**Northwest Potato Research Consortium**

**A Cooperative Effort of the Potato Commissions of ID, OR, and WA**

**Full Proposal Format, Instructions, and Review Criteria**

**Autumn 2020**

**Please read this entire document before submitting a proposal.**

**General Instructions for Proposal Preparation**

**Project Duration:**

Generally, submitted projects may be a maximum of 3 years duration. However, projects requiring more than 3 years or projects that occur every year may also be funded. Funding of year 1 of a new project, planned to last 3 years, does not guarantee that the project will be funded for the full 3 years. Decisions to fund each year are based on annual performance evaluation, total budget available, pressing industry needs, etc. **A concept proposal and full proposal (if invited) must be submitted for all projects every year.**

**Proposals:**

All proposals must follow the format shown below. Please note the following additional guidelines:

1. Full proposals are usually 6 pages or less not counting figures, tables, and budget. For large teams or complex projects, longer proposals are acceptable as deemed necessary to adequately justify and describe all objectives and approaches.
2. Margins must be 1" on all sides, left justified; font should be Times New Roman (or similar serif font) 12 point in MS Word or PDF format.
3. Proposals must be submitted by e-mail to [ajensen@potatoes.com](mailto:ajensen@potatoes.com). **Do not number pages or include any other headers or footers.**
4. Full proposal due date: **December 15, 2020 (midnight).**
5. For detailed instructions and proposal evaluation criteria, see page 2 and page 5, respectively. It is NOT acceptable to re-use proposal formats from past years – the format below is **required**.

**Full Proposal Submitted to the NW Potato Research Consortium**

**Required Format with Instructions**

(Remember! All full proposals to the Consortium must be invited following the Concept Proposal phase!)

All sections of this proposal format are required! If additional sections or subsections are desired, feel free to incorporate them. Include section headings but delete the instructions text.

**Title:** Choose a title that is informative about the subject of the project but that uses language appropriate for an audience of laypeople.

**Year Initiated:** xxxx. **Current Year:** 2021-22. **Terminating Year** xxxx.

(Use a fiscal year format for years – 201X-1X. The period shown under "Year Initiated" would thus be the period that funding was first received for the project. The "Terminating Year" is the last period for which funding will be requested under the project; ongoing projects funded for many years should indicate so using the word “ongoing” here.)

**Personnel & Cooperators:**

Please include addresses, phone numbers, and e-mail addresses of all those listed here. You are welcome to create a table of personnel involved. Specifically identify those who will be funded to do work on this project and those who will cooperate without being funded.  **All funded PIs MUST be involved in proposal writing and MUST be familiar with the final version prior to submission.**

**Funding Request for 2021-22:**

Please give the total request for this project for the current year. Do not attempt to show the cost for each Commission or any other breakdown (see below for instructions on the budget).

**Introduction: Problem Statement, Research Question(s) & Justification:**

Avoid unnecessary introductions to potato production, importance of the crop, etc.; get to the point as quickly as possible. Provide a statement that clearly defines the problem being addressed by your research and the rationale for this project. Include clear and thorough arguments regarding how the proposed work will build on existing knowledge, previous research, and existing literature on the specific subject. Cite existing literature. Be sure to search the “grey literature” as well, which was sometimes the only way previous commission-funded work was published (e.g. try the research library at <https://www.nwpotatoresearch.com/>). Where appropriate, state how this project relates to other ongoing or recent work in the Northwest. If this is a partially-complete multi-year project, please update this section of the proposal based on, and framed within, your results to date. Figures and photographs are encouraged.

**Goal(s), Hypothesis & Objectives:**

Each proposal should provide a specific GOAL, that is, what the study will accomplish (e.g. “Our goal is to create a potato cultivar with resistance to all known PVY strains that is acceptable to the potato processing market in the PNW”). For projects that need no further information and seek to generate a product (engineering-oriented), objectives should be listed that support the goal (e.g. “1. We will make the crosses to incorporate PVY-resistance gene R1 into a potentially acceptable russet …”) without a hypothesis statement. For projects that are designed to generate information, and not directly a product, one or more HYPOTHESES to be tested should be provided in the alternative or null form. For example, include a statement that begins thus: “We (I) will test the hypothesis that ….” Objectives should be listed that support each hypothesis.

Which objectives will be addressed during this funding year (i.e. during 2021-2022)? If this is a partially-complete multi-year project, be sure to update the objectives section to reflect what has been accomplished so far, and any changes to continuing objectives that were warranted or mandated by that progress.

