Annual Progress Report and Request for
Continuing Funding for Production &
Post-Harvest Research Projects

Deadlines:

- Annual Progress Report – Due not later than June 1.
- Continuing Funding Application – Due not later than June 1.

Report and Request Information (Not to exceed 4 pages):

- **Annual Progress Report must address the following:** (1) Review the industry needs that were addressed, (2) Summarize the research conducted that provides specific results and benefits to the industry (focus on new information), and (3) Provide an industry summary of all professional and/or published information (publications should be included).
- **Request for Continued Funding Report must include the following:** (1) What is the compelling reason(s) the Endowment should continue funding your research? (2) Identify all goals and objectives to be accomplished during the upcoming year, (3) Identify the member group(s) of the floral industry will derive the benefits of your research? and (4) Provide a dissemination plan for your research.

Submitting your Information

- Please submit the application and supporting materials to AFE no later than June 1st. This information can be submitted electronically to dchedester@afeendowment.org, or sent via mail to the address listed below. All information must be received by the deadline in order to be considered.

- The Annual Progress Report and Request for Funding documents must not exceed four typed and numbered pages (minimum font size – 12pt.).

- Include published article and/or report in which AFE funding is acknowledged as having provided partial support for the research, if applicable.

**Special Instructions** – The entire completed request must not exceed six (6) pages – Application (1 page), budget form (1 page), and progress reports (4 pages maximum).

The Team Leader is responsible for ensuring that the Budget Form is properly and totally completed. The Budget Form is divided into columns for the Team Leader and cooperating researchers at other universities. The Team Leader must indicate the amount to be paid to each researcher including the Team Leader. Also, be certain the “Total Project Amount Requested” for the project matches the amount indicated on the initial full scientific research proposal.

**NOTE** - Researchers are required to acknowledge the American Floral Endowment funding when presenting or publishing project information.

American Floral Endowment
1001 N. Fairfax Street, Suite 201
Alexandria, VA  22314

Telephone – 703-838-5211  FAX – 703-838-5212  E-Mail – afe@endowment.org
Annual Progress Report and Request for Continued Funding for Production and Post-Harvest Research Projects

Note: Each funded project is required to submit an Annual Progress Report and all multi-year projects requiring continued funding must complete this information annually in order to receive board approval.

A. Project Title:
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Running Title: (Three words)
_______________________________________________________________________________________________
_______________________________________________________________________________________________

B. Researcher/Institution Information
List all individual(s) and/or their affiliated organization/university submitting an Annual Progress Report and Request for Continued Funding. Principal investigator for the project must be listed first:
Name University/Address Phone Fax E-Mail
_______________________________________________________________________________________________
_______________________________________________________________________________________________

C. Post-Doctoral and Graduate Students supported by the Endowment funding.
List all post-doctoral and graduate students and their affiliated university
Name University/Address Phone Fax E-Mail
_______________________________________________________________________________________________
_______________________________________________________________________________________________

D. Annual Progress Report
Indicate Funding Period covered by report (Mo/Yr) ___________________ through (Mo/Yr) ___________________.

E. Project Scheduling & Duration
Indicate the 12-month period for funding requested (must begin after July) (Mo/Yr) _______ through (Mo/Yr) _______
Certify the date you will actually begin using funds requested for this 12-month period (Mo/Yr) __________.
Will the project be completed at the end of this 12-month period?  □ Yes □ No.
If no, provide projected date of completion. (Mo/Yr) __________. (Can not exceed than the original funded project date)
Indicate when you began receiving AFE funding for this specific project (Mo/Yr) ___________.
Is project completion on schedule?  □ Yes □ No  If no, explain:
_______________________________________________________________________________________________
_______________________________________________________________________________________________

F. Cost Analysis – (Attached Budget Form must be completed)
Annual Cost Summary
Total amount requested from AFE for 12 month period $ ____________.
Does AFE grant support project’s total annual cost?  □ Yes □ No.
If no, indicate project’s total annual cost $ ____________ and percentage represented by AFE support _______%
List all other sources providing project support (excluding AFE):
_______________________________________________________________________________________________
_______________________________________________________________________________________________

G. Report and Request Outline
This application/cover sheet must be completed. Do not exceed four typed pages (minimum font size - 12). The Annual Progress Report must address the following: (1) Review the industry needs that were addressed, (2) Summarize the research conducted that provides specific results and benefits to the industry (focus on new information), and (3) Provide an industry summary of all professional and/or industry published information. The application for Continued Funding Request must address the following: (1) What is the compelling reason(s) the Endowment should continue funding your research?, (2) Identify all goals and objectives to be accomplished during the upcoming year, (3) What member group(s) of the floral industry will derive the benefits of your research?, and (4) Provide a dissemination plan for the research. Any report exceeding 4 pages will be returned.
PROPOSED BUDGET FORMAT FOR AFE CONTINUED FUNDING FOR PRODUCTION AND POST-HARVEST RESEARCH PROJECT

Running Title:

<table>
<thead>
<tr>
<th>Funding Year of Request:</th>
<th>Team Leader</th>
<th>Other Researchers</th>
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<tr>
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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, and other services)

J. Total Direct Costs

TOTAL FOR THE FUNDING YEAR

* Describe any Equipment over $5,000
** Provide List of Materials and Supplies