**Unified Grant Management for Viticulture and Enology**

**ANNUAL/FINAL REPORT FORMAT 2020-2021 FUNDING CYCLE**

AMERICAN VINEYARD FOUNDATION (AVF)

CALIFORNIA TABLE GRAPE COMMISSION (CTGC)

CALIFORNIA GRAPE ROOTSTOCK IMPROVEMENT COMMISSION (CGRIC)

CALIFORNIA GRAPE ROOTSTOCK RESEARCH FOUNDATION (CGRRF)

OREGON WINE BOARD (OWB)

WASHINGTON STATE WINE (WSW)

*Annual progress reports are limited to 20 pages, including graphs, tables, and figures. Please do not exceed this limit. There are no limitations on the length of final reports. Use 12 point Times New Roman, 1” margins left, right and top and a 1.5” margin at the bottom that includes page numbers.*

*The proposal should include 9 sections. Indicate each section with bold titles as shown below and include the requested details.*

1. **Summary**: On a separate page and in 500 words or less, provide a concise summary in lay terms of the specific accomplishments for the past year funded. The summary should include the project title and principal investigator’s name listed at the top. **This summary is an essential part of any research project and will be used to communicate progress to stakeholders.** Summaries for AVF projects may be posted on the AVF web site.

2. **Annual or Final Report**: Clearly indicate whether this is an UGMVE annual or final report.

3. **Project Title and UGMVE proposal number**: Include not only the proposal title but also the UGMVE proposal number, e.g. 2019-XXX.

4. **Principal Investigator/Cooperator(s)**: Name, institutional affiliation, address, phone number and e-mail.

5. **Objective(s) and Experiments Conducted to Meet Stated Objective(s)**: The report objectives should match the objectives in the original proposal.

6. **Summary of Major Research Accomplishments and Results by Objective**

7. **Outside Presentations of Research**: List of journals, publications, reports, speeches and other presentations developed for this research. Describe your strategy for communicating research results to end-users and stakeholders.

8. **Research Success Statements**: In a few sentences, describe in detail how your research program benefits the viticulture industry. For example, “This research has provided vintners/growers with the essential tools to control…” **These statements are different from the project summary in that they specifically indicate how the research benefits industry rather than summarizing the past year’s progress.**

9. **Funds Status**: Include a general summary of how funds were spent.

If you are seeking continued funding for ongoing projects, annual reports are due with the continuing proposal on January 31, 2021 and should be submitted with the continuing proposal.

Please submit the report(s) via the [Unified Grant Management for Viticulture and Enology](http://fps.ucdavis.edu/vit) website. Hard copies of reports should be sent to that respective agency if it is requested in their RFP.