



**AGRICULTURAL  
RESEARCH FOUNDATION**

# **Competitive Grants Program 2024-2026**

## **Application and Instructions**

Agricultural Research Foundation  
1600 SW Western Blvd., Suite 320  
Oregon State University  
Corvallis, OR 97333  
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## **Dates to Remember**

Proposals Due by	November 1, 2023
Awards Announced	Early February 2024
Funding Available	Early February 2024
Progress Report Due	January 31, 2025
Final Report Due	January 31, 2026

## Overview of the Competitive Grants Program

The Competitive Grants Program of the Agricultural Research Foundation (ARF/Foundation) is designed to encourage and fund research studies at Oregon State University (OSU) that will enhance Oregon's agricultural productivity; the quality of its produce and products; and wise management and use of its natural resources - air, water, watershed, forest, fisheries, and wildlife. Our goal is to make catalytic grants that help young scientists launch their research, and help established scientists embark on new research directions or approaches.

The funds available to support the Competitive Grants Program are discretionary funds generated by the Foundation's investments. The level of funding available for the program each year is determined by the Board of Directors. The Board's decision is based on that year's return on the Foundation's investments minus the other costs of conducting Foundation business. Funding its Competitive Grants Program at the highest level possible is a top priority of the ARF Board.

In 2023, the ARF Competitive Grants Program awarded funds for 43 of 71 proposals submitted. Many unfunded proposals were considered to be worthy of funding by the panel, but could not be funded given dollar limitations.

Grant award decisions are based on the review and recommendations of a 12 plus member Grant Committee. Panelists are ARF Board members who volunteer to serve as reviewers. Committee members assign a numeric value to each proposal based on use of the proposal preparation guidelines and criteria listed on pages 4-5. Scores are averaged. The Grant Committee's collective numeric scores are used to rank proposals with the cutoff for funding being determined by available dollars. Assistant professors with five years or less of work in the OSU system are given some preference in our ranking system.

## Proposal Instructions/Criteria

The Agricultural Research Foundation is inviting research proposals from **Oregon State University faculty members** with the rank of **Assistant Professor** or above. Senior Research and Practice titled professorial faculty as well as courtesy and affiliate are eligible to apply. **Instructors, Faculty Research Assistants, Research Associates and Post Docs are not eligible to apply.** Funding the best research is our priority. When proposals are similarly scored, we give preference to assistant professors. The Grant Committee is not inclined to give a new award to a previous award winner (funding cycle 2021-23 or earlier) who has not filed a final report (without an extension being granted) and/or has a fund balance greater than 50% of their allotted funds. Please contact Josh Kvidt if you have questions in this regard. **Researchers may submit up to two proposals, but only one will be funded.** If a faculty member submits two proposals and both are ranked for funding, the person will be asked to choose that to receive funding. Two researchers had two proposals ranked for funding in the 2023-24 funding cycle.

1. Proposal(s) should focus on research important to Oregon's diverse agriculture and natural resources. Research may be basic or applied. **Preference will be given to proposals that may eventually lead to practical products or practices or larger awards from other funding sources.** For a listing of previously funded proposals, see - <http://agresearchfoundation.oregonstate.edu/past-projects>

2. Joint, interdisciplinary projects are welcomed. Each joint proposal should specifically list the complimentary proposal(s) but each should stand on its own. Each will be assessed on its individual merit. Each project is eligible for full funding. One, all, or none may be funded.
3. The maximum award will be \$15,000. The project must be **completed within two years** unless an extension is granted. Progress reports are due 1/31/2025. Final reports are due 1/31/2026. ARF asks that a no more than 300-word layperson language summary and several photos of your work be submitted with each report. These may be used in ARF's annual report or on our website.
4. **Proposal deadline is 11:59 p.m. November 1, 2023. Late proposals will not be accepted.** Awards will be announced and funds will be available in early February 2024.
5. Proposal preparation - failure to follow these guidelines will result in your proposal not being funded
  - Please use the proposal template provided. If you use the version at the end of this document, you will need to adjust pagination and margins.
  - Use the signature page provided and make it a separate page in your document.
  - Complete the cover page provided. Make it a separate page in your document.
  - The proposal body should not be more than four (4) pages long. The review panel is composed of agricultural producers and processors; fishery and wildlife managers and practitioners; and emeritus OSU faculty members. **Please write your proposal clearly in non-technical language and cite no more than six (6) references. Full citations are required.** Do not list references unless you cite them.
  - Use 1-inch margins on all sides, single line spacing, at least 11-point Ariel (or similar) font.
  - If you use page numbers, place them at top right.
  - A complete proposal document includes the following page-delineated sections in a single PDF file:
    - signature page (no actual signatures are needed)
    - cover page
    - proposal body
    - budget page
  - Do not include any letters of support from inside or outside OSU.
  - Your complete proposal cannot exceed 10MB.
  - Once your proposal is finalized, save as a PDF file using this naming format YOURLASTNAME\_ARF\_2024-26. If you are submitting two proposals, add a suffix identifier to each file name, i.e., YOURLASTNAME\_ARF\_2024-26\_FERTILITY
6. Submission to the Agricultural Research Foundation (ARF)
  - Go to <http://agresearchfoundation.oregonstate.edu/arf-intake-form>
  - Enter your first and last name and email address
  - Upload your PDF proposal file and then press the submit button

