

**Oregon Processed Vegetable Commission
Specialty Crop Block Grant
Reporting Guidelines**

Reporting Preparation and Submission: Please follow these steps:

- Preparation
 - Follow the format provided in this document
 - Create your report in a word processing software and then save as both a PDF (10 MB maximum size) and Word doc.
 - Review the report before submitting to be sure it is in acceptable format
 - Use this naming convention when saving your report LASTNAME_OPVC_2020SCBG_final_report. If you have two or more submissions, after the word “report,” add a one word descriptor such as _sensory, _broccoli, _weed, etc.
- Submission deadline -5:00 pm on January 31, 2023.
- Email your report to opvcresearch@gmail.com

Oregon Processed Vegetable Commission
Specialty Crop Block Grant
Reporting Guidelines

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.

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. 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.

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.