

## Research Proposal Format Instructions

### *Instructions:*

1. Make every effort to prepare proposals so that they are self-explanatory and can be easily understood by producers.
2. Address each item listed in format.
3. Pay particular attention to anticipated benefits and how results will solve a problem or enhance the industry.
4. Make objectives for project specific so they can be accomplished during the project period.
5. At termination, projects will be evaluated as new projects and a new set of objectives should be presented.
6. Keep to four (4) pages or less. No exceptions, please.
7. **Use 1" margins all around and 12pt Times New Roman font. (Charts can be smaller if necessary and margins can vary in order for them to fit on the page.)**
8. Do **not** number pages.
9. Make sure all information is included.

# 2017 WASHINGTON RED RASPBERRY COMMISSION RESEARCH PROPOSAL

**New Project Proposal**

**Proposed Duration:** (1, 2 or 3 years)

**Project Title:**

**PI:**

**Organization:**

**Title:**

**Phone:**

**Email:**

**Address:**

**Address 2:**

**City/State/Zip:**

**Co-PI:**

**Organization:**

**Title:**

**Phone:**

**Email:**

**Address:**

**Address 2:**

**City/State/Zip:**

**Cooperators:**

**Year Initiated** \_\_\_\_\_ **Current Year** 2017 **Terminating Year** \_\_\_\_\_

**Total Project Request:**      **Year 1** \$                      **Year 2** \$                      **Year 3** \$

**Other funding sources:** *(If no other funding sources are anticipated, type in "None" and delete agency name, amt. request and notes)*

**Agency Name:**

**Amt. Requested/Awarded:** *(retain either requested or awarded and delete the other)*

**Notes:**

**Description:** (less than 200 words) describing objectives and specific outcomes

**Justification and Background:** (400 words maximum)

- Provide a statement that clearly defines the issue you plan to address
- Why you plan to address it
- State how this project relates to other projects in British Columbia, Idaho and Oregon.

**Relationship to WRRRC Research Priority(s):**

**Objectives:**

- Provide specific objectives that you will attempt to accomplish during the project period.
- Which objectives will be addressed this funding year?

**Procedures:** (400 words maximum)

- Anticipated length of project

- What will be done and when

**Anticipated Benefits and Information Transfer:** (100 words maximum)

- What specific benefits will result from this project for producers and/or the raspberry industry? Be clear and direct.
- How will results be transferred to users?

**References:**

**Budget:** Indirect or overhead costs are not allowed unless specifically authorized by the Board

	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Salaries<sup>1/</sup></b>	\$	\$	\$
<b>Time-Slip</b>	\$	\$	\$
<b>Operations (goods &amp; services)</b>	\$	\$	\$
<b>Travel<sup>2/</sup></b>	\$	\$	\$
<b>Meetings</b>	\$	\$	\$
<b>Other</b>	\$	\$	\$
<b>Equipment<sup>3/</sup></b>	\$	\$	\$
<b>Benefits<sup>4/</sup></b>	\$	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Budget Justification**

<sup>1/</sup>Specify type of position and FTE.

<sup>2/</sup>Provide brief justification for travel requested. All travel must directly benefit project. Travel for professional development should come from other sources. If you request travel to meetings, state how it benefits project.

<sup>3/</sup>Justify equipment funding requests. Indicate what you plan to buy, how the equipment will be used, and how the purchase will benefit the growers. Include attempt to work cooperatively with others on equipment use and purchase.

<sup>4/</sup>Included here are tuition, medical aid, and health insurance for Graduate Research Assistants, as well as regular benefits for salaries and time-slip employees.

# Washington Red Raspberry Commission Progress Report Format for 2016 Projects

**Project No:**

**Title:**

**Personnel:**

**Reporting Period:**

- Report for past year except for termination year (i.e. at the end of the three-year project period), when a complete project summary/termination is requested.

**Accomplishments:**

- What are the main accomplishments of the project and their significance in terms of the problem solved or enhancements to the industry?
- What has been contributed to science and/or the industry?

**Results:**

- Provide a brief summary of the results.

**Publications:**

- List publications, technical reports, popular articles, or other outputs have resulted from the project?

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**NOTE:** Limit annual Progress Report to one page and Termination Report to two pages, except for publications.

***Current & Pending Support***

**Instructions:**

1. Record information for active and pending projects.
2. All current research to which principal investigator(s) and other senior personnel have committed a portion of their time must be listed whether or not salary for the person(s) involved is included in the budgets of the various projects.
3. Provide analogous information for all proposed research which is being considered by, or which will be submitted in the near future to, other possible sponsors.

Name (List PI #1 first)	Supporting Agency and Project #	Total \$ Amount	Effective and Expiration Dates	% of Time Committed	Title of Project
	Current:				
	Pending:				