

1. New Proposals

The CRB process for new proposals includes:

- Pre-proposal concept letter, maximum 3 pages
- Review by Priority Screening Committee
- If approved, request for written full proposal
- Review by Priority Screening Committee and University of California Liaison Committee
- Oral presentation by telephone & Web Ex to Priority Screening Committee
- Review by Priority Screening Committee
- If approved, oral presentation to full board and Research Committee
- Review by Research Committee, recommend to full board yes/no funding
- Board makes final decision at annual budget meeting in September

Researchers should describe their intent of research in a pre-proposal concept letter. Letters may not exceed 3 pages in length and will be reviewed by the Priority Screening Committee of the CRB. Successful candidates with concepts that are moved ahead to the full proposal stage of the process will be requested to submit a complete written Research Project Plan/Grant Proposal.

In addition, principal investigators are required to give a presentation to the CRB Research Priority/Screening Committee explaining their project plan. All presentations will be conducted electronically via web ex. The CRB Research Priority/Screening Committee will then select proposals to move forward for funding consideration by the full board. The principal investigator will be required to present their project proposal in person at the August CRB Research Meeting, in Bakersfield. Be sure to reserve both the July and August dates on your calendar.

Submission Instructions:

Pre-proposal letters must be submitted electronically; it is not necessary to submit a paper copy. Use the format outlined below. If submitting more than one concept letter, please submit each letter as a separate email attachment in Microsoft Word directly to:

Citrus Research Board at info@citrusresearch.org and also to

Michelle Downs at the University of California/Riverside at michelle.downs@ucr.edu

Format of Concept Letter

1. May not exceed 3 pages;
2. Project leader's contact information is at the top of the first page;
3. Brief description of the project in layman's terms and how the industry will benefit or what products the industry will receive in return;
4. Include a work plan including goals and objectives and a timeline for when each should be accomplished;

5. Basic budget estimates (personnel, supplies and equipment, travel, other, and total);
6. Brief literature search – describe literature and its relevance to the initiation and success of this project. If your concept is moved forward to the full proposal stage, you will be required to submit a 200-word summary of the literature relevant to the project.