

**Guidelines for Submitting Proposals**  
**Arkansas Rice Research and Promotion Board**  
**2019-2020 Award Period**

## Proposal Preparation/Submission/Award/Reports

### 1. Ecosystems Proposal (counts as one proposal):

- Prepare a 2-page proposal for each Ecosystem that applies to your project with project duration of three years or less.
- For proposals that include 2 or more Ecosystems, **combine the proposals into a single document** (e.g., 4-page maximum for 2 Ecosystems).
- Submit proposal document as a **single** MSWord or PDF file.
- Submit a single Excel Budget/Land Use Request form for each complete proposal.

### 2. Non-Ecosystems Proposal:

- Submit a 2-page proposal and Excel Budget/Land Use Request form for each proposal.
- Submit proposal document as a PDF or MSWord file.

3. Do **NOT** insert page numbers or use any other headers/footers in proposal document.

4. Proposals and all supporting documents are due by 11:59 pm, 12/1/2018.

5. PIs will be notified via email of proposal funding status following the board meeting held in February/March 2019.

6. Tri-annual reports for all awarded projects are always due: July 20; October 20 and January 20. An end-of-year report for the B.R. Wells Rice Research Studies is due by February 15 during the funding cycle.

## Proposal Format

**Heading (center): Arkansas Rice Research and  
Promotion Board 2019-2020 Proposal**

**Use Template located at**

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

**Title:**

**Lead Investigators:**

**Co-Investigators:**

Ecosystem(s):

Status: (i.e., New, Year 2 of 3, Year 2 of 2, etc.)

Stated goal:

Specific objectives:

Methods:

Planned Milestones:

Statement of Projected Value:

Justification(s): (e.g., out-of-state travel, meals, etc.)

## Supporting Documents

1. The budget/land use form allows for the PI and Co-PI budgets to be included in a single document (e.g., one budget per proposal).

2. Use Excel Budget/Land Use Request Form to calculate maintenance and operations for research fee allocations to Research Stations. Always submit as an Excel file.

3. Proposal Routing Form PDF will be used to collect PI, Co-PI, Dept. Head, Unit and Station Director approval signatures.