



Application For Full Proposal Research Project

General Information

- Application deadline - February 1, 2002.
- Applications due not require an intellectual property agreement.
However, all researchers must be aware of and conform to their organizational property rights agreements.
- If funded, researcher will be required to publish findings in not only professional journals/publications but also industry trade publications. In addition, Special Research Reports are required. Lastly, acknowledgement of the American Floral Endowment funding is required for all publications and presentations.
- If Funded, a Project Progress Report is Required Annually by June 1.
- A Final Report is Required Within One Month After Completion of the Project.
- Application Checklist is Provided Below
- Proposals are reviewed by scientific research advisors and representatives from all segments of the industry.

Application Checklist

- **Please number each page of the proposal**
- **Twenty-five (25) copies to be submitted by February 1, 2002.**
- **All application questions must be answered.**
- **Application must be limited to 12 pages (front & back) using 12 pt. font.**
- **Executive Summary must provide a brief, but complete, overview of the proposed research.**
- **Literature review must include research conducted either domestically or internationally.**
- **Letter of endorsement acknowledging compliance with university policies must be included.**
- **Budget Format must be completed.**

If you have questions, contact Steve Martinez, Executive Vice President
American Floral Endowment, 11 Glen-Ed Professional Park, Glen Carbon, IL 62034
Telephone - 618-692-0045 FAX - 618-692-4045 E-Mail – afe@endowment.org

Instructions for Completing Proposal Form

The American Floral Endowment Board of Trustees thanks you for submitting a project pre-proposal. It has been reviewed and you are requested to submit a full project proposal to be considered for the next fiscal year's funding cycle. Key points are provided below: Carefully complete the application and provide the requested supporting materials. All questions must be answered! Incomplete applications will not be considered for funding. If you have any questions, contact the AFE office (See Cover Sheet).

SECTIONS A & B – PROJECT INFORMATION AND RESEARCHER/INSTITUTION INFORMATION

The two sections are self-explanatory. If a team will be conducting the project, be certain that one member has the responsibility for coordinating and reporting the project. That "Team Member's" name should appear first.

SECTION C. – PROJECT SCHEDULING & DURATION

First, indicate when you will begin using the funds. If you will not be able to start your work in the fall, we reserve the right to retain the funds within AFE for use in our investments.

The Board of Trustees acknowledges that it has been difficult to identify and achieve specific project goals when the researcher was given a single year commitment. Therefore, we expect proposals to focus on specific achievable goals and anticipate multiple years of funding.

SECTION D. – COST ANALYSIS

Address the project's annual costs, the proportion that AFE funding represents, and other sources committed to supporting the project for the annual period. In addition, address the expected costs for the multiple year projects.

SECTION E. – OTHER POSSIBLE FUNDING SOURCES

Please list all other funding sources for this project.

SECTION F. – OTHER DETAILS

This section must be completed in its entirety. Please indicate if the project has been previously funded by AFE. If so, provide the project title and the year(s) of funding.

SECTION G. – INTELLECTUAL PROPERTY AND OVERHEAD COSTS

The AFE does not require an agreement in principle to intellectual property rights when applying for funding.

However, materials (especially genetic/biotech related) can be and are often owned (the intellectual property) by an entity other than the university. Project leader using material/products owned by another entity must adhere to their organizational property rights agreements.

Overhead costs – In lieu of the waiver of an intellectual property rights agreement. The Endowment does not fund administrative and/or overhead costs associated with scientific research projects.

SECTION H. - PROPOSAL AND PROJECT LEADER QUALIFICATIONS

Proposals cannot exceed 12 pages (using front and back and including application). New projects must include specific and realistic goals and anticipated benefits for each year of multi-year funded projects. Literature reviews must be comprehensive and demonstrate that all pertinent literature has been reviewed.

SECTION I. - RESEARCH CATEGORY

Categorize the proper research area for your proposal.