

DELAWARE SOYBEAN BOARD

Research Guidelines
And
Funding Policy

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Timeline

1 st week of November	Request for Proposals opens
December 15	Full proposals due back to office
January	Proposals to USB & Board
January/February	Funding Meeting
March	Letter to researchers announcing whether funding was approved or not.

Priority List

Included in the proposal request is a Priority List of research that the Board feels should be addressed. However, those submitting requests are not limited to this list and are encouraged to submit proposals which will have the greatest impact on soybean farming in Delaware.

Grant Application

Grant Application – Upon a decision by the Board to request a full proposal, a letter stating such plus a Grant Application Form (Attachment B) is mailed to the researcher. The Delaware Soybean Board requests that this form be used in submitting a full proposal. Proposals will be more effective if written in clear, crisp language that gives a complete description of what research is to be done. Number of pages is not restricted, but investigators should keep in mind that there is a limit to what most people will read.

GRANT APPLICATION TITLE PAGE:

1. Name and Address of organization (legal name) to which award should be made
2. Title of Proposal
3. List of Principal Investigators
4. Business Address of Principal Investigator
5. Phone number where Principal Investigator can be reached and email address
6. Proposed Project Dates – should also state here if project is multi-year and what year this project is in. (Example -year 2 of a 3 year project)

7. Measurable objectives of the proposed research. Objectives need to show the project focus and not be 'shotgun' objectives. They should be achievable within the time frame proposed in the project.
8. Signatures of the investigators and authorized representatives are required on the Title Page. When time is an issue, proposals can be submitted without authorized signatures, BUT signed copies must follow before checks are issued.

TEXT WRITTEN BY THE 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 an area. Reference key research publications.
3. A detailed research approach with procedures to be used to accomplish the objectives.
4. Brief (1 page) information about the qualifications of the persons who will perform the work and what each is responsible for relative to the objectives and the approach.

PROPOSAL BUDGET PAGE:

A line item budget is required. Please see Attachment B for the details of the Board's funding policy. Attach supporting data for all items exceeding \$15,000. Additional budget detail is always helpful if the line item does not exceed \$15,000. Authorized signatures on the budget page are required by the Principal Investigator and the Authorized Representative.

CURRENT AND PENDING SUPPORT:

The information helps the Board determine the level of commitment to the research area and gives evidence of the size of the researcher's research programs.

Grant Awards

NOTIFICATION OF AWARDS – Following the Board’s funding meeting, a letter is sent to the researcher stating whether the research proposal is funded or not.

GRANT AWARD AGREEMENT AND PAYMENT – If a proposal is funded, 2 copies of the Delaware Soybean Board Research Agreement is included with the funding notification letter. Payments will be made as follows: 50% of project funding upon receipt of a fully executed Research Agreement, 30% upon receipt of a progress/interim report which is requested in August and 20% upon receipt of an annual report.

Reporting Requirements

REPORTING – A Progress Report is due in August/September. This report should be a one – two paragraph report detailing when the project was started, what the status of the project is at this time and any obstacles that the researcher has encountered in the first months of the research project. In order to receive the final payment on their research, the researcher is requested to submit a written report or possibly attend a Board Meeting to give an oral report. All researchers are required to fill out an abstract report – a 3 – 6 paragraph summary of their results for the year – and sign the abstract giving the Delaware Soybean Board permission to use the information in their publications and/or news releases. (Attachment D)

ADJUSTMENT DURING THE YEAR IN BUDGET LINE ITEMS – Researchers can request to relocate funding amounts within their approved budgets by submitting a letter detailing what line items they wish to change. The same can be done if a researcher needs an extension on the project dates. Following approval from the Committee, an Amendment to the Funding Agreement (Attachment E) is executed. Upon receipt of all authorized signatures, a copy is mailed to the University Grant Office.

Please note that the Board can fund multi-year projects. However, multi-year projects will be reviewed every year for further funding. The current Board cannot obligate a future Board for any projects and/or amounts.

Attachment B

Proposal Budget Requirements

SALARIES AND WAGES

Principal Investigator – The Board does not pay the Principal Investigator Salary/Benefits

1. Co-Principal Investigator Salary – The Board can pay for the Co-Principal Investigator salary.
2. Senior Associates – The Board can pay for the Senior Associates salary.
3. Research Associates – The Board can pay for the Research Associates salary.
4. Other Professionals – The Board can pay for Other Professional salaries. However, a list of those Other Professionals is required along with the title of their position.
5. Graduate Students – The Board can pay for Graduate Student salaries.
6. Pre-baccalaureate Students – The Board can pay for Pre-baccalaureate Student salaries.
7. Secretarial/Clerical – The Board can pay for Secretarial/Clerical salaries.
8. Technical, Shop and Other – The Board can pay for Technical, Shop and Other salaries. However, a description of the position should be attached to the Research Proposal.

PLEASE NOTE: The researcher must be able to verify that the Delaware Soybean Board is funding the appropriate percentage of the salary as it pertains to the individual project. The researcher must provide hourly rate charges as it applies to their research.

FRINGE BENEFITS

Not to exceed 10%.

The Board must be sure that the amount charged under Fringe Benefits is in direct proportion to the amount of time spent on soy research.

NON-EXPENDABLE EQUIPMENT

Attach supporting data. List items and dollar amounts for each item.

If we fund 100% of the equipment, then the Board owns that equipment. Use of the equipment must be in direct proportion with the amount the Board funds. Example – if we fund 40% of the equipment cost, then 40% of the time must be for soy work.

MATERIALS AND SUPPLIES

The researcher is required to attach a detailed list of the materials and supplies that they request funding for.

TRAVEL

The researcher must provide an explanation of what travel is involved and to where. Upon request of the Board, the researcher must provide proper documentation of the mileage and destination. Mileage will be reimbursed at the IRS rate for the project year of the research.

PUBLICATION COSTS

The Board requires detail of what is being published and how it is being utilized. The Board also requires how many copies are being made and detailed receipts of actual publication costs.

COMPUTER COSTS

The Board requires details of how this amount was calculated. The researcher must be able to verify that the amount of time being charged is in direct proportion to the amount of time spent on soy work.

ALL OTHER DIRECT COSTS

The Board requires that supporting documentation listing items and dollars amounts be provided.

The Board can fund renting of land, plot rental, greenhouse rental.

INDIRECT COSTS

The Board does NOT fund indirect costs.