

# Guidelines for Submitting Proposals

## Arkansas Soybean Promotion Board

### 2024-2025 Award Period

#### Proposal Format

Use Template located at

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

#### Proposal Preparation/Submission/Award/Reports

1. Submit proposal document as a **single 2-page** MSWord or PDF file with project duration of three years or less.
2. Submit a single Excel Budget/Land Use Request form for each complete proposal.
3. Do **NOT** insert page numbers or use any other headers/footers in proposal document.
4. Proposals and all supporting documents are due by 11:59 pm, 01/15/2024.
5. PIs will be notified via email of proposal funding status following the board funding meeting in February/March 2024.
6. If you have out-of-state travel and direct expenses in the budget, make sure a justification is included in the proposal budget justifications section.

#### Proposal Preparation/Submission Continued

6. If your award includes graduate student salary, the tuition amount must also be included in the new budget. The tuition proportion should match the proportion of the GA salary, unless other unrestricted funds will be used. For example, if you budget 100% of a graduate student stipend then you also budget for 100% of the tuition from the project or state that unrestricted funds will be used. Budgets will not be accepted without graduate student tuition being addressed (attach separate memorandum). Use the tuition calculator to estimate tuition amounts; <https://treasurernet.uark.edu/estimator.aspx> Please select the calculation that does not include fees. Board funds cannot be used for tuition fees.

#### Supporting Documents

1. The budget/land use form allows for the PI and Co-PI budgets to be included in a single document (e.g., one budget per proposal).
2. Use Excel Budget/Land Use Request Form to calculate maintenance and operations for research fee allocations to Research Stations. **Always submit as an Excel file.**
3. Proposal Routing Form PDF will be used to collect PI, Co-PI, Dept. Head, Unit and Station Director approval signatures.