

SUBMISSION GUIDELINES FOR OREGON STRAWBERRY COMMISSION (OSC) REPORTS AND PROPOSALS TO THE AGRICULTURAL RESEARCH FOUNDATION

REPORTS

- Preparation
 - Create your report as a Word document and then save as a PDF - 10 MB maximum size. Do not include page numbers
 - Use the “save as” function in Word and save directly as a PDF. Please do not print and then scan the document to create a PDF unless this is your only preparation option
 - Review the PDF before submitting to be sure it is in acceptable format
 - Please use this naming convention when saving your proposal as a PDF– LASTNAME_OSC_ 2017-18_report. If you have two or more reports, after the word “proposal,” add a one word descriptor such as _fertility, _genetics, etc.
- **Submission deadline – January 5, 2018**
- Submission to the Agricultural Research Foundation (ARF)
 - Go to <http://agresearchfoundation.oregonstate.edu/webform/oregon-strawberry-commission-proposalreport>
 - Enter your first and last name and email address
 - Upload your PDF report file
- Please also submit your report to the OSC office **in Word format** at pnwa@comcast.net

PROPOSALS

All proposals for commodity commission research and extension projects submitted to the Agricultural Research Foundation (ARF) do not have to be routed through the OSU Research Office prior to submission to ARF.

- Preparation
 - Follow the proposal format provided by the OSC. Use the signature and budget page formats shown below. Include the Research Proposal Cover Page form provided by the OSC.
 - Create your proposal as a Word document and then save as a PDF - 10 MB maximum size. Do not include page numbers
 - Include the signature page as the first page in your PDF but please note that signatures are not required on your electronic submission
 - Use the “save as” function in Word and save directly as a PDF. Please do not print and then scan the document to create a PDF unless this is your only preparation option

- Review the PDF before submitting to be sure it is in acceptable format
- Please use this naming convention when saving your proposal as a PDF–
LASTNAME_OSC_ 2017-18_proposal. If you have two or more proposals, after
the word “proposal,” add a one word descriptor such as _fertility, _genetics, etc.
- **Submission deadline – January 5, 2018**
- Submission to the Agricultural Research Foundation (ARF)
 - Go to <http://agresearchfoundation.oregonstate.edu/webform/oregon-strawberry-commission-proposalreport>
 - Enter your first and last name and email address
 - Upload your PDF proposal file
- Signature copy – we will be using the OSU DocuSign system to secure needed signatures on proposals. If you as an OSU researcher have not signed up for this system, you must do so at <http://is.oregonstate.edu/docusign> ARF personnel will route proposals for signatures. You do not need to print a hard copy of the proposal and route for signatures but please be sure that you have accurately and fully completed your signature page. You will receive an email asking for you to electronically sign your proposal and will later receive a fully signed copy of your proposal from the DocuSign system.
- Please also submit your proposal **in Word format** to the OSC office at pnwa@comcast.net

Signature Page

**Proposal Submitted to the Agricultural Research Foundation for the Oregon Strawberry
Commission - 2016-17 Funding**

Title:

Principal Investigator:

Amount Requested:

Signature of PI Date

Signature of Co-PIs (if any) Date

Signature of Unit Leader (Department Head/Station Director) Date

Signature of College Date

I would suggest eliminating the sample of the cover page (below) to ensure PIs don't get confused regarding whether they should create their own version of the cover page.

BUDGET PAGE

Salary:

- Faculty
- Graduate Student
- Other students
- Other Labor (specify type)

Other Payroll Expenses (OPE)

- Faculty
- Graduate Student
- Other students
- Other Labor

Equipment:

Travel:

- Domestic (in state)
- Domestic (out of state)
- Foreign (conferences, etc)

Services and Supplies:

TOTAL:

The OSC does not allow indirect costs or graduate student tuition.