

Saratoga Horticultural Research Endowment Proposal Submission Requirements

Applicant Overview

1. Project Title:
2. Project total Budget:
3. Applicant Organization:
4. Applicant address:
5. Project location:
6. Principal Investigator(s):
7. Project Manager name and contact information (person responsible for all submissions and reporting):
8. Cooperating Entities (other organizations involved in this project):

Executive Summary

1. Project Summary: Please provide a summary of your proposal that briefly identifies the problem and your proposed solution addresses the problem. **200 words or less**
2. Does this project address one of the four identified research and education priorities of the SHRE? Please visit our website at https://ucanr.edu/sites/SaratogaHort/Call_for_Proposals/ to review the priorities. If yes, identify which priority(s) and briefly describe how your proposal addresses the priority(s). **100 words or less**

Needs and Outcomes

In this section, you will identify how your project will address specific needs of the horticulture industry and what results you expect from working on the project. Please state each need and outcome separately to a maximum of four pairs.

1. **Need:** Identify a need the project addresses. Is there evidence of this need in previous research? **50 words or less**
2. **Outcome:** One paragraph describing how you plan to address this need with your research **100 words or less**

Main project narrative (6 pages maximum)

1. Introduction
2. Statement of goals and objectives and their relevance to the purpose of the endowment
3. Outline of the proposed research and/or education project

Project Timeline

Provide a timeline for your project beginning in July 2021 and ending in June of 2022. Format the timeline by months, describing what will be accomplished each month of the project.

Budget Detail

Provide a detailed budget. Identify partner resources, outside or additional funding secured for the project, and tools and resources used for the project that do not require SHRE funds.

Greenhouse space at your institution is an example of the use of tools you already own. These funds should be marked as your contribution to the project. A sample budget is shown below.

Sample Budget				
Item	Quantity	SHRE funds	Partner Contribution	In-Kind Contribution
2" plants	500	\$3,000.00		
potting soil	50 lbs.			\$500.00
labels	500		\$100.00	
data collection	200 hours	\$10,000.00		\$10,000.00
project management	400 hours			\$40,000.00
print materials-reporting			\$1,000.00	
TOTALS		\$13,000.00	\$1,100.00	\$50,500.00

PLEASE PRIORITIZE AND LIST BUDGET ITEMS THAT ARE CRITICAL FOR ACHIEVING RESEARCH OBJECTIVES

Budget Narrative - 100 words or less

Provide description of all matching funds and in-kind sources and partner contributions as outlined in your detailed budget.

List of other sources of funding and support

Attachments

- Resumes or (CVs) of principle investigator(s)
- Literature review related to project scope