Proposal Format

Use Template located at

https://aaesbusinessoffice.uark.edu/commodity-board-grants/soil-test/

Proposal Preparation/Submission

1. **Proposal:**
- Prepare a 3-page proposal using the provided proposal template.
- Maximum project duration is 3 years, but projects may be of shorter duration.
- Submit each individual proposal document as a MSWord or PDF file. Updated proposals are required to renew 2nd or 3rd year of the project.
- Do **NOT** insert page numbers or use any other headers/footers in proposal document.

2. **Budget:**
- Complete the Excel Budget/Land Use Request form for each proposal.

3. **Requirements Minimum Data Set (MDS):**
- Research is expected to follow guidelines for collecting and reporting "Required" data and metadata for a Minimum Data Set.
- See MDS document.

4. **Due Date:**
- Proposals and all supporting documents are due by 11:59 pm, 12/8/2023.

Proposal Preparation/Submission Continued

5. 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.