Washington State Grape and Wine Research Program

NEW AND CONTINUING PROPOSAL

FY 2020-2021

**Due January 15, 2020 by email**

**to:** [ARCGrants@wsu.edu](mailto:ARCGrants@wsu.edu)

**Wine Research Advisory Committee Research Review – February 25-26, 2020**

*The proposal text (sections 1-9) is limited to 8 pages. This limit does not include the budget support summary, budget page, literature cited and vita (sections 10-13). Use 12-point Times New Roman, 1” margins left, right and top and 1.5” margin at the bottom that includes page numbers. Do not include a cover sheet. The proposal should include 12 sections. Indicate each section with bold titles as shown below and include the requested details.*

**1. Project Title:**

**Project Duration: (1 to 3 years)**

**Project Status: (example- 1 of 3 years, 2 of 3 years, 3 of 3 years)**

**2. PRINCIPAL INVESTIGATOR(S)**

|  |  |
| --- | --- |
| **PI Name:** |  |
| Organization |  |
| Address |  |
| Telephone |  |
| Email |  |

*Include a letter of acknowledgement of participation for all Co-PIs for new proposals only.*

|  |  |  |  |
| --- | --- | --- | --- |
| **CO-PI Name:** |  | **CO-PI Name:** |  |
| Organization |  | Organization |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
|  | | | |
| **CO-PI Name:** |  | **CO-PI Name:** |  |
| Organization |  | Organization |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |

**3. COOPERATOR(S)**

*Include a letter of acknowledgement from all cooperators for new proposals only.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Cooperator Name:** |  | **Cooperator Name:** |  |
| Organization |  | Organization |  |
| Description of participation: |  | Description of participation: |  |

**4. OBJECTIVE(S) of PROPOSED RESEARCH:** Logically arrange and prioritize objectives.

**5. JUSTIFICATION AND IMPORTANCE OF PROPOSED RESEARCH:**  Describe previous work done to date and the importance of the proposed research to the Washington grape and wine industry.

**6. PROCEDURES TO ACCOMPLISH OBJECTIVE(S):** For each objective, discuss the procedures you propose to employ. For research projects, be specific enough to discuss plot design, anticipated statistical analyses, methods used in the experiment and parameters of data collection.

**7. TIMETABLE for PROJECT:** Construct a timetable showing when the research to accomplish objectives will be initiated and completed.

**8. PRESENT OUTLOOK AND ESTIMATED SUCCESS IN ACCOMPLISHING OBJECTIVE(S):**

**9. OUTREACH AND EDUCATION:** Please explain your strategy for communicating research results to end users and stakeholders.

**10. BUDGET SUPPORT SUMMARY BY OBJECTIVE(S):** It is critical to prepare a sufficiently detailed budget narrative for all categories, i.e. personnel benefits, supplies, etc. The proposed budget narrative should have headings that match the respective budget categories. Be specific: materials and supplies would include a list of anticipated purchases, their uses and individual costs; travel must include who, where, how long, costs for lodging/per diem, etc. Failure to provide details on each budget item may seriously delay or reduce funding.

Along with the budget narrative, list **OTHER FUNDING SOURCES** you have received or requested (name of funding agency, amount and timing). *These estimated costs are not presented as formal cost-sharing and therefore do not constitute cost-share obligations on the part of Washington State University. Moreover, there is no requirement for WSU to document this other support of project as part of any cost-share or matching obligation.*

**11. TOTAL BUDGET REQUEST:** Prepare a budget that reflects your needs for the length of the proposed project (for up to three years). Funding is granted on a year-to-year basis, and continuation of projects must be justified annually. Use the following budget page format:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Approved By:  Date: | | **% Time on Project** | **Year 1 FY** | **Year 2 FY** | **Year 3 FY** |
|  | |  | Jul XX – Jun XX | Jul XX – Jun XX | Jul XX-Jun XX |
| **Personnel** | |  |  |  |  |
| **Salaries** | |  |  |  |  |
| **Benefits** | |  |  |  |  |
| **Wages** | |  |  |  |  |
| **Benefits** | |  |  |  |  |
| **Equipment** | |  |  |  |  |
| **Supplies and Expenses** | |  |  |  |  |
| **Travel** | |  |  |  |  |
| **Plot Fees** | |  |  |  |  |
| **Miscellaneous** | |  |  |  |  |
| **Winemaking/Other** | |  |  |  |  |
| **Total (include all costs)** | |  |  |  |  |
| **Total Requested** | |  |  |  |  |
|  | **Footnotes:** | | | | |

**Total Project Request (entire project duration):**

**Total Project Costs (all costs, winemaking):**

**Current Year Request:**

**12. LITERATURE CITED:** Include pertinent references. References are not counted in the 8-page limit for proposals but should follow the body of the proposal as a separate section. Hyperlinks allow the review committee direct access to cited literature. Please check to make sure they work before submitting a proposal.

**13. VITA:** Include no more than a two-page Vita for each PI for new proposals only*.*

**WSU Assurance Statement**

*(WSU will request of funded projects)*

**Deadline and Institutional Signatures**: Acceptable institutional signatures are those of the department chair, Office of Research, or other person who reviews your research funding. The signature page is not included in the 8-page limit for proposals.