

AGRICULTURAL RESEARCH FOUNDATION

NEW SUBMISSION GUIDELINES - OCTOBER 2009

RESEARCH PROJECT PROPOSALS -- COMMODITY COMMISSIONS

All proposals for Commodity Commission research projects will be submitted directly to the Agricultural Research Foundation (ARF) and will be considered "Pre-Proposals."

Pre-proposals must be submitted to ARF in both electronic (MS Word) and hard copy. The hard copy must have a completed Agricultural Research Foundation signature page, with the appropriate college level approvals. Refer to the ARF Signature Form attached.

Research project budgets for Pre-Proposals need to be submitted on the ARF Budget Form. Refer to the Budget Form attached.

After the commodity commissions determine research project funding values, ARF will contact PI's for the required OSU Proposal Transmittal Form (signed by PI only). ARF will submit funded proposals, including ARF signature page indicating department and college level approvals, to Sponsored Programs.

Questions? Please contact LJ Kelvin Koong:

541-737-3228

l.j.koong@oregonstate.edu

SAMPLE

BUDGET

Salary:

- Faculty
- Graduate Student
- Other students
- Other Labor (specify type)
- OPE for all categories

Equipment

Travel:

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

Services and Supplies

AGRICULTURAL RESEARCH FOUNDATION
SIGNATURE PAGE

PROPOSAL TITLE:

SUBMITTED TO: AGRICULTURAL RESEARCH FOUNDATION FOR
(INSERT COMMODITY COMMISSION NAME HERE)

SUBMITTED BY:

_____ Date: _____
Principal Investigator(s)
Use separate line for each additional P.I.

APPROVED BY:

_____ Date: _____
Principal Investigator's Unit Supervisor(s)
(Department Head, Superintendent, or County Chair)

_____ Date: _____
Principal Investigator's Academic College

_____ Date: _____
Agricultural Research Foundation