



Funding Generations of  
Progress Through Research  
and Scholarships

## Annual Progress Report and Request for Continuing Funding Request

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### **Deadlines:**

- Annual Progress Report – Due no later than August 1.
- Continuing Funding Application – Due no later than August 1.

### **Report and Request Outline Information (Not to exceed four pages, see page 4 for additional details):**

- **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 complete this form and submit it along with your outline information in a separate PDF to AFE no later than August 1. This information can be submitted electronically to [dchedester@afeendowment.org](mailto:dchedester@afeendowment.org) or mailed 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 = 12-point).
- Include published articles and/or reports 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 outline (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  
625 First Street, PMB Box 803  
Alexandria, VA 22314**

Telephone – 703-838-5211 \* Fax 703-822-7145 \* Email – [dchedester@afeendowment.org](mailto:dchedester@afeendowment.org)



Funding Generations of Progress  
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## 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:

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### Running Title (three words):

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### 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 \_\_\_\_\_ Email \_\_\_\_\_

### 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 \_\_\_\_\_ Email \_\_\_\_\_

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### 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) \_\_\_\_\_ (Cannot 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:

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### F. Cost Analysis – (Attached budget form must also 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):

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**PROPOSED BUDGET FORMAT FOR AFE CONTINUED FUNDING FOR  
PRODUCTION AND POST-HARVEST RESEARCH PROJECT**

<b>Running Title:</b>				
<b>Funding Year of Request:</b>	<b>Team Leader</b>	<b>Other Researchers</b>		
		<b>1</b>	<b>2</b>	<b>3</b>
<b>A. Salaries and Wages</b>				
Graduate Student(s)				
Technician(s) Hourly Employees				
Post Doctoral				
<b>TOTAL SALARIES AND WAGES</b>				
<b>B. Fringe Benefits</b>				
Graduate Student(s)				
Technician(s) Hourly Employees				
Post Doctoral				
<b>TOTAL FRINGE BENEFITS</b>				
<b>C. Total Salaries, Wages and Fringe Benefits</b>				
D. * Equipment				
E. ** Materials and Supplies				
F. Travel				
G. Publication Costs				
H. Computer Costs				
I. Other Direct Costs (e.g., laboratory, and other services)				
<b>J. Total Direct Costs</b>				
<b>TOTAL FOR THE FUNDING YEAR</b>				

\* Describe any equipment over \$5,000  
\*\* Provide list of materials and supplies

## **PROGRESS REPORT INSTRUCTIONS (To be completed as a separate PDF)**

### **G. Report and Request Outline**

This section must be completed and submitted as a separate PDF document not to exceed four typed pages (minimum 12-point font). **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)
- (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?
- (4)** Provide a dissemination plan for the research

**Any report exceeding 4 pages will be returned.**