

4 Steps to **SUBMIT** an Arkansas Corn and Grain Sorghum Board Proposal

<https://aaes.uark.edu/AAESBusinessOffice/commodity-board-grants/corn-grain-sorghum.aspx>

1 EMAIL Intent to Submit - Due before 12/3/2018

Intent to Submit

- Select 'Send Notification Now' on the CGSB commodity board webpage.
- Complete ONE online information form for each proposal and submit.
- An acknowledgement email will be sent back to PI that an Intent to Submit email was sent to Saffire@uark.edu.
- If you do not receive an acknowledgement email, please call Dianne Saffire at 479.502.9803

2 Prepare Proposal Documents

- Prepare CGSB proposal following proposal guidelines.
- Complete Budget/Land Use Form.

3 Get Proposal Routing Form Signed By 12/7/2018

- Complete Proposal Routing Form (PRF).
- Start PRF signature process.
- Follow AdobeSign Instructions (for **UARK email users**) or follow DocuSign Instructions (for **UAEX email users**).
- When signatures by PI, Co-PI, Dept. Head, Unit and Station Directors have been obtained on the form, a completed form with signatures will be sent to saffire@uark.edu.
- For AdobeSign users: Be sure to enter in the 'show cc' space Saffire@uark.edu and ejohnson@uaex.edu See step 4.g in **AdobeSign Instructions**
- Proposal is not valid without the signed PRF.

4 Submit Your Proposal Documents Due 11:59 pm 12/7/2018

Upload Proposal

Upload Budget

- Following document upload, an acknowledgement email to PI will be sent indicating document(s) have been successfully uploaded.
- When the signed PRF is received via DocuSign or AdobeSign, a PDF portfolio of the complete proposal submission will be created and sent back to the PI for their records.
- This PDF portfolio file will represent the final document that will be submitted to the Board for consideration.

1 4

For Steps 1 and 4 use password from RFP email.