SUBMISSION GUIDELINES FOR OREGON RASPBERRY AND BLACKBERRY COMMISSION (ORBC) REPORTS AND PROPOSALS TO THE AGRICULTURAL RESEARCH FOUNDATION

REPORTS

- Preparation
    - Create your report as a Word document and then save as a PDF - 10 MB maximum size. Do not include page numbers.
    - Use the "save as" function in Word and save directly as a PDF.
    - Review the PDF before submitting to be sure it is in acceptable format.
    - Please use this naming convention when saving your proposal as a PDF– LASTNAME_ORBC_ 2019-20_report. If you have two or more reports, after the word "report" add a one word descriptor such as _fertility, _genetics, etc.

- **Report Submission deadline – November 29, 2019**

- Submission to the Agricultural Research Foundation (ARF)
    - Go to http://agresearchfoundation.oregonstate.edu/webform/oregon-raspberry-and-blackberry-commission-proposalreport
    - Enter your first and last name and email address
    - Upload your PDF file and then press the submit button
    - If the upload was successful, you will see a notification screen so indicating

- Please also submit your report to the ORBC office in Word format at pnwa@comcast.net

PROPOSALS

All proposals for commodity commission research and extension projects submitted to the Agricultural Research Foundation (ARF) do not have to be routed through the OSU Research Office prior to submission to ARF.

- Preparation
    - Follow the proposal format provided by the ORBC. Use the signature and budget page formats shown below. Include the Research Proposal Cover Page form provided by the ORBC.
    - Create your proposal as a Word document and then save as a PDF - 10 MB maximum size. Do not include page numbers.
    - Include the signature page as the first page in your PDF but please note that signatures are not required on your electronic submission.
    - Use the "save as" function in Word and save directly as a PDF.
    - Review the PDF before submitting to be sure it is in acceptable format.

- o Please use this naming convention when saving your proposal as a PDF– LASTNAME_ORBC_ 2020-21_proposal. If you have two or more proposals, after the word "proposal," add a one word descriptor such as _fertility, _genetics, etc.

- **Proposal Submission deadline – January 3, 2020**

- Submission to the Agricultural Research Foundation (ARF)
  - o Go to http://agresearchfoundation.oregonstate.edu/webform/oregon-raspberry-and-blackberry-commission-proposalreport
  - o Enter your first and last name and email address
  - o Upload your **PDF** file and then press the submit button
  - o If the upload was successful, you will see a notification screen so indicating

- Signature copy – we will be using the OSU DocuSign system to secure needed signatures on proposals. ARF personnel will route proposals for signatures. You <u>do not</u> need to print a hard copy of the proposal and route for signatures. You will receive an email asking for you to electronically sign your proposal and will later receive a fully signed copy of your proposal from the DocuSign system.

- Please also submit your proposal in **Word format** to the ORBC office at pnwa@comcast.net

Signature Page

Proposal Submitted to the Agricultural Research Foundation for the Oregon Raspberry and Blackberry Commission - 2020-21 Funding

Title:

Principal Investigator:

Amount Requested:

_____

Signature of PI   Date

_____

Signature of Co-PIs (if any)   Date

_____

Signature of Unit Leader (Department Head/Station Director)   Date

_____

Signature of College   Date

BUDGET PAGE

Salary:

       Faculty
       Graduate Research Assistantship
       Graduate Student Hourly wages
       Other students
       Other Labor (specify type)

Other Payroll Expenses (OPE):
       Faculty
       Graduate Student
       Other students
       Other Labor

Equipment:

Travel:

       Domestic (in state)
       Domestic (out of state)
       Foreign (conferences, etc)

Services and Supplies:

TOTAL:

The ORBC does not allow indirect costs or graduate student tuition and fees.