



GUIDELINES FOR SUBMISSION OF RESEARCH PROPOSALS

To: Investigators seeking soybean checkoff funding from the Delaware Soybean Board

The following forms are provided for your use in developing full proposals for the Delaware Soybean Board to consider for possible funding. Proposals will be more effective if written in clear, concise language with an emphasis on using layman's terms when possible. Number of pages is not restricted, but efficiency is requested. The Board strongly encourages you to review its Research Priority List, shown at <http://www.desoybeans.org/research/researchwelcome.html>, when preparing your proposal.

Grant Application Title Page:

1. Name and address of organization (legal name); short proposal title, list of principle investigators, business address and phone/fax/email of primary investigator.
2. Measurable objectives of the proposed study. Objectives need to show the project focus and not be "shotgun" objectives. They should be achievable within the time frame proposed. Although the project may be proposed as a multiple year project, investigators must understand that the Delaware Soybean Board may only commit to funding for a single year at a time.
3. Signatures of the investigators and authorized representatives must be provided on the title page. When time is an issue, proposals can be submitted without signature, but signed copies must follow.

Text Written By Investigators:

1. A clear, concise justification for the work showing the importance of the proposal to soybean profitability.
2. A brief review showing how the study compliments previous research in the area or showing that no previous research has been done in the area. Reference key publications.
3. A detailed research approach with procedures to be used to accomplish the objectives.
4. A one-page or less statement of qualifications of the person who will perform the work and what each is responsible for, relative to the objectives and the approach.

Proposal Budget Page:

1. A line-item budget. Attach supporting data for all items exceeding \$5,000. Additional budget detail is always helpful. The soybean checkoff policy is that

- principal or co-principal investigator salary and non-expendable equipment are not fundable.
2. Authorizing signatures on the budget page by the principal investigator and the authorized representative.

Current and Pending Support:

1. This information helps the board determine the level of commitment to the research area and gives evidence of the size of the investigators' research programs.

Other Considerations:

1. Please note if the proposed project is a NEW project or continuing project in the area provided on the Grant Application, first page, number 6: Period of proposed project dates. If the project is a continuing project, please note what year of the total years expected (Year 2 of 3, for example.)
2. The soybean checkoff program is funded solely by farmers. It is important for proper credit to be given to farmers, the checkoff program and the Delaware Soybean Board for projects conducted with checkoff funding. Electronic art files are available from the Delaware Soybean Board by emailing Susanne@hammondmedia.com or calling (703) 437-0995. Researchers conducting work with checkoff funds must be sure to provide credit in all written materials relating to the work and in all other cases when possible (such as media interviews). Suggested language: "This study was made possible by Delaware soybean farmers and their soybean checkoff, through the Delaware Soybean Board."
3. If funded, investigators will be notified by official letter, accompanied by two copies of the DSB research agreement. It is the responsibility of the investigator to read, sign, and forward both copies of this agreement to any other authorizing agent of the university, agency or company; and to ensure that both copies of the agreement are returned to DSB for final execution. A fully executed copy will be returned to the investigator/authorizing office.
4. As shown in the research agreement, researchers are required to complete a mid-term report and a final report in order to receive all funding installments. The mid-term report may be one page or less, and layman's terms are preferred. The final report is required for full and final payment. The final report should be as detailed and technical as may be necessary to convey the results of the study.
5. Mid-term and final reports may be used in DSB's newsletter and on its website. In these cases, every effort is made to maintain the original wording of the report, and DSB's policy is to provide credit back to the author/investigator and institution.
6. Please call the Delaware Soybean Board office at (703) 437-0995 or email Susanne Zilberfarb at Susanne@hammondmedia.com for additional detail, if required.