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October 4, 2023

Memo to: All Interested Clover Researchers
From: Bryan Ostlund, Administrator
Re: Research Proposals, Progress Reports, Final Reports

1. **Progress Reports** are due for all research funded by the Oregon Clover Commission (OCC) for the 2023-24 FY (and those whose research was incomplete for 2022-23 research reports). The Commission requires inclusion of any information on the practical and economic impact of each project to be included in the current Progress Reports.
 - a. Preparation
 - i. Please create your report as a Word document and then save as a PDF - 10 MB maximum size. Use 1-inch margins and at least an 11-point font. Do not use page numbers.
 - ii. Please save your document directly as a PDF. Do not print and then scan the document to create a PDF unless this is your only preparation option.
 - iii. Review the PDF before submitting to be sure it is in acceptable format.
 - iv. Please use this naming convention when saving your report as a PDF—LASTNAME_ORClover_2023-24_report. If you have two or more reports, after the word “report” add a one-word descriptor such as _fertility, _weeds, etc.
 - b. Submission
 - i. **Submission deadline – 10 am, Thursday, December 14, 2023.**
 - ii. Submit to the Agricultural Research Foundation (ARF). Go to <http://agresearchfoundation.oregonstate.edu/webform/oregon-clover-commission-proposalreport>
 - iii. Enter your first and last name and email address
 - iv. Upload your PDF report file. Be sure to press the submit button!
 - c. No later than Friday, December 16 you will receive an email from ARF indicating that your report has been received. If you do not receive such an email, please notify the ARF office – Charlene.wilkinson@oregonstate.edu
2. **Research Proposals** for the 2024-25 fiscal year are now being accepted. The Commission is requiring information on the practical and economic impact of each project to be included as part of any funded proposal. Researchers who submit a proposal for joint funding should indicate separate budgeted amounts for the OCC and other entity in each proposal. The proposal limit is capped at \$10,000.
 - a. Preparation
 - i. Please create your proposal as a Word document and then save as a PDF - 10 MB maximum size. Use 1-inch margins and at least an 11-point font. Do not use page numbers. Please include the signature page provided in this document as the first page of your document.
 - ii. Please save your document directly as a PDF. Do not print and then scan the document to create a PDF unless this is your only preparation option.
 - iii. Review the PDF before submitting to be sure it is in acceptable format.
 - iv. Please use this naming convention when saving your report as a PDF— LASTNAME_ORClover_2024-25_proposal. If you have two or more proposals, after the word “proposal,” add a one-word descriptor such as _weeds, _soils, etc.



b. Submission

- i. **Submission deadline – 10 am, Thursday, December 14, 2023.**
 - ii. Submit to the Agricultural Research Foundation (ARF) Go to <http://agresearchfoundation.oregonstate.edu/webform/oregon-clover-commission-proposalreport>
 - iii. Enter your first and last name and email address
 - iv. Upload your PDF proposal file. Be sure to press the submit button!
- c. Signature copy – we will be using the OSU DocuSign system to secure needed signatures on proposals. ***You do not need to print a hard copy of the proposal*** and route for signatures. No later than Friday, December 16 you will receive an email asking you to electronically sign your proposal. This will be your notification that your proposal has been received. If you do not receive a DocuSign request by this date, please contact the ARF office – Charlene.wilkinson@oregonstate.edu

3. **Proposal Consideration** – The Commission considers research proposals January - March.

4. **April 2023** - Final approval for funding of research proposals is made by the Commission. Contracts for funded research are developed with ARF and the first installment for funds are made available by July 31st.

5. **Research Priorities** (the following priorities are not ranked; all are of equal importance)

The Commission provides priority placement support for ongoing projects. Additionally, they provide priority placement support for proposals for ongoing research.

- Market usage and/or market expansion.
- Agronomic practices to increase seed yield.
- Variety evaluation for seed yield and/or pest resistance.
- Insect management and/or insecticide resistance management.
- Improving weed management.
- Pollination enhancement.
- Pesticide registration and tracking.

6. **Participation in Annual Growers Meeting.** Researchers with current projects may be requested to give a presentation at the OCC's annual grower meeting, usually scheduled in late-January to early February.

7. **Final Research Reports.** Upon completion of funded projects, Researchers are required to give a final research presentation at the annual Clover Growers Meeting held in mid-January to early February, if asked.

SIGNATURE PAGE
Proposal Submitted to the Agricultural Research Foundation for the Oregon Clover Commission
2024-25 Funding

Title:

Principal Investigator:

Amount Requested:

Signature of PI Date

Signature of Co-PIs (if any) Date

Signature of Unit Leader/Station Director/Regional Director Date

Signature of College Dean Date

Oregon Clover Commission
P.O. Box 3366 • Salem, OR 97302 • (503) 364-2944

RESEARCH PROPOSAL

COVER PAGE

Name of Organization _____

Principle Investigator _____

Contact Person _____

Address _____

Phone _____ FAX _____

Project Title _____

Project Description (brief) _____

PROJECT LENGTH:

1) Year of project initiation _____ 2) Total number of years project planned for _____

3) Estimated requests for future years: \$ _____ (2nd yr) \$ _____ (3rd yr) \$ _____ (4th yr)

FUNDING:

1) Are you applying or have you received other funding for this project? ☐ YES ☐ NO

If so, with whom? _____

2) If you are applying for other funding but are unsuccessful, you:

☐ Will be able to complete the Oregon Clover Commission (OCC) portion of the proposal with the original budget requested from the OCC.

☐ Will be unable to complete the project.

☐ Will be willing to resubmit a modified proposal to the OCC based on available funds.

Proposal Body

**Proposal Submitted to the Agricultural Research Foundation for the
Oregon Clover Commission 2024-25 Funding**

Title:

Principal Investigator:

Co-Principal Investigator(s):

Cooperator(s):

Significant Research Accomplishments for 2023-24 or abstract for new proposal:

Justification or rationale for proposed research: This should include a brief review of current knowledge and the rationale for the proposed research, expected outcome/benefits, etc.

Research Objectives:

Work Plan: This section should contain your materials and methods arranged by research objective

Literature Cited:

Proposed Budget 2024-25 - List funding by individual objective. No indirect cost, international travel, or graduate student tuition is allowed.

Salaries

Faculty

Graduate Student (note if pay is intended for GRA or just hourly wages)

Other Students

Other Labor (specify type)

Other payroll expenses

Faculty

Graduate Student

Other Students

Other Labor

Travel

Domestic (in state)

Domestic (out of state)

Services:

Supplies:

Equipment:

TOTAL: