IDAHO STATE DEPARTMENT OF AGRICULTURE
NURSERY AND FLORIST 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.**

Rev. 03/2020

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 <u>may</u> not be accepted.

II. <u>FORMAT FOR RESEARCH PROGRESS AND FINAL REPORTS</u>

<u>INTERIM PROGRESS REPORT (Due by August 31)</u>

Interim (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.

<u>FINAL REPORT (Due by December 31)</u>

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 <u>NOT</u> 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. <u>FUNDING AGREEMENT</u>

Upon approval of an award and prior to issuance of payment, Researcher or Grantee shall enter into a Grant Funding Agreement with the Idaho State Department of Agriculture and the State Nursery and Florist Advisory Committee.

Forward any questions regarding this process to:

Idaho State Department of Agriculture
Division of Plant Industries
(208) 332-8620
Andrea.Thompson@isda.idaho.gov