7. If your submission has been successful in the web system, a notification screen will tell you of this success. If you do not see this screen, try the submission process again. All PIs who have a submitted proposal in the web system will receive a notification email from ARF by the end of the day on November 6 confirming submission. If you submitted a proposal but do not receive such notice, please contact the ARF office.
8. Signature copy – we use the OSU DocuSign system to secure needed signatures on proposals. Please **do not** print a copy of the signature page and sign it. Within a few days after you load your proposal into the intake system, you will receive an email from DocuSign asking for your electronic signature. You will later receive a fully signed copy of your proposal from the DocuSign system. If you include co-PIs on the proposal, each will have to electronically sign the proposal. Cooperators do not need to sign proposals. Be sure that co-PIs are truly fulfilling a lead role in the work.
9. These guidelines and the proposal template are also available at the Agricultural Research Foundation’s website <http://agresearchfoundation.oregonstate.edu> under the Grant Program tab. A short video provides additional help in understanding how to prepare a proposal and what reviewers are looking for:  
[https://agresearchfoundation.oregonstate.edu/sites/agresearchfoundation.oregonstate.edu/files/competitive\\_grant\\_overview.mp4](https://agresearchfoundation.oregonstate.edu/sites/agresearchfoundation.oregonstate.edu/files/competitive_grant_overview.mp4)
10. Please direct any questions to Charlene Wilkinson (Office: 541-737-3228); or Josh Kvidt (Office: 541-737-4066).

## Proposal Guidance

### Considerations in preparing your proposal:

1. The charge of the ARF is to support **research**. Projects for education or training are important, but funds should be sought elsewhere. Because conveying the results of research to potential users is important, requesting funds for defraying costs of such activities is permitted.
2. A good proposal will emphasize how the proposed research is intended to aid in agriculture or natural resources, either in the near future (applied) or by leading to developments further in the future (basic). A good proposal will address a specific problem and have a clear approach (e.g. quantitative, hypothesis-driven, qualitative, discovery, etc.). Simply satisfying your curiosity or compiling data for a refereed paper will not impress the reviewers. Tell us specifically what significant contribution your research could make.
3. All PI’s, but especially assistant professors with less experience writing proposals, are urged to ask colleagues to read and comment on the draft proposal, especially as it pertains to the rating criteria below.
4. We do not fund acquisition or construction of facilities (bricks and mortar). Requests for equipment needed to carry out proposed research are permitted. The proposal must describe your need and

specify how the equipment will be used in this specific research. Funding will not be provided to better equip your laboratory or facilitate other work.

5. Your reviewers are primarily nonacademic people who may have only a minimal familiarity with the details of your science. Please write your justification, objectives, procedures, and impacts such that a person with a limited science background can understand what you are saying – like talking with your next-door neighbor. A proposal that reviewers cannot readily understand is likely to be poorly rated and not funded.
6. While it may be easiest for you to cut-and-paste material from another proposal when preparing your ARF proposal, your proposal will be rejected if it is obvious that you have done so. If you do cut and paste, be sure to proof read your proposal to remove any telltale dates, timelines or references that could serve as a cut and paste “giveaway.”
7. If you submitted a proposal the prior year and did not receive funding, we suggest that you not just resubmit hoping for better results. If you did not already receive them, you can ask ARF Director Josh Kvidt if there were any comments by reviewers about your proposal. If so, these could provide additional insight for a rewrite. If seeking comments, please ask at least several weeks before the proposal deadline. If you are a newer faculty member, we also encourage you to seek mentorship from more senior faculty who have been successful in the ARF Grant system or from your unit leader.
8. Research that is original and innovative is favored. If appropriate, describe to what extent your proposed study fits this description.
9. Future funding is difficult to predict, but tell us how the results of your research might help lead to future grant funding from other sources. We acknowledge that \$15,000 is insufficient to solve many current problems in agriculture and natural resources, but how is the work foundational?
10. Please keep in mind that funds to finance this research are limited. We regret that each year dozens of well-prepared and appropriate proposals cannot be funded simply because the funds available are limited.
11. Be sure the reference citations in your text match those in the reference section and be sure you include only six (6) references. This is a test of ability to count. **Use full citations**. Be sure to remove “ghost” references – a citation listed in the text but not the reference section. Web links to general background information may be included in the text for reader edification purposes. These will not count against your six-reference limit, but please do not use web links to journal articles.
12. If you intend to use ARF funds in concert with other funding to complete a project, be sure to thoroughly describe the other funding source(s) and amount(s) on your budget page and how the project will be different because of the ARF funds. Reviewers are interested in knowing about funds leveraging possibilities.
13. Funds requested for travel should directly relate to the research being done; attending professional meetings to present research results is allowed. Travel may be viewed negatively by some reviewers if the amount requested is a substantial proportion of the total funds requested.
14. If your proposed work will require Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), or Diving Control Board (DCB approval), be sure to include verbiage in your

