

**IDAHO STATE DEPARTMENT OF AGRICULTURE
NURSERY ADVISORY and FLORISTS ADVISORY COMMITTEE**

**NEW RESEARCH PROPOSAL AND FUNDING REQUEST
COVER PAGE**

1. Title of Project: _____
2. Name of Principal Investigator: _____
3. Name of Institution: _____
4. Mailing Address: _____
(Street/PO Box, City, State, ZIP)
5. Telephone: _____ Fax: _____
6. E-Mail Address: _____
7. Date of this Application: _____
8. Total amount being requested (please attached itemized budget): \$_____
9. Are you requesting funding from any other sources? Yes _____ No _____
If no, skip to #11. If "Yes", indicate source of requested funding, amount of request and status
(granted, denied, in process, etc.) _____
10. Total budget for this project including all sources of funds: \$_____
11. Purpose for which funds are requested (i.e., equipment purchase, salaries or stipends, general
project expenses, graduate student support, etc. _____
12. Two research project progress reports (a mid-term due August 31st and a final report due
December 31st) are required.
At what point in the duration of this project might we expect to see preliminary data included in
your research progress report? At what point might we expect to have your recommendations for
commercial application from your work?

Note: This cover page is to be included as the first page of submitted proposal. **Deadline for proposals is October 15th of each year.**

INSTRUCTIONS

I. FORMAT FOR RESEARCH PROJECT FUNDING REQUESTS

To be considered for funding, a New Research and Funding Request proposal/request for funding must include the following:

1. **Cover Page** – Complete all information requested and include as first page of proposal.
2. **A Brief Abstract of the proposal, anticipated results and benefits to the industry.**
3. **A brief (maximum 4 pages) description of the research project to include:**
 - A. Background and Literature Review.
 - B. Objectives and Justification.
 - C. Methods.
 - D. Time Schedule of Anticipated Results.
 - E. Itemized budget.
 - F. Application of this project and its conclusions to the commercial nursery, floral, greenhouse, and landscape industries of Idaho. How will these industries benefit?
 - G. List the people who will be working on the project, including a brief background sketch on each.

Note: If the project is being used as part of a master's or doctoral degree, copy of the final degree thesis is to be provided to the Nursery Advisory Committee and the Idaho State Department of Agriculture.
 - H. Include a brief outline of the facilities/equipment available to you for use in this project.

If any special equipment will be used (an item not usually found or available to horticulture researchers), please mention the unit and describe the importance in your work.
 - I. Will you be consulting with others on this work, perhaps someone with special knowledge who could provide expertise not usually available in horticulture research environments? If so, please name the individual(s) and give a brief statement on his/her background and importance to your work.
 - J. Do you expect any patents to evolve from this work?

Please indicate your organization's official position on patents that may be obtained from work done under a grant of this nature. Would the Nursery Advisory Committee enjoy a part of any benefit from such patents, if obtained? Please see the "Statement of Policy on Research" below.

- K. Be sure that a short title appears at the top of each page along with a page number.
- L. Pages should be letter quality in “Times New Roman” 12pt. font and single spaced (to reduce space and paper needed for reproduction and weight in mailing).
- M. Provide an original and/or electronic copy of your request and attachments for processing, reproduction and distribution to committee members. An electronic copy in Adobe Acrobat PDF format is also requested.

Important: Requests for project support that exceed the cover page and four (4) pages of information as covered in items A-L may not be accepted.

II. FORMAT FOR RESEARCH PROGRESS AND FINAL REPORTS

INTERIM PROGRESS REPORT (Due by August 31)

Mid-Term reports should be by letter and should indicate project progress and a brief description of any developments affecting the project (pro or con). Mid-term reports need only to be a page or two in length.

FINAL REPORT (Due by December 31)

1. Submit an original and/or electronic copy of the report. An electronic copy in Adobe Acrobat PDF format is also requested.
2. Include the following information on the cover page:
 - A. Title of project.
 - B. Name of researcher(s).
 - C. University or research facility.
 - D. Date of report.
 - E. Time period covered by the report.
 - F. Indicate (name of funding agency) grant and the amount of the grant.
3. Begin the report with a short summary, in layman’s terms, of where you are within the original project proposal, what progress has been made **since your last report** (i.e., equipment in place, plants in ground, data gathered, etc.) and any other **NEW** information. **DO NOT RESTATE YOUR ORIGINAL RESEARCH PROJECT PROPOSAL OR INFORMATION PRESENTED IN PREVIOUS REPORTS UNLESS IT HAS DIRECT BEARING ON YOUR PROGRESS TO DATE.**
4. **Each page, picture, illustration, figure, graph, etc., should be identified with the page number, project title and date.** This will eliminate the possibility of any loose materials being misplaced during handling.
5. Pages should be letter quality in “Times New Roman” 12pt. font and single spaced (to reduce space and paper needed for reproduction and weight in mailing).

