

SEED RESEARCH PROPOSAL GUIDELINES

Seed Testing Research Foundation (STRF)

PROPOSAL FORMAT

A. Title Page.

1. Concise descriptive project title (100 characters or less)
2. Organization submitting proposal
3. Name, title, full mailing address, telephone number, and email of the principal investigator and/or investigators
4. Proposed project starting date, duration, and total cost

B. **Overall Aim and Specific Objectives.** Provide a concise statement describing the research project, including need and objectives. This should not exceed one paragraph. Leave more detailed, context-setting to the "Background" section.

C. **Relevance to Applied Seed Testing/Technology.** Discuss relevance of this work to seed testing and/or seed technology. What contribution does the work make? How does the project relate to established research priorities? Discuss the potential for effective use of results for the benefit of seed testing.

D. **Innovation.** Provide a brief statement describing the novelty or innovative nature of the proposed research, including how it may improve an existing situation or how it relates to or develops new technology.

E. **Background and Rationale.** Provide a substantive rationale for the proposed research. Explain the existing problem, the status of previous efforts to solve it, and the logic behind your new approach. Spell out assumptions, theories, and research hypotheses and address the likelihood of success. Include a brief but complete literature review. If you must cite unpublished work, please enclose copies (supplemental data is not counted toward the page limit).

F. **Technical Work Plan.** Describe in detail the experimental design (including any statistical issues) and research protocols (including any special techniques). Provide an estimated timeline for meeting the research objectives. Note: Comparisons of methods among laboratories are not permitted since this approach can generally be handled through other formats.

G. **Key Personnel and Resources.** List all investigators essential to the project and describe the institutional facilities and resources available for the proposed research.

H. **Budget.** Provide a full, detailed, justified budget for each year of the proposed project, including appropriate totals. Note: Agencies and institutions receiving grants will not be awarded funds for indirect charges such as overhead. Itemize:

1. Personnel (Salary + Fringe);
2. Travel and Training (purpose, duration, when, where; must directly relate to the research);
3. Materials and Supplies;
4. Equipment;
5. Consultants/Contractual; and
6. Other Costs.

PROPOSAL SUBMISSION

Submit one (1) original electronic copy to the Proposal Review Committee (PRC) Chair. (Note: Proposals should not exceed 5 pages, exclusive of the title page.)

The deadline for proposal submission is July 1. Projects will begin January 1 and end December 31; multi-year projects are allowed.

SELECTION OF PROPOSALS FOR FUNDING

The Proposal Review Committee (PRC) will evaluate submitted proposals using the following criteria:

1. Scientific and technical quality of the proposal;
2. Scientific validity and quality of research approach;
3. Relevance of proposed research to a previously identified research area;
4. Feasibility of attaining objectives during proposed time period;
5. Adequacy of professional training or research experience of investigators.

Member(s) of the PRC will not be allowed to evaluate or participate in discussions about his/her own proposal or proposals from his/her research team. In such situations, the PRC Chair (or majority of PRC committee members, if the Chair's proposal is under consideration) will appoint another person to join the committee to, if deemed necessary, evaluate the proposal(s) in question and enter into committee discussions regarding the proposal.

When appropriate, the Chair of the PRC may appoint a peer panel to evaluate proposals and make recommendations to the PRC regarding their suitability for funding.

The PRC will make a recommendation on submitted proposals for funding approval to the STRF Board of Directors based on availability of funds. The PRC will also submit a report of the committee's deliberations and actions on all proposals considered.

Applicants will be notified within 60 days of the application deadline if the project is to be funded.

The list of awards will be available from the STRF website and published in the Seed Technologist Newsletter.

REPORTING REQUIREMENTS

Progress Reporting. A reporting schedule will be established at the time of award notification based on the research proposal and the major developmental stages of the research. Based on progress reviews, the Proposal Review Committee (PRC) may suggest alternative approaches to properly focus the research or to improve the project work plan and timeline.

Final Report. The general format of the final report will be established at the time of award notification and will be determined based on the nature of the project. The final report shall be prepared in a publication format to document the entire research project. Project findings shall be published in the Seed Technologists Newsletter, as a poster presentation at the annual meeting, or in a recognized scientific journal. When handbooks or other reference materials logically result

from research projects, this will not preclude a published report even if this report simply states that such material is being developed.

Financial Report. As part of the final report, a complete accounting of expenditures shall be included. Itemized receipts should be submitted to STRF within 60 days of the project end date for reimbursement of approved expenses.

Evaluation of the Applicability of Results. Upon receipt of the final report by the PRC Chair, the report will be circulated to committee members for review and other select subject matter experts. Project merit will be evaluated using the following criteria:

1. Were the objectives of the original proposal accomplished?
2. Do the results suggest the need for further study?
3. Do the results indicate the need for additions or changes in the AOSA Rules?
4. Is the information valuable to other seed-related organizations?



The Seed Testing Research Fund (STRF) was established in 2002 to fund research and standardization of applied seed testing methods. The mission of STRF is to support applied research in seed testing, to promote standardization in laboratory seed testing, and to increase the benefits of seed analysis to the seed industry.