

Oregon Processed Vegetable Commission

2019-20 Research Proposal and 2018-19 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. Note the change in submission procedures.

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 please note that signatures are not required on your electronic submission
 - Please do not print and then scan the document to create a PDF unless this is your only preparation option
 - 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_2019-20_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, 2019
- 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. **You do not need to print a hard copy of the proposal and route for signatures** but please be sure that you have accurately and fully completed your signature page. You will receive an email asking for you to electronically sign your proposal and will later receive a fully signed copy of your proposal from the DocuSign system. If you as an OSU researcher have not signed up for the DocuSign system, you may do so at <http://is.oregonstate.edu/docusign> or you can wait until prompted to do so when your proposal is routed to you for signature.
- Given use of this new system, we would appreciate an email from you indicating that you have submitted a proposal through the web-form system. Please send an email to jennifer@oregonspuds.com and charlene.wilkinson@oregonstate.edu

PROPOSAL FORMAT

Project numbers (if any):

TITLE:

YEAR INITIATED: xxxx-xx **CURRENT YEAR:** 2019-20 **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 2019-20:

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 2018-20)?

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.

2019-20 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):**2020-2021****2021-2022:****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 2018-19 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_2018-19_report" naming convention

Submission: Noon, January 22, 2019 deadline – submit to ARF at
<http://agresearchfoundation.oregonstate.edu/webform/oregon-processed-vegetable-commission-opvc-proposalreport>