



Funding Generations of Progress
Through Research and Scholarships

Full Proposal Application for Production & Postharvest Research (PPR) Funding

General Information

- **Submit to AFE electronically (PDF) - no later than the deadline given to you in November – email to dchedester@afeendowment.org.**
- Applications do not require an intellectual property agreement. However, all researchers must be aware of and conform to their organizational property rights agreements.
- If funded, researcher will be required to publish findings not only in professional journals/publications but also in Industry/trade publications. In addition, special research reports are required. Lastly, acknowledgement of the American Floral Endowment funding is required for all publications and presentations.
- If funded, an annual project progress report is required annually and must be submitted no later than June 1. In addition, an interim progress report is due December 31.
- Final reports using the special research report format are required within one month after completion of the project.
- An application checklist is provided below.
- Full PPR proposals are reviewed by peer scientists and AFE Trustees who represent all segments of the industry.
- Budgets – No overhead costs will be funded.

Application Checklist

- **Each page of the Full PPR Project Proposal must be numbered, and submitted no later than the deadline given to you (in November). Proposals should be submitted electronically to dchedester@afeendowment.org in PDF format.**
- **Application must be in 12-point font, and all application questions must be completed.**
- **The executive summary must provide a brief, but complete, overview of the proposed research.**
- **The literature review must cite pertinent research conducted either domestically or internationally.**
- **A letter of endorsement acknowledging compliance with university policies must be included.**
- **The budget format must be completed.**
- **Proposals not conforming to these guidelines will be returned.**

If you have questions, contact
American Floral Endowment, 1001 North Fairfax Street, Suite 201, Alexandria, VA 22314
Telephone – 703-838-5211 FAX – 703-838-5212 Email – afe@endowment.org

Instructions for Completing Full PPR Project Proposal Form

Key points to complete a full PPR project proposal are provided below: Carefully complete the application and provide all requested supporting materials. All questions must be answered! Incomplete applications will not be considered for funding. If you have any questions, contact the Endowment office (see cover sheet).

SECTIONS A & B – PROJECT INFORMATION AND RESEARCHER/INSTITUTION INFORMATION

The two sections are self-explanatory. If a team will be conducting the project, be certain that one member has the responsibility for coordinating and reporting the project. The “team leader’s” name should always be listed first.

SECTION C. – PROJECT SCHEDULING & DURATION (see required supplemental budget information)

Indicate when the initial funding is needed. If the research will not be started in late summer, the Endowment reserves the right to retain the funds for use in our investments.

The Board of Trustees funds single year projects, however, they realize that to achieve specific research goals that multiple year projects may be required. Therefore, proposals must focus on specific achievable goals and anticipate multiple years of funding, where needed.

SECTION D. – COST AND PROJECT ANALYSIS (see required supplemental budget and background info)

Address the project’s annual costs, the percent of funding that the Endowment funds represent, and all other sources committed to supporting the project for the annual period. In addition, address the expected costs for multiple year projects. All supplement background Information must be provided (see page 8).

SECTION E. – OTHER FUNDING SOURCES (see required supplemental budget information on page 7)

List all other funding sources for this project.

SECTION F. – OTHER DETAILS

This section must be fully completed. Indicate if a related project has been previously funded by the Endowment, and if so, provide the project title and the year(s) of funding.

SECTION G. – INTELLECTUAL PROPERTY AND OVERHEAD COSTS

The Endowment does not require an agreement in principle to intellectual property rights when applying for funding.

However, materials (especially genetic/biotech related) can be and are often owned (the intellectual property) by an entity other than the universities or research organization. Project leaders using material/products owned by another entity must adhere to their organizational property rights agreements.

Overhead costs – In lieu of the waiver of an intellectual property rights agreement, the Endowment does not fund administrative and/or overhead costs associated with scientific research projects.

SECTION H. - PROPOSAL AND PROJECT LEADER QUALIFICATIONS (See supplemental background information on page 8)

Proposals must not exceed 12 pages (using front and back and including application form). New projects must include specific and realistic goals and anticipated benefits for each year of multi-year funded projects. Literature reviews must be comprehensive and demonstrate that all pertinent literature has been reviewed.

