

Saratoga Horticultural Research Endowment Grant Proposal Guidelines

Funding Priorities

In addition to meeting at least one of the Saratoga Horticultural Research Endowment (SHRE) priorities stated on the website, proposals given higher priority are those that can create a statewide impact over those that address a problem existing at a single location.

Grant Proposal Submission and Timeline

- **RFP Released:** January 2021
- **Submission deadline:** Sunday, April 11, 2021: 11:59 P.M. PCT
- Proposals will be reviewed when the advisory committee holds its annual meeting in May 2021
- Awards will be announced week of June 7, 2021.
- Award funding will be made available July 1, 2021 - June 30, 2022

Proposals that do not adhere to the submission guidelines will not be considered or will be sent back. Please follow the submission guidelines here:

<https://ucanr.edu/sites/SaratogaHort/files/296625.pdf>

Proposals must be submitted electronically as a single PDF to ehfinch@ucdavis.edu

Awards

- SHRE intends to award at least 3 grants per calendar year
- The maximum award granted to a proposer per year is \$25,000.

Proposal Review Process

Submitted proposals will be circulated to the SHRE Advisory Committee consisting of 9-15 members representing California institutions of higher education, Cooperative Extension advisors and various aspects of the California horticulture industry. The Advisory Committee meets annually to review proposals and recommend projects for funding to the SHRE Fund Manager (UC Davis Plant Sciences department chair). The committee reserves the right to fund projects at less than the amount requested.

Evaluation Criteria

The Advisory Committee will use the following evaluation criteria to select proposals for funding:

- Consistency with the purpose of the Saratoga Horticultural Research Endowment
- Scientific and educational merit and likelihood of successful completion
- Capacity to meet one or more of the four SHRE priority areas for funding
- Appropriateness of the budget and adherence to instructions specified in the Proposal Guidelines and Request for Proposal Form
- If appropriate, satisfactory completion and reporting of projects previously funded by the Saratoga Horticultural Research Endowment

Reporting Requirements

All grants are funded for a period of one year. An addition may be considered pending the outcome(s) of year one, submission of timely reports and in consideration of the competing grants for year two.

Principal Investigators must submit a progress report to the Fund Manager and the SHRE Advisory Committee at the half way point of the funded period (6 months) to describe advancement to date on the project. A final report is due at the end of the grant to document findings, outcome and budget allocations.

SHRE staff and/or committee members will make three attempts to contact the Principal Investigator (PI) to request and receive the final grant report. All attempts to contact are written and stored with the grantee information. If the PI cannot be reached after three attempts, all future proposals from the PI or the organization that the PI represents will not be considered for funding during any future grant cycle. SHRE maintains a list of all individuals and their organizations who have not submitted final reports.

In addition to submitting a final report, SHRE expects the results of successful studies will be reported in appropriate scientific or popular venues as either print and/or online.