

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.
 - Review the PDF before submitting to be sure it is in acceptable format.
 - Please use this naming convention when saving your report as a PDF– LASTNAME_OSC_ 2018-19_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 10, 2020**
- 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 oregonstrawberries@gmail.com.

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.
 - 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_ 2020-21_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 10, 2020**
- 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. ARF personnel will route proposals for signatures. You do not need to print a hard copy of the proposal and route for signatures. 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 oregonstrawberries@gmail.com.

Signature Page

**Proposal Submitted to the Agricultural Research Foundation for the Oregon Strawberry
Commission - 2020-21 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

BUDGET PAGE

Salary:

- Faculty
- Graduate Research Assistantship
- Graduate Student Hourly wages
- 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 and fees.