

# 3 Steps to **SUBMIT** a Soil Test Review Board Proposal 2024-2025 Award Period

Information and forms can be found at <https://aesbusinessoffice.uark.edu/commodity-board-grants/soil-test/>

1

## Prepare Proposal Documents

- Use the provided template to prepare the proposal following proposal guidelines.
- Review the RFP email for the proposal instructions and password for access to the proposal submission online.
- If you did not receive the RFP email, contact Lisa Turner [lturner@uark.edu](mailto:lturner@uark.edu) at 479.575.3909 or Nathan Slaton [nslaton@uark.edu](mailto:nslaton@uark.edu)
- Complete Budget/Land Use Form.

2

## Get Proposal Routing Form Signed By 12/8/2023

- Complete Proposal Routing Form (PRF).
- Start PRF signature process.
- Obtain signatures using DocuSign or Box E-Sign.
- Signatures by PI, Co-PI, Dept. Head, Unit and Station Directors are required on the form.
- Signed PRF must be sent to [lturner@uark.edu](mailto:lturner@uark.edu) and [Saffire@uark.edu](mailto:Saffire@uark.edu).
- Proposal is not valid without the signed PRF.

3

## Submit Your Proposal Documents Due 11:59 pm 12/8/2023

Upload Word Proposal

Upload Excel Budget

Upload Excel Budget

For Step 3 use password from RFP email.

- Following document upload, an acknowledgement email to PI will be sent indicating document(s) have been successfully uploaded.