

#### 4. Guidelines for Research Grant Proposals

1. The project proposal must:
  - clearly state the anticipated duration of the project,
  - identify the timelines and milestones for each short-term, medium-term, and long-term objective,
  - identify the timeline expected for each finding, outcome or deliverable.
2. Every Grant Proposal must include the following *contact information for each principal investigator*:
  - location (physical address including Department),
  - mailing address if different from physical location,
  - telephone number,
  - fax number, and
  - email address.
3. If a project has more than one PI, please provide the same contact information for each investigator.
4. Identify all Cooperating Personnel; those individuals who will play a major role in this research, i.e. research collaborators. For each collaborator, you must provide a letter from that person certifying that he or she has read the proposal, has been adequately briefed about the proposal, and can meet the milestones of this project. These letters must accompany the proposal when submitted.
5. Abstract: provide a clear and concise executive summary of the project in layman's language, not to exceed 200 words.
6. Clearly state the problem you intend to address by this proposal and its significance to the industry. This section should include some background information and a review of pertinent literature (about 200 words). Describe the expected outcomes and how a grower would utilize these outcomes or products.
7. The "Objectives" should be clearly and succinctly stated. You must associate milestones to each objective. Milestone is used here to describe the time necessary to complete or achieve success of an objective. It is recommended that you do this accurately as this will be a major criterion used by the board when evaluating projects for funding.
8. Project's Benefit to the Industry: Using a term such as "increase profits" is not acceptable. Growers are looking for solutions to problems and products that they can use. If your results provide methods or products crucial to the advancement of another research project, clearly state that here.

**NOTE: For projects involving basic research,** under “Project’s Benefit to the Industry,” include a statement describing the steps that will be needed (regulatory, permits) and the timeframe involved to bring the findings of this research to practical application (i.e., when and how will these research results be made available for use by growers and/or others in the industry). Identify who will be the end user (i.e. another research laboratory or growers). It is advised to include and/or discuss your findings with the University Cooperative Extension Specialist or industry personnel.

9. Elaborate on your stated objectives and milestones in the “Plans and Procedures” section. You **must** explain how they will be achieved, describe your experimental design, and list site locations for proposed trials.
10. Under “Other Funding Sources,” identify the sources and amounts of all current, pending and potential non-CRB sources of support for this project. Include in-kind contributions, and indicate whether other support funds are confirmed or pending. Describe how this funding may enhance and/or impact the timing of this project or if it could be used as matching funds for other funding sources.
11. Please discuss your plans for reporting research progress/results to the industry (in addition to CRB meetings) under the heading “Technology Transfer”. Include anticipated timelines and methods to be used (i.e. scientific publications, ag industry publications such as *Citrograph*, university publications, meeting summaries, grower meetings and seminars, scientific meetings). Be as specific as possible.

**NOTE: For projects involving basic research,** under the heading of “Technology Transfer” include any potential issues concerning intellectual property rights and identify the steps needed for ultimate use by the grower (e.g. federal approval to plant a genetically modified plant in the field for evaluation or the registration of a new chemical). Identify any potential involvement of University Cooperative Extension personnel and/or use of UCCE resources.

12. Budget: although the Grant Proposal form allows for investigators to include budget requests for up to three years, the principal investigator is still required to submit an annual Grant Proposal and fulfill the Progress Reporting milestones. Complete the budget form as specified. Use this form to create a slide to be presented during your September presentation.