SECTION I. - RESEARCH CATEGORY

Categorize the proper research area(s) for your proposal.

PPR Project Review Process

Stage One – Submission and Scientific Peer Reviews

- New full PPR project proposals must arrive at the Endowment office no later than the November deadline given to you.
- All proposals will be sent out for technical reviews by peer scientists.

Stage Two – Production and Postharvest Research Committee Review

- PPR Committee of the Endowment reviews/discusses/evaluates each full PPR project proposal and receives advice from the Research Coordinator and peer reviewers.
- The PPR Committee votes and develops recommendations for the Endowment Board of Trustees.

Stage Three - Board Review/Approval

- The American Floral Endowment Board meets annually in January to review the recommendations of the PPR Committee.
- Final project funding is reviewed in July and requires full Board approval.
- Formal notification is by phone and U.S. mail in late July – early August.
- Allocations are distributed in two payments – 1st payment is distributed in August and the 2nd in January.

AFE Funding Priorities

The PPR priorities are listed below. They are focused on all floricultural crops, i.e., bedding plants, fresh cut flowers, fresh cut greens, flowering potted plants, and foliage plants.

The Basic PPR Priorities are:

- ◆ Management Protocols for Floricultural Crops
- ◆ Management Systems for Diseases of Floricultural Crops
- ◆ Management Systems for Insects Affecting Floricultural Crops
- ◆ Post-Harvest Management Systems for Floriculture Crops
- ◆ Plant Breeding and Genetic Engineering of Floricultural Crops

Production and Postharvest Research (PPR) Committee

A standing committee (see below) within the American Floral Endowment Board of Trustees is charged with all responsibilities concerning research funding. It is composed of representatives from all segments of the industry. This committee receives input from industry sources concerning all proposals. Each project is evaluated based on: (1) Does it address an industry need; (2) The research objectives, methods and materials; and (3) The potential impacts to the floral industry.



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1001 North Fairfax Street, Suite 201, Alexandria, VA 22314
Phone 703-838-5211 Fax 703-838-5212 Email: dchedester@afeendowment.org

NOTE: COMPLETE THIS APPLICATION THOROUGHLY. PROPOSALS MUST FOLLOW ALL SPECIFIC GUIDELINES CONCERNING PAGE, FONT, AND SPACING REQUIREMENTS INDICATED IN SECTION H. OF THIS APPLICATION.

A. PROJECT INFORMATION

Project Title:

Running Title: (Three Word Title)

B. RESEARCHER/INSTITUTION INFORMATION

List all individual(s) and affiliated organization/universities submitting the request.

Always list the team leader for the project first:

Name _____ University/Address _____

Phone _____ Fax _____ Email _____

Team Leader/Academic Rank:

Other Researchers/Academic Rank:

Will project be conducted or AFE funds utilized at location(s) other than those identified above? Yes No

If yes, list below:

C. PROJECT SCHEDULING & DURATION

(See supplemental budget informational form on page 7. It must be completed.)

D. COST AND PROJECT ANALYSIS

(See budget form on page 6, additional budget information form on page 7, and personal information form on page 8. They must be completed.)

E. OTHER FUNDING SOURCES

(See additional required information form on page 7, which must be completed.)

F. OTHER DETAILS

Has this specific project ever previously been submitted to AFE, but not funded? Yes No
If yes, provide year(s) submitted _____.

Is this project an additional or next phase of a completed project previously funded by AFE? Yes No
If yes, complete information below.

Previous Project Title: _____

Year(s) Funded: _____

G. Intellectual Property Ownership Review (check statements below, as needed)

I certify that I have investigated all intellectual property rights for all materials/products to be used in this project and have determined that:

- No other person or entity own rights to any such materials/products
- Written permission has been received from any and all persons or entities who own rights to certain of the said materials/products.

H. PROPOSAL CONTENT

Provide the following information. Use front & back / minimum 12-point font size. 8.5x11 paper only.

