



Guidelines for preparing 2018-19 FY CRB Progress Report Forms

General Information

In an ongoing effort to improve research transparency for CRB Board members and to assist the CRB Research Department in assessing project progress, some modifications have been made this year to the format of the CRB Progress Reports Forms and CRB Progress Report Forms for 2018-19 FY include two parts:

- (1) an **Executive Summary Form** and
- (2) a **Description of Activities** Document

Note: Information contained in Progress Reports is used to review CRB-funded research project progress and is made available to CRB Staff, Board Members and Committee Members for review. Due to Bagley-Keene requirements, this information may be discussed in public meetings for review of project progress and project funding decisions in subsequent years. *If your project involves confidential or proprietary information that should not be distributed for patent or other reasons but is part of your CRB-funded research efforts, please contact the CRB Research Department at research@citrusresearch.org for a watermarked 'CONFIDENTIAL' template.*

CRB Progress Reports are due for the 2018-19 FY on March 1, 2019, and July 1, 2019.

If you have any questions regarding Progress Report Submissions, please contact the CRB Research Department at research@citrusresearch.org or 559-738-0246.

Executive Summary Form

Project Information

Provide the necessary project identification information including: Date Submitted, CRB Research Project Number, CRB Research Project Title, Principal Investigator(s) Name and Affiliations, Project Collaborator(s) [Last Name only], Overall Project Completion (in %) and [Current] Year of [Total Proposed] Years.

Executive Summary of Project Progress (limited to space provided)

Provide in layman's terms the overall project goal and accomplishments made to date. This summary must include the following:

1. Overall project goal(s).
2. Accomplishments made to date for each objective to achieve overall project goal(s). For new projects, include all progress since October 1. For continuing projects include all progress since the previous (July 2018) Progress Report submission.
3. Remaining steps needed within each objective to achieve overall project goal(s).

PIs should note at the bottom of the Executive Summary Form whether this research will result in a product that will require commercialization or further development by some other entity prior to grower use. The CRB Research Department may reach out to you in the coming months with additional questions based on your response.

Description of Activities Document

Description of Activities to Milestone Completion (limited to 2 pages per objective)

The purpose of the Description of Activities is to provide detailed information on project accomplishments for each objective leading to project completion. For **each** objective currently in progress or scheduled to be underway, according to the CRB-funded Research Proposal, a description of activities towards milestone accomplishment must be provided to include:

1. *CRB Project Number* and *Objective Number* (if provided in the proposal).
2. *Objective Description* – restate the objective as described in the CRB-funded Research Proposal.
3. *Objective Completion Date* – restate completion dates for each objective (month, year) as provided in the Gantt Chart from the CRB-funded Research Proposal.
4. *% Complete* – Estimation of % work completed to date for that objective.
5. *Summary of Accomplishments* – report progress made and results for each task within the objective listed. The following should also be noted if applicable:
 - Any obstacles, unforeseen delays or research changes that have or may impact the completion date, cost or scope of the project.
 - Any collaborations and/or technology transfer progress, summary and status of intellectual property (IP) resulting from this project.
 - Any data tables or graphs included must be referenced in text and provided within that specific objectives section.

Additional Information

Presentations and Publications – Provide a listing of any publications and presentations pending or produced which relate to the funded project.

Patents – Provide a listing of any patents pending or produced which relate to the funded project. Please include any relevant patent documents as a separate file.

Status of Funds – Provide a summary on the amount of funds spent to date and note any issues with funding.

Submission

Progress Report files should be submitted to the CRB Research Department at research@citrusresearch.org no later than **March 1, 2019** (for March Progress Report submissions) or **July 1, 2019** (for July Progress Report submissions).

Project Number must be included in title of documents submitted. Late submissions may result in withholding of funds.