

## Annual Progress Report / Continuing Funding Request

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The following Progress Report and Continued Funding Request should be completed by researchers that have current AFE-funded projects that have additional years of funding pre-approved. This form, along with your report, serves to provide an update on your current project to ensure progress is being made as outlined in your original proposal.

If you are on your last and final year of funding, you will need to prepare a FINAL report on your project that will be shared with the industry to communicate the results of your research and the impact on the industry.

To request additional years of funding for your completed project, you MUST submit a NEW application for funding by the August 1 deadline for consideration of funding for the upcoming fiscal year. If you have any questions about the process, please don't hesitate to reach out to AFE.

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**Deadline:**

Annual Progress Report and Continued Funding Application – Due no later than June 1.

Each multi-year project must provide a progress report and request to continue annually. The completed request should not exceed six (6) pages – Application (1 page), budget form (1 page) and progress report (4 pages maximum using 12-point font).

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

## Annual Progress Report / Continued Funding Request

### A. Project Title:

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### Running Title (three words):

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### B. Researcher/Institution Information - Principal investigator for the project:

Name \_\_\_\_\_ Email \_\_\_\_\_

University \_\_\_\_\_ Phone \_\_\_\_\_

### C. Project Overview

Indicate funding period covered by progress report (Mo/Yr) \_\_\_\_\_ through (Mo/Yr) \_\_\_\_\_

### D. Project Scheduling & Duration

- Length of Original Approved Proposal:                      1 Year                      2 Years                      3 Years
- Indicate which year of the research you are reporting:      Year 1                      Year 2
- Confirm cost of upcoming year research (from original proposal): \$ \_\_\_\_\_  
(Amount must match original proposal approved).
- 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)
- Is project completion on schedule?     Yes     No

If no, explain:

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**E. Cost Analysis – (Attached budget form must also be completed)**

**Annual Cost Summary**

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

List all other sources providing project support (excluding AFE):

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**Other Researcher/Institution Information**

List all individual(s) and/or their affiliated organization/university participating in this project.

Name \_\_\_\_\_  
Email \_\_\_\_\_  
University/Address \_\_\_\_\_  
Phone \_\_\_\_\_

Name \_\_\_\_\_  
Email \_\_\_\_\_  
University/Address \_\_\_\_\_  
Phone \_\_\_\_\_

**Post-Doctoral and Graduate Students supported by the Endowment funding.**

List all post-doctoral and graduate students and their affiliated university:

Name \_\_\_\_\_  
Email \_\_\_\_\_  
University/Address \_\_\_\_\_  
Phone \_\_\_\_\_

Name \_\_\_\_\_  
Email \_\_\_\_\_  
University/Address \_\_\_\_\_  
Phone \_\_\_\_\_

# PROPOSED BUDGET FORMAT FOR CONTINUED FUNDING RESEARCH PROJECT

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/institution Also, be certain the "Total Project Amount Requested" for the project matches the amount indicated on the initial full scientific research proposal.

| Funding Year of Request:   | Team Leader | Other Researchers |   |   |
|--|-------------|-------------------|---|---|
|  |             | 1                 | 2 | 3 |
| A. Salaries and Wages  |             |                   |   |   |
| Graduate Student(s)  |             |                   |   |   |
| Technician(s) Hourly Employees                                     |             |                   |   |   |
| Post Doctoral  |             |                   |   |   |
| <b>TOTAL SALARIES AND WAGES</b>                                    |             |                   |   |   |
| B. Fringe Benefits   |             |                   |   |   |
| Graduate Student(s)  |             |                   |   |   |
| Technician(s) Hourly Employees                                     |             |                   |   |   |
| Post Doctoral  |             |                   |   |   |
| <b>TOTAL FRINGE BENEFITS</b>                                       |             |                   |   |   |
| C. Total Salaries, Wages and Fringe Benefits                       |             |                   |   |   |
| D. Equipment - Describe any equipment over \$5,000                 |             |                   |   |   |
| E. Materials and Supplies - Provide list of 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  |             |                   |   |   |
| <b>TOTAL FOR THE FUNDING YEAR</b>                                  |             |                   |   |   |

## **PROGRESS REPORT INSTRUCTIONS**

**(to be completed as a separate PDF)**

### **F. Report and Request Outline**

This section must be completed and submitted as a separate PDF document using 12-point font. Report should not exceed four (4) pages

This report should contain the following and should not exceed 4 pages

- Review the industry needs that were addressed
- Summarize the research conducted that provides specific results and benefits to the industry (focus on new information)
- Provide the objectives to be completed in the coming year
- Provide list of publications and presentations in the past year of this project. Please provide copies of all published information related to this project (not included in 4-page limit)
- Plans for publications and presentations in the coming year. We request that support from AFE is acknowledged in all publications and presentations
- What is the compelling reason(s) the Endowment should continue funding your research?