



U.S. Highbush Blueberry Council

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Guide to Submission of 2009 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. **Rationale:** Beginning on a separate page, the rationale for conducting the proposed research should be stated clearly. Relevant literature should be cited.
3. **Objectives:** Objectives should be stated in a logical sequence.
4. **Procedure:** Sufficient details of procedures should be given to allow the committee to evaluate the proposal. All proposals should contain a description of the experimental design including the number of replications and proposed method of data analysis.
5. **Timetable:** A timetable should be included which details the project completion date and anticipated submission of the final report. The researcher will provide written progress reports six months from the project start date and every six months thereafter until project completion. A final report and final invoice will be submitted upon completion of the project.
6. **Budget:** The budget should contain a list of expenditures detailed as to material, labor, supplies and maintenance, equipment, and other specific costs. Please note that indirect and/or overhead costs are not allowed. All costs must be identified with a specific line item within the proposed budget. The committee looks favorably upon projects considered worthy by other institutions.
7. **References Cited**
8. **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 both single and multiple year funding agree to provide the USHBC with progress reports.
9. **Personnel:** Personnel other than the principal investigator(s) should be listed, along with their responsibilities relating to the project.
10. **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.

Policy Concerning Public Disclosure of Research Results: The principal investigator may not publish, publicize or present results from this project at scientific or public meetings and/or to the media prior to project completion and final project review by the USHBC and the USDA Agricultural Marketing Service (for additional details see item #9 of the USHBC Memorandum of Agreement). For questions and/or exceptions to this policy (such as co-funded projects with other agencies) contact the USHBC.

Progress Reports: Progress reports for all projects yet to be completed must be submitted six months from the start date of the project and every six months thereafter until project completion. Progress reports must be submitted in order for a proposal to be considered for continued funding. Progress reports should be no more than 3 pages and contain a general description of the project and include a summary of the research results to date. Briefly describe any additional experiments that are planned for the funding cycle. Include any questions or concerns about your project. We would prefer that the report be provided electronically, but we can accept hard copies if necessary.

Final Reports and Final Invoices: 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 experimental design, a summary of results and any conclusions. A final invoice for the project is to be submitted with this final report. Please follow these guidelines when preparing your final report to USHBC:

1. Title of project
2. Abstract
3. Background and justification (less than 1 page)
4. Synopsis of materials and methods
5. Research results – please provide results of each experiment performed
6. Discussion of results, recommendations for further work or other suggestions

Please aim for 5 to 10 pages for the full final report. We would prefer that the report be provided electronically, but we can accept hard copies if necessary.

Continuation of Funding: Research projects originally designated for one year may receive additional funding contingent upon USHBC approval, available funds and sufficient progress toward research goals as outlined in the original proposal. A budget for the additional year of funding should be included, as well as how an additional year will further add to the results.

Notification of Funding: The researcher(s) 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,

Subject: *Research Proposal*.

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

USHBC Research Committee

2390 East Bidwell Street, Suite #300

Folsom, California 95630