Guide for Project Proposals,
Maintenance, and Reporting

P.O. Box 1837
West Memphis, AR 72303
INTRODUCTION

The Arkansas State Cotton Support Committee (ASCSC) was created to monitor and oversee cotton grower check off funds allocated to the State of Arkansas from Cotton Incorporated. The purpose of the ASCSC is to promote the growth and development of the cotton industry in Arkansas by research, extension, promotion and market development. As a result of the activities of the ASCSC, the welfare of the cotton industry and the general welfare of the people of Arkansas will be improved.

It is the responsibility of the ASCSC to plan and conduct a program of research, extension, market development and advertising designed to promote the cotton industry in Arkansas. This committee is authorized to use these check off funds for the intended purposes within or outside the State of Arkansas including regional, national and international applications.

The ASCSC invites the submission of projects for funding which meets the stated purposes. Projects considered for funding should also meet the following criteria:

1. There is a reasonable expectation of an agronomic or economic response.
2. The response is sufficient to be economically worthwhile.
3. The response and resultant recommendations are environmentally acceptable.
4. The response provides a significant market opportunity for cotton produced in Arkansas.

In the subsequent sections, the ASCSC outlines the formats required for proper project development and management. It is the desire if the ASCSC to have adequate data to fund a project, track the project through its execution, and to properly analyze the data upon its completion.

The ASCSC wants to develop a close working relationship with its project leaders through proper administrative procedures. In providing financial assistance, it is hoped that the ASCSC programs will contribute to an economic and environmentally sound cotton industry.

For more information, contact: Arkansas State Cotton Support Committee, P.O. Box 1837, West Memphis, AR 72303
TIMETABLE FOR REPORTING TO ASCSC

This section outlines the reports that the ASCSC expects each calendar year. These reports are required from each project receiving funding from ASCSC. Annual reports, project renewals, and new proposals for funding should be submitted at the January meeting. Proposals and reports should be sent to Board members two weeks prior to the meeting.

Priorities for funding should be done during November or December of each year. Individuals involved should include cotton industry, Committee members, Extension, and Experiment Station personnel. The subcommittee for establishing priorities will be appointed by the Chairman of the ASCSC.
GUIDELINES FOR PROJECT PROPOSALS

TITLE:

PRIORITY AREA:
Categorize the Proposal according to priority areas established by the ASCSC.

PRINCIPAL INVESTIGATOR(S):

COOPERATORS (multi-disciplinary);

OBJECTIVES (Specific and concise):

STATEMENT OF INNOVATION:
Give the scientific facts or reasoning for the investigation of the hypothesis. Give facts, reasons, or supporting data to justify ASCSC funding this project. Give details on the basis for the proposal and the rationale for investigating the hypothesis. Detail the potential of the project to add to new and emerging cotton technology.

LITERATURE SEARCH:
This section should include documentation of similar research that is or has been conducted, questioned, or further developed.

ECONOMIC JUSTIFICATION:
Determine or project the monetary gain to the cotton industry which this proposal has the potential to make. Project the profitability to the cotton industry.

PROCEDURES:
For each objective stated above, the following information is required:

1. Treatments - Table form. Each project leader will have the responsibility of managing all field non-study controllable factors at recommended levels to obtain maximum yields and all study factors at variable levels to assess components of maximum economic yield

2. Experimental Design - Include number of locations, plot size, and number of replications. Include a linear additive model, if possible. Provide site soil data if available.

3. Implementation - Depict sequence of events for experiment establishment and maintenance.

4. Treatment Measurements - List variables to be measured which will best elucidate treatment effects. Also, include the method for measuring the response of the variable.

5. Timetable - List the phase of the project which you expect to complete during each year.
DURATION OF FUNDING REQUEST:
Project the number of years that this Proposal will require funding from the ASCSC. Also, include a time table detailing which part of this project that you expect to complete during each year of this project.

PROPOSAL LENGTH:
The length of the proposal should not exceed 5 pages in 10 point type or larger.

