



Proposal Instructions

The following instructions are provided to aid in the preparation of project proposals. Failure to follow these instructions may remove your proposal from further consideration.

1. Estimated Period of Performance

We anticipate that the agreement for this proposed project will begin on March 1, 2016 and end on February 28, 2017 with three quarterly interim reports required and, unless otherwise stipulated, a final report due no later than April 30, 2017. If this agreement period is not the most suitable for completing the project, we ask that the proposal recommend a different agreement period.

2. Technical Questions

All questions pertaining to this solicitation shall be directed to:

Kenlon Johannes
Executive Director
Texas Soybean Board
Phone: (936) 825-3300
johannes@texassoybeans.org

3. Submission of Proposals

The deadline for submitting proposals to the Texas Soybean Board office is close of business on January 29, 2016. Please submit all proposals complete with signatures of the principal investigators and unit heads via email to:

Adam O'Trimble
Director of Operations
Texas Soybean Board
Phone: (936) 825-3300
otrimble@texassoybeans.org

4. Proposal Format

Proposals should be no longer than 5 pages plus the cover page. Proposals should be written in lay language, and they should contain the following information:

- a. Cover page: Follow the format for the cover page.

b. Title: The major thrust of the project. Highly technical words or phraseology should be avoided; do not use scientific jargon; use common names for all organisms. No more than 15 words for the title.

c. Principal investigator(s), department, telephone number, and email address. An individual may be listed as the first principal investigator on only one proposal but may be listed as a secondary principal investigator on more than one proposal.

d. Objectives: A clear and complete one-sentence statement for each specific numbered objective of the project arranged in logical sequence.

e. Procedure: a description of the investigations and/or experiments proposed; techniques to be used in carrying out the proposed project; methods by which experimental data will be analyzed, or interpreted; procedure of applying results or accomplishing technology transfer.

f. Justification: Importance of the issue to the benefit of Texas's soybean farmers.

g. Objective: In addition to explaining the proposal's objective, if possible, indicate the specific Texas Soybean Board priority being addressed by number.

h. Project location(s): Location(s) for field research and test laboratories.

i. Duration of the project (number of years): If this is a multi-year project, which year does this proposal represent? Projects will be approved for only one year at a time. What are the exact start and end dates?

j. Budget: Itemize the budget splitting out labor, travel, and other costs. The Texas Soybean Board does not fund equipment purchases, institutional overhead, or principal investigator salary. **Universities may pay (under)graduate assistants to assist with the work, but the Texas Soybean Board will not pay a student's tuition.**

k. Facilities and equipment: Are they adequate to complete the project? Describe.

l. Cooperators: List all private and public cooperators and their role in and relationship to the proposal.

m. Related information: A summary of the most significant work related to the project should be described. Provide a brief review of how the proposed project will supplement previous work. **For continuing projects, including a summary of accomplishments to date is necessary.**

n. Expected outcome: Provide a brief description of the expected outcomes of the proposed research or education program. The expected outcomes may be the generation of new information as reflected in tangible products such as new varieties, development and/or acceptance of new methodologies, research and Extension publications, patents, software, and others. Where feasible, identify the measurable economic, social, and environmental benefits expected to result from the project. Examples of such benefits include cost savings, enhanced economic and employment impacts, improved health and nutrition, human or community development, more efficient natural resource utilization, and minimizing the impact of agriculture on the environment. Identify, where appropriate, the potential recipients of the benefits such as producers, consumers, taxpayers, and communities. Describe how the results of the research will be communicated to potential users. If outcomes are not expected during the life of the project, please develop a schedule.

5. Project proposals will be reviewed by the Board and/or independent panels using the following criteria:

a. Significance of the proposed project to the priorities of the Texas Soybean Board.

b. Likelihood the project will improve the profitability of soybean farmers and meet the expected outcomes of the project.

c. Relationship of proposed research to ongoing and past research and whether it is complementary or unique to ongoing and past research.

d. Interdisciplinary expertise/talents.

e. Facilities and equipment available.

f. Private and public entity cooperation including multi-state interaction and cooperation.

g. Duration of project.

6. Funds not used shall be returned to the Board.

(Cover Page Format)

Title: (No more than 15 words for title)

Proposal to: Texas Soybean Board

From:

Requested Funding Period:

Amount Requested:

Project Status: ___New Project or ___Continuing Project
(____year of ____total years)

**Principal Investigator(s)
And Unit(s):
(Do not include collaborators.)**

Approved Signatures:

Principal Investigator(s)

Unit Head(s)