



## U.S. Highbush Blueberry Council

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### Guide to Submission of Blueberry Production Research Proposals U.S. Highbush Blueberry Council

This format is recommended for proposals submitted to the USHBC. Proposals that do not adequately address these points may not be considered for funding:

1. **Title Page:** Include name of researcher(s), affiliation(s), address, email, phone and fax numbers.
2. **Objectives:** Objectives should be stated in a logical sequence.
3. **Procedure:** Sufficient details of procedures should be given to allow the committee to evaluate the proposal. All proposals should contain a description of design and implementation
4. **Timetable:** A timetable should be included which details the project completion date and anticipated submission of the final report. If funding is for multiple years, the researcher should provide dates when progress reports will be issued.
5. **Budget:** The budget should contain a list of expenditures detailed as to material, labor, supplies and maintenance, equipment, overhead and other miscellaneous costs. Please include in a separate line-item cost a one-time presentation to the USHBC during either its spring or fall meeting at a location to be determined. Note that overhead costs for USHBC projects are limited to the USDA standard of 11%.
6. **References Cited**
7. **Memorandum of Agreement:** Each proposal must contain the signatures of the chairman of the department, the dean of the college, or the head of the division. If the proposal is accepted, the researcher (Contractor) will be required to submit a Memorandum of Agreement to the USHBC. This agreement details specific requirements that must be met in order for the USHBC to approve any project. An example of a draft of the required Memorandum of Agreement is attached to these guidelines for Contractor reference in preparing the final agreement. Recipients of multiple year funding agree to provide the USHBC with annual progress reports.
8. **Personnel:** Personnel other than the principal investigator(s) should be listed, along with their responsibilities relating to the project.
9. **Vitae:** A brief vitae of the principal investigator(s) would be useful to the committee. Please include previous published projects that are most relevant to the current proposal.

**Final Reports:** Acceptance of funding commits the principal investigator(s) to submitting a final report to the committee for distribution to the members of the USHBC. This report should

contain a brief introduction, a description of research design, a summary of results and any conclusions.

**Continuation of Funding:** Projects originally designated for one year of funding may receive additional funding if warranted. A budget for an additional year of funding should be included, as well as how an additional year will further add to the results.

**Annual Report:** If the project extends to multiple years, an annual report should be submitted by January 15<sup>th</sup>. The annual reports must be submitted in order for a proposal to be considered for continued funding.

**Notification of Funding:** The researcher will be notified within 45 days of the USHBC Spring Meeting as to the committee's decision.

It is preferred that all proposals be submitted electronically to:

[mnezbeth@ushbc.org](mailto:mnezbeth@ushbc.org)

Subject: Production Research

CD's, disks, or hard copies may be mailed to:

USHBC Industry Relations Committee

2390 East Bidwell Street, Suite #300

Folsom, California 95630