BUDGET FORMAT:

PERSONNEL:

Salaries (Itemize):

Wages:

(Calculate, include, and show estimated hours x rate)

Fringe Benefits

(Calculate, include, and show percentage x Salaries or Wages)

Total Personnel

TRAVEL:

Instate (Estimate, include, and show # of days x per diem)

Outstate (Itemize each trip)

Total Travel

EQUIPMENT:

(Itemize each request)

Total Equipment

MAINTENANCE/OPERATIONS

Expendable Supplies Fertilizer/chemicals

Computer
Equipment Repairs
Miscellaneous (itemize)

Total Maintenance/Operations

OFF CAMPUS RESEARCH ALLOCATIONS
(List location and amount per location)

TOTAL BUDGET REQUEST

Less ESTIMATED BUDGET CARRY-OVER
from previous year funding

NET BUDGET REQUEST

NOTES:

1. Each salary should be listed separately.

2. The estimated hours for the Project and average hourly rate should be included for wages.

3. For Fringe Benefits, the project leader should use the standard University percentages.

4. The number of days and per diem should be included in Travel. The per diem should be the standard University of Arkansas per diem. Currently, the per diem is $55.00 plus tax for instate and $65.00 plus tax outstate.

5. If the Miscellaneous expense section exceeds 10% of the Total Maintenance/Operations, then it should be itemized.
GUIDELINES FOR ANNUAL REPORTS

TITLE: (Should be the same as the proposal title)

OBJECTIVES: (Should be the same as outlined in the current study Year proposal)

ABSTRACT:
This section should provide condensed information that elucidates the value of the project. Significant inferences should be presented along with how the results and conclusions will affect the cotton industry.

INTRODUCTION:
This section should include documentation of similar research that is being questioned or further developed.

MATERIALS AND METHODS:
In this Section, a detailed description of the development and implementation of the experiment should be presented. General materials and site data should include the following:

1. Name of soil series, textural class and taxonomic classification.
2. Soil chemical analyses and physical properties at each site.
3. Crop varieties and all necessary planting factors (date, rate, etc.)
4. Cropping environments by year that include; amounts and schedule of precipitation, temperature regimes, and other environmental factors that could have affected the results of the project,
5. Description of types of tillage.
6. Description of the general pesticide program.
7. Type, schedule, and quantity of irrigation.

Treatments must be clearly and simply stated. The experimental design should be clearly stated and a table describing each treatment should be provided where appropriate.

Measurements taken to document treatment responses should be presented in a sequential table as when they were recorded. Seasonal measurements should be presented in association with an identifiable crop growth stage.

Statistical analyses should be completed on all response variables to show treatment effects. If the response variable is qualitative, a common treatment means comparisons (LSD, etc.) should be used. Regression analyses is preferred for quantitative factors with four or more levels.
RESULTS AND DISCUSSION:
The results as they pertain to the stated objectives should be presented in this section. Tables, graphs or other illustrations should present the findings of the project. Tables of treatment means for response Variables at each location should be presented. Single year data as well as multiple years summary data should be included. The discussion should present data which addresses the results of each objective specifically. The discussion should highlight significant findings and tie together responses of related production variables as they are affected by treatment. The discussion should clearly depict how the reported findings compared to other related studies and how the results contributed new information to crop production.

CONCLUSIONS:
Specific conclusions for each stated objective should be pointed out which will provide the reader with expectations in an environment similar to those outlined in the study along with the impact of the project. Desirable research in the immediate topic area should be identified to provide insight for an extended research direction that will further enhance the understanding of that phase of production management.

BUDGET FORMAT:

INCOME

Balance Forward
ASCSC Income

Total Income

EXPENDITURES

Personnel:
  Salaries
  Wages
  Fringe Benefits
  Travel

Equipment
  Actual
  Encumbered
  Total Equipment

Maintenance/Operations
  Expendable Supplies
    Actual
    Encumbered
  Fertilizer/Chemicals
Actual
Encumbered

Computer
Actual
Encumbered

Equipment Repairs
Actual
Encumbered

Miscellaneous
Actual
Encumbered

Total Maintenance
Actual
Encumbered

Off Campus Research Locations
(itemize by location)

TOTAL EXPENDITURES
(Include both Actual and Encumbered)

Funds to Carryover to Next Year

Notes:

1. Expenditures should be separated into Actual expenditures to date and the actual encumbered expenditures.

2. If the Miscellaneous expense section (either Actual or Encumbered) exceeds 10% of the Total Maintenance/Operations, then it should be itemized.