6. **We prefer not to receive reports indicating “NOT FOR PUBLICATION,” but understand that at times this may be necessary.**

Reports submitted “NOT FOR PUBLICATION” must be clearly marked; include a date after which such a report can be published and be accompanied by a summary suitable for publication.

7. Failure to submit a progress report may result in loss of future financial support.

On work done with new materials, (i.e. chemicals, fertilizers, plant varieties, etc.) it is most helpful if you can include in your comparisons not only an untreated check, but also comparison data from a commonly used material. For example, on pesticide trials of a new miticide, it would be helpful to have an industry standard material used in addition to an untreated check. This would give our grower members a much better yardstick for comparison of effectiveness so the new material could then be compared to a situation with which they are familiar.

III. STATEMENT OF POLICY ON RESEARCH

It is the policy of Idaho State Department of Agriculture - Nursery Advisory Committee, that all research projects submitted for funding shall be reviewed by the Nursery Advisory Committee at their Winter meeting, with awards made shortly thereafter.

If funded by the Idaho State Department of Agriculture - Nursery and Florist Advisory Committee, funding will be provided in the following allotments:

50% paid upon project approval

50% paid upon receipt and approval of the final report

For grants less than \$5,000 the entire amount will be paid upon project approval.

Funding approval will be limited to one year (12 months), regardless of the term of the original request.

NOTE: Although funding cannot be guaranteed for any project beyond one-year funding may if approved, continue for a multiple year research program to its completion.

Researchers will be asked to submit two progress reports on their work each year. The first report (mid-term) is to cover the period January 1 to July 31 and will be due August 31. The second report, or final report covering the entire year, will be due December 31st.

Researchers will also be asked to submit a short article regarding the final outcome to the Idaho Nursery & Landscape Association to be used in a future publication. The article should be written in laymen’s terms. Photographs are neither required nor discouraged.

The final report submitted, subject to Idaho State Department of Agriculture - Nursery and Florist Advisory Committee approval, will be published on the Idaho State Department of Agriculture webpage at: www.agri.idaho.gov. Reports submitted as “Not for Publication” will be copied and distributed to members of the Nursery Advisory Committee. Such reports must be accompanied by an article or report of a general nature on the subject which can be published on the Webpage.

An application and outline for filing the Research Proposal and Funding Request, and a guide to areas of interest of the industry will be provided to prospective researchers by the Nursery Advisory Committee upon request. The application is also available on the ISDA webpage.

If the work done on a grant is reported in a thesis for a degree, a copy of the thesis is to be supplied to the Idaho State Department of Agriculture - Nursery and Florist Advisory Committee with an appropriate summary for publication.

If the work done under a grant is used as a basis for publication in a scientific journal, extension publication, etc., then it will be assumed that the author or researcher will provide the Idaho State Department of Agriculture - Nursery and Florist Advisory Committee with a file copy and, if written for the commercial trade, an adequate number of copies of the publication must be provided to the Idaho State Department of Agriculture Nursery Advisory Committee for mailing to all committee members.

It is understood that the Idaho State Department of Agriculture - Nursery and Florist Advisory Committee will have first publication rights on work coming from funded projects, except for work being published in scientific journals.

It is mandatory that the Idaho State Department of Agriculture - Nursery and Florist Advisory Committee (the granting organization) be listed as the sponsor on any and all publications that may arise from funded work.

On the matter of patents, it is mandatory that the Idaho State Department of Agriculture - Nursery and Florist Advisory Committee will enjoy a prorata benefit from any gain obtained from a patent received through work supported by the committee, unless the researcher(s) at the time the grant is applied for, so states that no rights shall be granted to the supporting organizations per their institutions policy.

Because the source of funds is from licensing fees from the nursery, green house, landscape, and florists industry, the availability of funds may vary due to economic conditions.

Contributions are made with the intent that these funds are used for nursery and floral research and educational projects only, and **no overhead expenses** are to be deducted from research grants or added to project costs.

The granting organization will not favorably recommend funding for travel that is not directly related or essential to research projects.

The Idaho State Department of Agriculture - Nursery and Florist Advisory Committee reserves the right to terminate any project at any time when, in the opinion of the committee, it becomes apparent that further work on the project cannot yield worthwhile results or benefits to the industry.

If you have any questions regarding this process, contact the Idaho State Department of Agriculture, Division of Plant Industries at (208) 332-8620.