

# Continuing Report Instructions

## Format

Word format, 11 pt. Times New Roman font. Mirrored margins; 1.25” left margin, 1” right, top & bottom margins. **Note:** Do *not* include page #'s, headers, or footers.

## Length

10 pages is the maximum length for new proposals and continuing reports. 12 pages is the maximum length for final reports, not including the header pages. Start proposals and reports on separate page.

## Project Title

70-character limit including spaces. **Note:** For historical tracking purposes, this title must stay the same throughout the project.

## PI/Co-PI

Include information for each listed PI or Co-PI. A Co-PI designation means that the individual is fully engaged throughout the project duration and is contributing to the scientific research of the project.

Each CO-PI is expected to remain an active contributor throughout the project, most clearly reflected via an associated budget. **Note:** Updated contract administrator information for all PIs/Co-PIs should be included with new proposals and annual report submissions.

## Cooperators

A cooperator is a company that is donating products or services, or an individual serving in an advisory capacity. List cooperators involved in the project.

## Contact Information

Please give a direct phone line and email address for contact. Do not place contact information in table format.

## Total Project Request

Fill in the total amount of your funding request.

## Other Funding Sources

If you are soliciting funding from other agencies, please include names and dollar amount you will request or have requested.

## WTFRC Collaborative Expenses

All potential WTFRC research collaboration must be discussed and approved in advance.

**Contact** Tory Schmidt, [Tory@treefruitresearch.com](mailto:Tory@treefruitresearch.com) or (509) 665-8271, ext. 4, **at least two weeks prior to proposal submission deadline** to discuss project viability and staff availability.

The proposal must estimate the amount of expenses WTFRC will incur should the project be funded. **Note:** This amount should be included in the total project request. If you do not anticipate collaborative expenses type in “None,” and delete the table.

## Budget

The budget tables should reflect your needs for each year of the entire project (3 years maximum). Please round to whole dollars.

**Note:** WTFRC does not fund or pay for:

- overhead charges
- tuition for graduate students
- publication costs
- travel to professional society meetings or research reviews

Travel budgets must contain only those costs which are directly related to the proposed project. If you are working with other institutions, itemize the budget for each entity.

Once complete, begin your continuing report on the page following the header pages and follow the format below.

## Objectives

Recap the original objectives. Note any deviations from the original objectives.

## Significant Findings

Provide a bulleted list of significant findings during the prior year(s) of the project.

## Methods

Describe the procedures and methodology used, types and timing of anticipated results, and any potential problems or limitations that may be encountered.

## Results and Discussion

Focus on the findings during the prior year(s) of the project. Discuss significance to the industry and potential economic benefits. Use summary graphics.

## Additional Items

**Footnotes:** Can be included with 9pt. font. **Note:** Do not place footnotes in header/footer area on page setup.

**Pictures/Graphics:** Pictures and graphics in books are printed in black & white.

**Temperature reporting:** Please include Fahrenheit conversion.

**Electronic File Naming:** For file submission, name your file using primary researcher's last name, key word from project title, and NEW, CONTINUING, or FINAL report. Please use an underscore between last name, key title word, and report type.

**Example:** Xue\_Applescab\_FINAL

**Submitting Your Report:** Submit reports electronically via email to [submit@treefruitresearch.com](mailto:submit@treefruitresearch.com). If you do not receive an email response indicating your report was received in one business day, please contact Paige via phone 509-665-8271, ext. 2, or via email. Submission does not ensure we have received your report.