure needed signatures on proposals. ARF personnel will route proposals for signatures.

PROPOSAL FORMAT

Project numbers (if any):

TITLE:

YEAR INITIATED: xxxx-xx **CURRENT YEAR:** 2021-22 **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 2021-22:

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 2021-22)?

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.

2021-22 BUDGET: Please provide the following in a table format as shown, listing only the budget items appropriate for your project.

	<u>OPVC</u>
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):

2022-2023

2023-2024:

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