

**Washington State Wine Commission Research Grant Program  
PROPOSAL FORMAT FOR 2021-22 FUNDING CYCLE**

*The proposal text (sections 1-9) is limited to 8 pages. This limit does not include the budget support summary, budget page, and literature cited (sections 10-12). Use 12-point Times New Roman, 1" margins left, right and top and a 1.5" margin at the bottom that includes page numbers. Do not include a cover sheet. Information previously included in cover sheets is now requested on the Unified Grant Management for Viticulture and Enology website. The proposal should include 12 sections. Indicate each section with bold titles as shown below and include the requested details.*

**1. Project Title:**

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

**3. Cooperator(s):** Include the role of each cooperator; ensure they know of their proposed participation.

**4. Objective(s) of Proposed Research or Outreach Project:** Logically arrange and prioritize the objectives.

**5. Justification and Importance of Proposed Research or Outreach Project:** Describe the previous work that has been done to date and the importance of the proposed research and/or outreach effort to the grape and wine industry, or any other industry where grapes could be utilized.

**6. Procedures to Accomplish Objective(s):** For each objective, discuss the procedures you propose to employ. For research projects, be specific enough to discuss plot design, anticipated statistical analyses, methods used in the experiment, and parameters of data collection. For outreach projects, clearly explain your plans to get information to end-users.

**7. Timetable for Project:** Construct a timetable showing when the research to accomplish objectives will be initiated and completed.

**8. Present Outlook and Estimated Success in Accomplishing Objective(s):**

**9. Outreach and Education:** Please explain your strategy for communicating research results to end-users and stakeholders.

**10. Budget Support Summary by Objective(s):** It is critical to prepare a sufficiently detailed budget narrative for all categories, i.e. personnel, benefits, supplies, etc. The proposed budget narrative should have headings that match the respective budget categories. Be specific: materials and supplies would include a list of anticipated purchases, their uses and individual costs; travel must include who, where, how long, costs for lodging/per diem, etc. Failure to provide details on each budget item may seriously delay or reduce funding.

Along with the budget narrative, list each UGMVE coordinating agency to which this proposal is being

submitted (AVF, CTGC, etc.) If you are collaborating with an institution other than an UGMVE agency, please be prepared to provide a letter of support. This is not a proposal requirement but may be requested in the award letter.

**11. Total Budget Request:** Prepare a budget that reflects your needs for the length of the proposed project for up to three years. Funding is granted on a year-to-year basis, and continuation of projects must be justified annually. Use the following budget page format:

	% Time on Project	Request 2021-2022	Projected 2022-2023	Projected 2023-2024
Personnel				
Professional				
SRA/Tech				
Lab Assistant				
Other				
Employee benefits				
Supplies and Expenses				
Items and Cost				
Equipment (itemize when cost >\$1000)				
Items/Cost/Justification*				
Travel				
Trips/Purpose/Costs				
Computer Time				
Indirect Costs**				
<b>TOTAL REQUEST</b>				

\* Be specific in terms of actual hours per day or week of estimated use. Please provide monthly or annual salary amount.

\*\* Indirect Costs: Indirect costs (including overhead) cannot be covered by WSWC.

**12. Literature Cited:** Include pertinent references. References are not included in the 8-page limit for proposals but should follow the body of the proposal as a separate section. Since the proposal process is conducted online, hyperlinks allow the review committee direct access to cited literature. Please check to make sure they work before submitting a proposal.

**Deadline and Institutional Signatures:** If you are participating in the Unified Grant Management for Viticulture and Enology, submit your proposal and continuing report (if appropriate) to: <http://fps.ucdavis.edu/vit>. The Unified grant website opens **December 1, 2020** and closes **January 31, 2021**. Acceptable institutional signatures are those of the department chair, Office of Research, or other person who reviews your research funding. The signature page is not included in the 8-page limit for proposals.

If you are applying directly to the Washington State Wine Commission, submit your proposal(s) to the Wine Commission’s Research Program Director, Melissa Hansen: [mhansen@washingtonwine.org](mailto:mhansen@washingtonwine.org).

Final reports are due to [mhansen@washingtonwine.org](mailto:mhansen@washingtonwine.org) by **June 30** of the last year of funding.  
Electronic copies only.