**Oregon Processed Vegetable Commission**

**2021-2022 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

o Review the PDF before submitting to be sure it is in acceptable format o 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 21, 2021.
* Submit your report to the Agricultural Research Foundation (ARF).

https://agresearchfoundation.oregonstate.edu/webform/oregon-processed-vegetable-commission-opvc-proposalreport

o Enter your first and last name and email address

* + Upload your PDF file
	+ Submit second copy to Ed.Peachey@oregonstate.edu

 **Research/Extension Progress Report for 2021-2022 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\_ 2021-22\_report” naming convention

Submission: Noon, December 21, 2021. Submit your report to ARF

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