

2020-21 FY CRB Progress Report Form Guidelines

CRB Progress Reports are due for the 2020-21 FY on March 2, 2021, and July 1, 2021. If you have any questions regarding Progress Reports, please contact the CRB Research Department at research@citrusresearch.org or by phone during normal business hours at (559) 738-0246. Project Number must be included in title of documents submitted. Late submissions may result in the withholding of funds.

General Information

Progress reports include two parts:

1. an **Executive Summary Form** and
2. a **Description of Activities** Document

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.

Executive Summary Form

Project Information

Provide the necessary project identification information including:

- Date Submitted
- CRB Research Project Number
- CRB Research Project Title
- Principal Investigator(PI) Name and Affiliation
- Co-PI (s) and/or Collaborator(s) – Last Name only
- Overall Project Completion (in %)
- [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 all projects, include all progress since last reporting period (*continuing projects*) or start of project (*new projects*).

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.

Description of Activities Document

The purpose of the Description of Activities document 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 the project objective and 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* – address progress made for each objective listed. Also note any obstacles, delays or research changes experienced that may impact project progress. Any data tables or graphs included must be referenced in text and provided within that specific objectives section if applicable.
6. *Alternative plan* – detail any alternative plans or approaches developed in the event of unexpected results. Please note – significant changes in the workplan may require CRB approval.

Additional Information

On a per project basis, please note the following:

Publications/Presentations – provide any papers and presentations that include aspects of this project that have been prepared or presented since the start of the project or the previous progress report, as appropriate.

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

Commercialization Potential – provide information, as appropriate, on intellectual property, patents and development efforts pertaining to this research project.

Revised February 3, 2021