

# **Oregon Processed Vegetable Commission 2023-2024 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. 2023-2024 and FY23 are synonymous.

### **Priorities:**

This list includes topics the OPVC would like to see proposals submitted for. This is not an all-encompassing list. Other projects not listed are highly encouraged to be submitted.

Snap Bean Maggots

Corn Seed Maggots

Earworms

Corn Smut

Spinosad

Enterprise Budget Sheets

**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\_2023-24\_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 31, 2023

- 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 [opvcresearch@gmail.com](mailto:opvcresearch@gmail.com)
- Signature copy – we will be using the OSU DocuSign system to secure needed signatures on proposals. ARF personnel will route proposals for signatures.

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### **PROPOSAL FORMAT**

#### **Project numbers (if any):**

#### **TITLE:**

**YEAR INITIATED:** xxxx-xx **CURRENT YEAR:** 2023-24 **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 2023-24:**

#### **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 2023-24)?

#### **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.

**2023-24 BUDGET:** Please provide the following in a table format as shown, listing only the budget items appropriate for your project.

	<u>OPVC</u>
<b>Salaries:</b> Faculty	
Graduate student	
Other students	
Other labor	
<b>Employee Benefits (OPE):</b> Faculty	
Graduate student	
Other students	
Other labor	
Equipment	
Travel: Domestic (in state)	
Domestic (out of state)	
Foreign (conferences, etc.)	
Operating Expenses <sup>1</sup>	
Other Expenses <sup>2</sup>	
<b>Total</b>	

<sup>1</sup> Otherwise known as “Goods and Services” or “Supplies and Materials.”

<sup>2</sup> 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):**

**2023-2024**

**2024-2025:**

**2025-2026:**

**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):

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SIGNATURES:

Principal Investigator(s)

Use separate line for each additional PI

Date

APPROVED BY:

Principal Investigator's Unit Supervisor(s)  
(Department Head, Station Director, Regional Extension Director)

Date

Principal Investigator's Academic College

Date