

3 Steps to **SUBMIT** an Arkansas Soybean Promotion Board Proposal

2024-2025 Award Period

<https://aesbusinessoffice.uark.edu/commodity-board-grants/soybean/>

1

Prepare Proposal Documents

- Prepare SPB proposal following proposal guidelines and determine research area:
 - Agronomy/Alternative
 - Breeding
 - Economics
 - Education
 - Entomology
 - Fertility
 - Irrigation
 - Plant Pathology
 - Post-Harvest
 - Verification
 - Weeds
- Complete Budget/Land Use Form.

2

Get Proposal Routing Form Signed By 01/15/2024

- 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 gbutler@uada.edu.
- Proposal is not valid without the signed PRF.

3

Submit Your Proposal Documents Due 11:59 pm 01/15/2024

Upload Word
Proposal

Upload Excel
Budget

Upload Proposal
Routing Form

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.