Guide for Project Proposals,
Maintenance, and Reporting
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INTRODUCTION

The Arkansas Wheat Promotion Board (AWPB) was created by the State of Arkansas 75th General Assembly in regular session on February 13, 1985. The purpose of the AWPB is "to promote the growth and development of the wheat industry in Arkansas by research, extension, promotion and market development, thereby promoting the general welfare of the people of Arkansas." (Section 1, Act 283) This is the mandate of the Arkansas wheat producer.

The AWPB is funded through an assessment of one half cent per bushel on all wheat grown within the State. It is the responsibility of the AWPB "to plan and conduct a program of research, extension, market development and advertising designed to promote the wheat industry in Arkansas and said Board is authorized to use the funds derived from the assessments imposed herein for these purposes, including basic administration expenses of said plan. Use of these funds may be applied, as prescribed in this Act within or without the State of Arkansas including regional, national and international applications." (Section 6, Act 283)

The AWPB invites you to submit projects for funding which meets the purpose of Act 283. 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 wheat produced in Arkansas.

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

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

This section outlines the reports which the AWPB expects each calendar year. These reports are required from each project receiving funding from AWPB. Proposals for funding should be submitted at the 3rd Quarter Meeting. Proposals and reports should be sent to Board members two weeks prior to the meeting.

1st Quarter Meeting
1. Set priority research areas for upcoming funding year.
2. Progress reports for current year funding.
3. Summary Financial Reports

2nd Quarter Meeting
1. Progress reports for current year funding.
2. Summary Financial Reports

3rd Quarter Meeting
1. Annual project reports for past year funding. This report should be as detailed as data is available. Guidelines for Annual Reports should be followed as closely as possible.
2. Detailed Financial Reports for each project if available.
3. Proposals for next funding year.

4th Quarter Meeting
1. Detailed Annual Reports for previous year funding.
2. Progress reports for current year funding.

Notes:
1. Priority research areas – see page 3
2. Guidelines for Progress Reports – see page 5
3. Guidelines for Detailed Annual Reports – see page 6-7
PRIORITY SETTING

At the 1st Quarter Meeting, priority research areas will be determined by the AWPB. The purpose of this meeting is to determine the problems and opportunities that exist for AWPB funding. Funding will be directed to areas which will provide the most benefits for the Arkansas wheat producer.

In order to more accurately assess the priorities of the wheat producer, individuals from different segments of the wheat industry may be invited to present their views on short and long range problems affecting the wheat industry. Representatives of the following segments may be invited:

1. Wheat Growers
2. Seed Trade Association
3. Private Seed Breeding Company
4. Private Chemical Company
5. Private Fertilizer Company
6. Grain Trade
7. University of Arkansas Division of Agriculture
8. U.S. Wheat Associates

Each representative will be given 10-15 minutes to present their priority areas. After the presentations, the AWPB will prioritize areas for funding for the next year. For example:

Priority Area 1: Test Weight
   a. Correlation of Test Weight with Milling Quality

Priority Area 2: Agronomic Research such as seeding rates, seeding dates, etc.
GUIDELINES FOR PROJECT PROPOSALS

TITLE:

PRIORITY AREA:
Categorize the proposal according to priority areas established by the AWPB.

PRINCIPAL INVESTIGATOR(S):

COOPERATORS (multi-disciplinary):

OBJECTIVES (specific and concise):

ECONOMIC JustIFICATION:
Determine or project the monetary gain to the wheat industry which this proposal has the potential to make.

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 which this proposal will require funding from the AWPB.

BUDGET:
See page 8-9 for format for budget request. Format should be followed to provide consistency among proposals.
GUIDELINES FOR PROGRESS REPORTS

The purpose of this report is to inform the AWPB of the condition and status of the project during its execution. The project leader should include any information that would update the AWPB on project progress.

TITLE:

PRINCIPAL INVESTIGATORS:

COOPERATORS:

PERIOD OF PROGRESS REPORT:

UPDATE:

1. Condition of project – example: planted late, excessive winter kill, data collected, data analyzed, excellent growth, stage of growth, etc.

2. Potential problems – List areas where anticipated problems may occur.

3. Areas of Additional Research – During the execution of the project, the project leader may discover, through observations, new areas of research which he would like to pursue. If this happens, then the new areas of research should be listed.
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 wheat 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 project should be presented. General materials and site date 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 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:
A copy of the proposal budget should be included for comparison to the detailed financial summary.

DETAILED FINANCIAL SUMMARY:
See page 10-11 for format. The format should be followed to provide consistency among annual reports.
GUIDELINES FOR BUDGET REQUESTS

PERSONNEL:
Salaries (Itemize):

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

Total Salaries and Wages:

Fringe Benefits:
(Calculate, include, and show percentage x salaries or wages)

Total Personnel:

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

Out of state:
(Itemize each request)

Total Travel:

EQUIPMENT:
(Itemize each request)

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 appropriate University rate for Professional Staff, Graduate Students, and Hourly Wages should be used.

4. The # of days and per diem should be included in Travel. The per diem should be the standard University of Arkansas per diem.

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

INCOME:

Balance Forward:  
WPB Income:  
Total Income:  

EXPENDITURES:

Personnel:
  Salaries:  
  Wages:  
  Fringe Benefits:  
  Total Personnel:  

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:  

GUIDELINES FOR DETAILED FINANCIAL REPORTS (Continued)

Off Campus Research Locations: ____________________
(Itemize by location)

TOTAL EXPENDITURES: ____________________

____________________

AVAILABLE FUNDS: ____________________
(This will become the BALANCE FORWARD
on the next page)

NOTES:

1. Expenditures should be separated into Actual expenditures to date and the projected Encumbered expenditures.

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

<table>
<thead>
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<th>PROJECT</th>
<th>SALARIES</th>
<th>WAGES</th>
<th>BENEFITS</th>
<th>TRAVEL</th>
<th>CAPITOL</th>
<th>MAINTENANCE</th>
<th>TOTAL</th>
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Total Expenditures

This report should be submitted by each institution that has one or more funded projects. For example, the AES should submit this report as well as CES.