

# Washington State Potato Commission

## Research Proposal and Reporting Guidelines and Format

### All 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, submitted projects may be a maximum of 3 years duration. Research projects requiring more than 3 years or projects that occur every year are sometimes funded, but only by special arrangement. *A proposal must be submitted for all projects every year.*

#### **Proposals:**

All proposals must follow the format shown below. Please note the following additional guidelines:

1. Keep proposals to 4 pages or less not counting figures and tables (keep these to a minimum).
2. Margins must be 1" on all sides, font should be Times New Roman 11 point. WordPerfect and MS Word are equally acceptable.
3. Proposals must be submitted by e-mail. Submission of hard copies is optional. **Do not number pages.**
4. Please note the budget and quarterly expense forms. These are required. A Current and Pending Support form is no longer required.

## PROPOSAL

### **TITLE:**

**YEAR INITIATED:** xxxx.    **CURRENT YEAR:** xxxx.    **TERMINATING YEAR** xxxx.

(Current year refers to the year for which funding is currently being requested. The period shown under "Year Initiated" would thus be the period that funding was first received for the project during the current three-year funding cycle. The "Terminating Year" is the last period for which funding will be requested under the project.)

### **PERSONNEL:**

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

### **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 and Oregon.

### **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 2000-2001)?

### **PROCEDURES:**

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

### **ANTICIPATED BENEFITS:**

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

### **INFORMATION TRANSFER:**

How will results be transferred to users?

### **PROJECT TIMELINE:**

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

**BUDGET:**

Please provide the following in a table format as shown, listing only the budget items appropriate for your project. *If your project is/was, or is intended to be, a 3-year project, you must provide budget estimates for all three years (past, present, and future), as suggested by the form below. Highlight the current year with bold or italic text. Be sure to address the footnotes to this table.*

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Salaries <sup>1</sup>			
Time-slip			
Goods & Services <sup>2</sup>			
Travel <sup>3</sup>			
Equipment <sup>4</sup>			
Employee Benefits <sup>5</sup>			
<b>Total</b>			

<sup>1</sup>Please specify the type of position and FTE.

<sup>2</sup>Explain in a footnote or break out on main budget.

<sup>3</sup>Please provide a brief justification for travel funding requested. All travel must directly benefit the project. If you request travel funding for meetings, state how the travel will benefit the growers.

<sup>4</sup>Please justify equipment funding requests. Indicate what you plan to buy, how the equipment will be used, and how the purchase will benefit the growers.

<sup>5</sup>Included here are tuition, medical aid, and health insurance for graduate students as well as regular benefits for salaries and time-slip employees.

**Projected Expenditures (by quarter)**

<u>Time Period</u>	<u>Jan-Mar 2009</u>	<u>Apr-Jun 2009</u>	<u>Jul-Sept 2009</u>	<u>Oct-Dec 2009</u>	<u>Jan-Mar 2010</u>	<u>Apr-Jun 2010</u>
<u>WSPC Funds</u>						
<u>Total Funds</u>						

Comprehensive current (FY 2009-2010) budget (required):

<u>Expenditure</u>	<u>WSPC Request</u>	<u>Other Support of Project</u>				<u>Total Cost</u>
		<u>State/Federal base funds*</u>	<u>Grant funds<sup>†</sup> Source:</u>	<u>Grant funds Source:</u>	<u>In-Kind Support<sup>‡</sup> Source:</u>	
<u>Salaries</u>						
<u>Time-slip</u>						
<u>Goods &amp; Services</u>						
<u>Travel</u>						
<u>Equipment</u>						
<u>Employee Benefits</u>						
<u>Total</u>						

\*State and/or Federal salaries, equipment purchases, supplies purchases etc. that will support the project during 2009-2010.

†Funding from all other grant programs that will support the project during 2009-2010. Include all grants in separate columns.

‡Includes non-reimbursed time, equipment, and supplies provided for the project by growers or cooperators.

## **Annual Progress Report / Final Report**

Annual reports due: January 15<sup>th</sup>

Final reports due: September 30<sup>th</sup> or earlier (often submitted Jan. 15<sup>th</sup>)

**TITLE:**

**PERSONNEL:**

**REPORTING PERIOD:**

**ACCOMPLISHMENTS:**

What are the main accomplishments of the project and their significance in terms of the problem solved or enhancements to the industry?

What has been contributed to science and/or to the industry?

**RESULTS:**

**PUBLICATIONS:**

List the publications, technical reports, and articles in trade magazines that have resulted from this project.

**Please note that the Potato Commission requests a copy of all journal articles resulting from Commission-funded research.**

**PRESENTATIONS & REPORTS:**

List all reports and presentations to the potato industry in the Pacific Northwest.

---

## **Quarterly Reports**

The WSPC expects quarterly reports regarding every research project it is funding. These reports should be about one page in length, and indicate the progress of the project, problems encountered, information gained, etc. The commission wants to see these reports in order to keep the level of communication between commission and researcher as high as possible. For example, if there is a problem with the research, the commission would like to know soon, and may be able to offer help. If there is an exciting discovery, we would also like to know. An exciting discovery in the research could correlate with observations being made by members of the industry. These quarterly reports will be due by the first business day of July and October.