

# 4 Steps to **SUBMIT** an Arkansas Soybean Promotion Board Proposal

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

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

### Intent to Submit

- Select 'Send Notification Now' Intent to Submit on the SPB 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 [ejohnson@uaex.edu](mailto:ejohnson@uaex.edu).
- If you do not receive an acknowledgement email, please call Eva Johnson at 501.671.2042.

## 2 Prepare Proposal Documents

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

## 3 Get Proposal Routing Form Signed By 12/17/2018

- 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 [ejohnson@uaex.edu](mailto:ejohnson@uaex.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) Step 4.g in the **AdobeSign Instructions**.
- Proposal is not valid without the signed PRF.

## 4 Submit Your Proposal Documents Due 11:59 pm 12/17/2018

### 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.