

Agricultural Experiment Station
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January 13, 1995

MEMO

TO: H. G. Hughes, F. D. Moore, C. Stushnoff, J. P. Hill, C. A. Ishimaru, J. A. Maga,
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Zink

FROM: D. G. Holm, Superintendent *Dave*

SUBJECT: 1995 Annual Research Meeting of the SLV Research Center Committee

It is time to start planning the annual meeting of the SLV Research Center Committee (SLVRCC) to review research conducted in 1994 and present proposals for 1995.

The SLVRCC is planning on following a format similar to last year. The SLVRCC and the Colorado Certified Potato Growers' Association Board of Directors will be conducting business on campus in late February or early March. The date is yet to be determined, but it most likely will be either the week of February 27 or March 6. Once the dates are selected, the SLVRCC would like to meet with campus based project leaders either in the afternoon from 2-5 PM of the first day or a morning from 9-12 AM the second day. This will allow the SLVRCC travel time to and from the Fort Collins each day. *Please notify me ASAP if you will be submitting a proposal and who will be making the presentation.* Once the date is set I will also need to know the "best time" (AM or PM) for you to present your proposal. Researchers will meet with the SLVRCC individually.

Plan on having 15-20 minutes for your presentation. Reports should be brief. Highlight significant results only. Avoid presenting detailed accounts of materials and methods. The SLVRCC will meet with SLV Research Center personnel after the Fort Collins meeting. For campus personnel unable to attend the Fort Collins session, you could attend the meeting in the SLV or a conference call could be facilitated.

Please prepare a total of 35 copies of the abbreviated "Summary Research Progress Report for 1994 and the Research Proposal for 1995" (see attached outline). Please adhere strictly to these guidelines for both ongoing and new projects being proposed. Additionally, each project leader should prepare a total of 20 copies of a comprehensive 1994 research report for all project funded last year. Combine related studies under one umbrella project for both the abbreviated and comprehensive reports. Do not attach copies of the abbreviated report to the comprehensive report. Also avoid repeating verbatim the abbreviated report in the comprehensive report. Please be prepared to submit 10 copies each of the abbreviated report and the comprehensive report at least one week prior to the meeting for distribution to the SLVRCC. The balance of the copies of each report should be available at the meeting.

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The abbreviated reports are very important. We extract information directly from it to distribute to growers at various meeting and through newsletters.

Enclosed for your information is a copy of review criteria that the SLVRCC uses to assist them in their review of proposals. These criteria are based on those established for cooperative agreement potato research proposals submitted to the USDA-ARS.

The SLVRCC has also asked that I communicate to everyone that they plan on funding long term, "less" applied projects for a maximum of three years. Each project will be reviewed on a case-by-case basis however.

I will notify you as soon as a firm date and meeting location are established.

Please contact me if you have any questions.

pc: K. M. Brink
C. W. Laughlin

*** FORMAT FOR THE ABBREVIATED REPORT ***

*** Use this format to standardize report procedures ***

*** Limit the abbreviated report to two pages ***

*** Front and back of one sheet or front only of two pages ***

*** Do not attach the abbreviated report to the comprehensive report ***

**SUMMARY RESEARCH PROGRESS REPORT FOR 1994
AND RESEARCH PROPOSAL FOR 1995**

Submitted to:

SLV Research Center Committee

and the

Colorado Potato Administrative Committee (Area II)

TITLE:

PROJECT LEADER(S):

PROJECT JUSTIFICATION:

PROJECT STATUS: (Indicate if new or ongoing. You may give a very brief history of the project if it is ongoing)

SIGNIFICANT ACCOMPLISHMENTS FOR 1994: (Complete this section only for previously funded projects)

OBJECTIVES FOR 1995:

FUNDING REQUEST:

1994 Allocation:

1995 Request: (Itemize budget if appropriate)

REVIEW CRITERIA FOR EVALUATING POTATO RESEARCH PROPOSALS¹

1. **Need.**
 - 1.1. Does the research address needs important to the San Luis Valley's potato industry?
 - 1.2. What is the potential contribution or impact of this research to the San Luis Valley's potato industry?

2. **Appropriateness of the Research.**
 - 2.1. Are the proposed research objectives appropriate, independent of the needs of the San Luis Valley's potato industry? Remember that funds collected by a commodity marketing order are restricted to that commodity.
 - 2.2. Are the proposed research approaches reasonable and appropriate to reach the stated objectives?

3. **Probability of Success.** Consider the probability of success given the stated objectives and approaches?

4. **Scientist's Background.** Consider prior accomplishments, expertise, knowledge, and experience relative to the proposed areas of potato research?

5. **Funding Request.**
 - 5.1. Is the request appropriate for the research project being proposed? Is it less than reasonable and adequate, reasonable and adequate, or in excess of what would be considered reasonable and adequate?
 - 5.2. Are the proposed uses of the funds appropriate?
 - 5.3. Are other sources of funds available and more appropriate to address this research problem?
 - 5.4. If this project is for a commercial entity, are they providing appropriate support or matching funds for this project? Will the results be available to the public?

¹Based on criteria established for cooperative agreement potato research proposals submitted to the USDA-ARS.