


Agricultural Experiment Station
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February 5, 1994

MEMO

TO: H. G. Hughes, F. D. Moore, G. Stushnoff, J. P. Hill, C. A. Ishimaru, J. A. Maga, A. S. N. Reddy, P. Westra, P. D. Ayers, R. D. Davidson, J. L. Whitworth, R. T. Zink

FROM: D. G. Holm, Superintendent 

SUBJECT: 1994 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 1993 and present proposals for 1994.

The SLVRCC would like to follow a different format this year. Since the SLVRCC and the Colorado Certified Potato Growers' Association Board of Directors will be conducting business on campus on Monday March 7 and because weather has created some travel problems for the last two years, **the Committee would like to meet with campus based researchers on March 7 from 2-5 or March 8 from 9-12 AM. Please notify me ASAP if you will be submitting a proposal, who will be making the presentation, and the "best date and time" for you. Researchers will meet with the Committee 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. Tentatively the Committee will meet with SLV Research Center personnel on March 10 in the afternoon. For campus personnel unable to attend on March 7 or 8, 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 1993 and Research Proposal for 1994" (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 1993 research report for all projects funded last year. Please combine related studies under one umbrella project for both the abbreviated and comprehensive reports. Please do not attach copies of the abbreviated report to the comprehensive report. Also avoid repeating it verbatim in the comprehensive report. Please submit 10 copies each of the abbreviated report and the comprehensive report (if completed) by March 1 at the latest to distribute to the SLVRCC prior to the meeting. Please have the balance of the copies of each report available at the meeting.

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

Also 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.

Please contact me if you have any questions.

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

**** FORMAT FOR THE ABBREVIATED REPORT ****

**** Please use this format to standardize reporting procedures ****

**** Please 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 1993
AND RESEARCH PROPOSAL FOR 1994**

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 1993: (Complete this section only for previously funded projects)

OBJECTIVES FOR 1994:

FUNDING REQUEST:

1992 Allocation:

1992 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.