<u>Subject</u>	<u>Spacing</u>	<u>Pages</u>
1. Application	N/A	2
2. Executive Summary*	Double	1
3. Introduction & Literature Review	Double	2
4. Objectives & Anticipated Benefits**	Double	1
5. Materials & Methods	Double	3
6. Literature Cited***	Single	1
7. Budget****	N/A	1
8. Required Supplemental Information	Single	as needed
a. Researcher Qualifications and Resume	Single	1
b. Publications of Past 10 years	Single	1
c. Listing of All Funds	Single	1
d. Listing of all Project Personnel	Single	1

- * EXECUTIVE SUMMARY – A BRIEF OVERVIEW OF THE PROPOSAL, INCLUDING IMPACT ON THE INDUSTRY.
- ** WHEN POSSIBLE, CLEARLY DELINEATE OBJECTIVES AND INDUSTRY IMPACT FOR MULTIPLE-YEAR PROJECTS.
- *** MUST INCLUDE A THOROUGH & COMPLETE REVIEW OF LITERATURE. REVIEWS SHOULD NOT BE LIMITED TO RESEARCH OBTAINED VIA COMPUTERIZED SEARCH METHODS, BUT INCLUDE PAST RESEARCH NOT ELECTRONICALLY STORED.
- ****DESIGNATE BY DOLLAR PORTION DISTRIBUTION OF TOTAL GRANT IF MORE THAN ONE UNIVERSITY COLLABORATING.

ENDOWMENT POLICY DOES NOT FUND OVERHEAD OR OTHER ADMINISTRATIVE CHARGES

I. DESIGNATED RESEARCH CATEGORY {check appropriate item(s)}

- Breeding and Genetics
- Disease Management
- Insect Management
- Other (describe) _____
- Nutrition/Water Management
- Physiology
- Post-Production Studies
- Production Technology/Protocols
- Specialty Crops Protocols

J. Organization(s) to whom check(s) should be made payable _____

FOR PROJECT/TEAM LEADER (PI) ONLY

Date: _____ Signed: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

**BUDGET FORMAT
FOR ENDOWMENT RESEARCH GRANT**

Running Title:			
Year of Application:			
Team Leader:	Year by Year Requests		
	1	2	3
A. Salaries and Wages			
Graduate Student(s)			
Technician(s) Hourly Employees			
Post Doctoral			
TOTAL SALARIES AND WAGES			
B. Fringe Benefits			
Graduate Student(s)			
Technician(s) Hourly Employees			
Post Doctoral			
TOTAL FRINGE BENEFITS			
C. Total Salaries, Wages and Fringe Benefits			
D. * Equipment			
E. ** Materials and Supplies			
F. Travel			
G. Publication Costs			
H. Computer Costs			
I. Other Direct Costs (e.g., laboratory, services)			
J. Total Direct Costs			
TOTAL PROJECT AMOUNT REQUESTED			

* Describe any equipment over \$5,000

** Provide list of materials and supplies

REQUIRED SUPPLEMENTAL BUDGET INFORMATION

C. PROJECT SCHEDULING & DURATION

Indicate 12-month period for requested funding (must begin after July) (Mo/Yr) _____ through (Mo/Yr) _____

Certify date when funds are needed for this 12-month period (Mo/Yr) _____

Will project be completed at the end of this 12-month period? Yes No

If no, provide projected completion date (Mo/Yr) _____ (Must not be longer than funded project dates)

D. COST ANALYSIS

Annual Cost Summary

Total amount requested from AFE for 12-month period \$ _____.

Total Support Summary

Indicate total project cost/support through completion of approved project (annual cost X years) \$ _____

Indicate total anticipated AFE funding for this project through completion (AFE grants X years) \$ _____

E. OTHER FUNDING SOURCES

1. Reoccurring research funds from Agricultural Experimental Station _____

2. Funds from USDA Research Initiative _____

3. Other Outside Research Funds _____

Sources:

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

TOTAL _____

REQUIRED SUPPLEMENTAL BACKGROUND INFORMATION

Please submit this as a separate PDF document.

- 1) Researcher resumes (Limit to 1 page per researcher).
- 2) List of all project personnel (Provide the information listed below for each researcher that is being funding. Limit to one page per researcher).
 - a. Project Leader
 - b. Technician(s)
 - c. Graduate Student(s)
 - d. Post-Doctoral(s)
 - e. Visiting Scientist(s)
 - f. Other Personnel
- 3) List of all publications by leader and/or team for the past 10 years.