proposal as to how needed approvals will be obtained.

15. The following is a listing of Rating Criteria that reviewers consider when doing their assessments. It is provided to help you plan and prepare your proposal.

## Rating Criteria

- Is this project **relevant** to Oregon's agriculture and/or natural resources?
- Are the research plan and goals clearly stated and **understandable**?
- Have the **research challenges** involved in the project been thought through?
- Does the proposed research address a **significant** problem in Oregon's agriculture and/or natural resources?
- Will the results of this study be **useful**? Might they **make a difference, e.g. economic, environmental, scientific, social**?
- Is the proposed research **original** or **innovative**?
- Will benefits of this research enhance the **sustainable** use of Oregon's agriculture and/or natural resources?
- Will the results be **communicated** to appropriate audiences?
- Are the goals of this project closely related to a project **already receiving adequate funding** from other sources?
- Might results from this research lead to **future grant funding** from other sources?

**RESEARCH PROPOSAL TO THE AGRICULTURAL RESEARCH FOUNDATION FOR THE  
COMPETITIVE GRANT PROGRAM – 2024- 2026**

**SIGNATURE PAGE** (not included in four-page limit)

Proposal title:

Principal Investigator \_\_\_\_\_ Date

Principal Investigator Printed Name:

**APPROVED BY:**

Principal Investigator's Unit Leader \_\_\_\_\_ Date

Unit Leader Printed Name:

**APPROVED BY:**

Principal Investigator's Academic College \_\_\_\_\_ Date

Academic College Name:

Use a separate line for each co-PI. If co-PIs are in a different unit, add unit and college administrator lines as needed.

ARF WILL OBTAIN SIGNATURES USING THE **OSU DOCUSIGN SYSTEM**. THERE IS NO NEED TO ROUTE YOUR PROPOSAL FOR HARDCOPY SIGNATURES.

**<<Page Break after Signature Page>>**

**2024-26 ARF PROPOSAL COVER PAGE** (not included in four-page limit)

**Lead Researcher**

Name:

Email address:

Phone number:

Academic rank (Asst., Assoc. or Full Professor):

Appointment type (Tenure/Tenure-track; Sr. Research; Prof. of Practice; Courtesy; Affiliate):

Start date in current rank (MM/DD/YYYY):

Physical work location:

Immediate supervisor:

OSU academic home department:

**Co-PI(s) (if any):**

**Cooperator(s) (if any):**

**Project Title:**

**Project Dollar Amount:**

<<Page Break after Cover Page>>



**2024-26 ARF PROPOSAL BODY** *(four-page limit)*

Justification:

Objectives:

Procedures:

Specific roles of Co-PI(s) and Cooperator(s), if listed on cover page:

Impact:

References cited (six maximum, **use full citations**):

Duration of study:

<<Page Break after Proposal Body>>

**2024-26 ARF BUDGET** *(not included in four-page limit – please round all figures to nearest dollar)*

**Salaries:**

Faculty (personal salary)  
Faculty Research Assistant  
Post Doc  
Graduate Student  
Undergraduate Students  
Other Labor - specify type  
OPE for all categories

**Travel:**

Domestic - in state  
Domestic - out of state  
Foreign - foreign travel may be allowed if it will significantly and directly contribute to the research being proposed – explain why this is so

**Services:**

**Supplies:** includes equipment with an individual piece value less than \$5000, i.e. six cattle collars at \$1000 each are still considered to be supplies

**Equipment:** includes an item with a single piece value of \$5000 or over

**Total:**

**Other funding sources (if any):** List any other funding sources that may be used for this work. List dollar amount available from these sources.

**Tuition and Fee Coverage Plan (if applicable):** Tuition and fee charges are not allowed as ARF budget items, but if you are including a graduate student assistantship in your budget, please indicate here how tuition and fees will be paid.

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**Budget Comments:**

- “Overhead” charges (facilities and administration) are not allowed.
- Other Payroll Expenses (OPE) are not considered to be “overhead” and should be shown if you are paying wages or salaries of any type.