

Principles of Operation  
Saratoga Horticultural Research Endowment at UC Davis  
4/20/2006

The Board of Trustees of the Saratoga Horticultural Research Foundation (“SHRF”), in setting up the Saratoga Horticultural Research Endowment at UC Davis, outlined the following principles to advise the Fund Manager and the Advisory Committee in administering the fund.

#### Background

The SHRF Board of Trustees’ intention in establishing the Saratoga Horticultural Research Endowment at UC Davis is to perpetuate the purposes for which the Foundation was initially established.

In decisions relating to the call for proposals and the selection of proposals to be funded, the Advisory Committee and the Fund Manager should be guided by the mission and goals of the SHRF which are:

The Saratoga Horticultural Research Foundation, Inc. serves the purpose of introducing and advancing new and improved landscape plants for California.

The Foundation devotes itself to the enhancement and enrichment of western ornamental horticulture through the introduction of shade trees, California natives, and drought-tolerant plants.

Introduce new varieties or cultivars amenable to nursery production and suitable for landscape use in California and other Mediterranean-type climates.

#### Purpose

The purpose of the Saratoga Horticultural Research Endowment is to support research and educational programs that foster the introduction of new and improved plants for California gardens and landscapes.

#### Membership of the Advisory Committee

The Fund Manager shall appoint members of the Advisory Committee.

The committee shall have no fewer than nine and no more than 15 members.

The members shall include appropriate academics from the University of California (including Cooperative Extension Advisors) and other California institutions of higher education.

A majority of members shall represent appropriate aspects of the horticultural industry.

As examples of appropriate industry, academic, and public members of the Advisory Committee, the Fund Manager shall consider appointing:

- A member of the Board of the Pacific Horticultural Foundation

- A representative from the Western Chapter of the International Society of Arboriculture

- A landscape/urban horticulture Cooperative Extension advisor

- A horticulture professor from a California State University

- A horticulture professor from a California Community College

- A representative of public/private/university arboreta and botanic gardens

- Representatives of the nursery industry

Representatives of the landscape industry

A representative of the UC Davis office of the Dean of the College of Agricultural and Environmental Sciences, such as the associate dean for agricultural sciences.

The initial Advisory Committee may include those members of the Saratoga Horticultural Research Board of Trustees who are willing to participate.

Advisory Committee members will normally serve for a five-year term that may be renewed at the discretion of the Fund Manager.

The Chair of the Advisory Committee will be recommended by the members of the committee and appointed by the Fund Manager.

The Chair will be responsible for coordinating the call for proposals, the proposal review process and conducting the annual meeting of the Advisory Committee.

Replacement members of the Advisory Committee will be recommended to the Fund Manager by the Advisory Committee.

#### Call for Proposals

The Fund Manager will annually solicit a call for proposals from institutions of higher education, and from other appropriate California organizations and individuals.

Applicants without an affiliation with an institution of higher education should be encouraged to collaborate with a colleague at such institution in applying for an Award.

The request for proposals should be distributed electronically and published in appropriate venues, and members of the Advisory Committee should play a role in ensuring that the organizations and industries that they represent are aware of the opportunity.

#### Proposal Format

Proposals will be entered in an electronic proposal instrument approved by the Advisory Committee and hosted on a Saratoga Horticultural Research Endowment website that initially could be a page on the Ornamental Horticulture Research and Information Center website.

Proposals will include an executive summary, an introduction, a statement of goals and objectives and their relevance to the purpose of the endowment, an outline of the proposed research and/or education, a budget, relevant literature citations, and brief c.v.'s for the principal investigators.

In addition, the proposal should indicate other sources of funding and support.

#### Review Process

Completed proposals will be circulated to the members of the Advisory Committee in advance of their annual meeting, where the proposals will be reviewed and recommendations made for funding.

#### Evaluation Criteria

Among the evaluation criteria used to select proposals for funding, the Advisory Committee should include the following:

Consistency with the purpose of the endowment and using the mission and goals of the Saratoga Horticultural Research Foundation (stated above) as additional background.

Scientific and/or educational merit of the proposal and likelihood of successful completion.

Appropriateness of the budget and completeness of the experimental plan.

If appropriate, satisfactory completion and reporting of projects previously funded by the Saratoga Horticultural Research Endowed Fund.

Consider relevance to the historical interests and activities of the SHRF.

#### Funding

The call for proposals should indicate a maximum funding amount that will allow a minimum of three awards per year (for example, \$15,000 in the first year).

Awards should be on an annual basis, with continued funding of any individual study to be approved only on the basis of a report of successful activities in the previous funding cycle, and a new proposal, which will be considered along with other new proposals at the annual meeting of the Advisory Committee.

#### Reporting

Applicants who receive an Award must agree to submit a report to the Fund Manager and the Advisory Committee at the end of the award period that describes the results or outcomes of the research or education programs funded by the award.

In addition to this report, it is expected that the results of successful studies will be reported in appropriate scientific and popular venues.

#### Scheduling

Awards will be provided from October 1 through September 30.

The call should therefore be made in May, with a July 1 deadline for submission, allowing the Fund Manager and Advisory Committee three months for evaluation of the proposals.

#### Modification of Guidelines

These guidelines may be amended by the Fund Manager after consultation with the Advisory Committee.

Adopted by the Board of Trustees of the Saratoga Horticultural Research Foundation on 4/20/2006.