

Proposal Preparation/Submission/Award/Reports

1. Prepare a 2-page proposal for your project with project duration of three years or less.
 - Submit proposal document as a MSWord or PDF file.
 - Submit a single Excel Budget/Land Use Request form for each proposal.
2. Do **NOT** insert page numbers or use any other headers/footers in proposal document.
3. Proposals and all supporting documents are due by 11:59 pm, 12/17/2018.
4. PIs will be notified via email of proposal funding status following the board meeting held in February/March 2019.
5. Tri-annual reports for all awarded projects are always due: July 20; October 20 and January 11.

Proposal Format

**Heading (center): Arkansas Soybean Promotion Board
2019-2020 Proposal**

Use Template located at

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

Title:

Lead Investigators:

Co-Investigators:

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

Stated Goal:

Specific Objectives:

Methods:

Planned Milestones:

Statement of Projected Value:

Approach:

Value to the Soybean Industry:

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.