**Procedures:**

Indicate your approach and procedures to accomplish the objectives. Include as much detail as space allows; it is important to demonstrate to reviewers that the project has been thoroughly planned. Use appropriate language! For example, your writing should be targeted toward college-educated laypeople with little to no knowledge of molecular biology or genetics (if you need help with this, send draft language to Andy Jensen for input well in advance of the deadline). If you intend to follow methods established in published papers, cite the relevant work. Be sure to include in this section information about roles and responsibilities of all collaborators on the project.

**Collaboration:**

This is a space to describe how the funded scientists collaborate with each other and plan to communicate during the life of the proposed work, and to expand on the research roles each collaborator will have throughout the project. Also use this space to explain how this project is or is not collaborative with related work in the Northwest, and why (when appropriate). This is NOT a space to describe in general terms how the PIs on this proposal interact with their colleagues around the country and the world or the professional credentials of the PIs.

**Anticipated Benefits/Expected Outcomes/Information Transfer:**

What specific impacts will result from this project for producers and/or the industry? Be clear and direct, be realistic, and avoid exaggeration.

**Project Timeline:**

List of activities and stages in the research project for the coming year and/or for the duration of the project.

**Literature Cited:**

All literature listed here should be cited in the body of the proposal, and literature cited in the body of the proposal should be listed here.

**Budget:** Please provide the following in a table format as shown, listing only the budget items appropriate for your project. Add columns or tables as needed to accommodate all scientists/labs seeking funding under this project. Add or subtract footnotes or addenda to the budget table as needed to fully explain your plans or needs. More detail is better than less. Personalize the budget table with the names of each funded scientist at the tops of the columns, delete unneeded rows/columns, and delete these instructions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Scientist/Lab 1 (specify) | Scientist/Lab 2 (specify) | Scientist/Lab 3 (specify) | **Total** |
| **Salaries:** Faculty |  |  |  |  |
| Graduate student |  |  |  |  |
| Other students |  |  |  |  |
| Other labor |  |  |  |  |
| **Employee Benefits (OPE):** Faculty |  |  |  |  |
| Graduate student |  |  |  |  |
| Other students |  |  |  |  |
| Other labor |  |  |  |  |
| Equipment |  |  |  |  |
| Travel: |  |  |  |  |
| Operating Expenses |  |  |  |  |
| Other Expenses |  |  |  |  |
| **Total** |  |  |  |  |

**Anticipated Total Requests in Coming Years: 2022-2023: 2023-2024:**

**Other Support of Project, Anticipated Supporting Grant Applications:**

Please describe other funding and in-kind support that contributes to this work, such as related federal or state grants, internal university grant programs, faculty start-up funds, etc. Also describe plans for submission of federal, specialty crop block grant, or other regional proposals that will support or expand on this project.

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**Full Proposal Review Criteria, Winter 2021**

Most standard research proposals will be evaluated using the criteria listed below. The Consortium board recognizes that certain project types, such as those that support the overall Tri-State cultivar development program, do not conform well to this review style and we will take that into consideration. Proposals will be evaluated on two bases: (1) completeness (point system below), and (2) industry impact, a more subjective perspective of reviewers.

**Point System**

All sections of the proposal are fully completed according to general instructions: **15 points**. Be thorough and professional in proposal development. For example, do not delete or ignore sections of the proposal, proof-read before submission for spelling, grammar, consistency of formatting, etc.

Introduction: Problem Statement (**10 points**), Research Question(s) (**10 points**) & Justification (**10 points**). Reviewers will consider the importance to industry of the research subject, and the degree to which you frame your work within existing knowledge by citing and describing relevant literature and explaining how the proposed work fills gaps in that existing knowledge.

Goal(s), Hypotheses, and Objectives (**10 points**). The goal(s) of the project should be clearly stated and realistic. Hypotheses should be clearly stated and testable based on the successful accomplishment of the stated objectives. Objectives should usually be statements of hoped-for learnings or steps achieved in a multi-step process.

Procedures: Completeness (**10 points**); Clarity to a non-specialist audience (**10 points**). Procedures should be thoroughly described, including citing relevant literature where appropriate to justify your choices of methods. For example, if a field trial is planned, what overall design will be used (e.g. randomized complete block)? How many reps? How many treatments, and what will they be? What data will be collected and how? How will data be analyzed? ***Is audience-appropriate language used?***

Anticipated Benefits (**5 points**)/Expected Outcomes (**5 points**)/Information Transfer (**5 points**). This section should be tailored to this specific project, describing how your results will fit into eventual solutions to real-world problems. The Consortium is open to funding basic research, but principal investigators should make an effort to help us understand how their basic research leads toward eventual practical innovation or problem solving.

Budget and Other Support of Project: **10 points**. Evaluation criteria will include thoroughness of budget table preparation, reasonableness of total funding request, and adequate completion of the “Other Support of Project” section.