

# 4 Steps to **SUBMIT** an Arkansas Rice Research and Promotion Board Proposal

<https://aaes.uark.edu/AAESBusinessOffice/commodity-board-grants/rice.aspx>

## 1 EMAIL Intent to Submit - Due before 11/29/2018

### Intent to Submit

- Select 'Send Notification Now' on the RPB commodity board webpage.
- Complete ONE online form information 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.

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For Steps 1 and 4 use password from RFP email.

## 2 Prepare Proposal Documents

- **Prepare RPB proposal following proposal guidelines and determine research area:**
- Ecozones:
  - Delta
  - White River
  - Grand Prairie
- Non-Ecozone Production Systems:
  - Breeding and Physiology
  - Pathology
  - Genomics
  - Environment
  - Verification
  - Post Harvest
  - Informational Programs
  - Economics
  - Irrigation & Water Mgmt.
- **Complete Budget/Land Use Form.**
- For Ecozone proposal(s): Please allocate funds among the three Ecozones at bottom of Excel budget (page 2).

## 3 Get Proposal Routing Form Signed By 12/1/2018

- 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](mailto:saffire@uark.edu).
- For AdobeSign users: Be sure to enter in the 'show cc' space [Saffire@uark.edu](mailto:Saffire@uark.edu) and [ejohnson@uaex.edu](mailto: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 12/1/2018

### 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.