



Alberta Horticultural Congress

A century of horticulture!

Research Guidelines

The following format is recommended for grant requests submitted to the Research Committee of the Alberta Professional Horticultural Growers Congress and Foundation Society (APHGCFS).

Title Page

Include name of researcher(s), affiliation(s), address and telephone and fax numbers. Designate whether vegetable, fruit, greenhouse or floral, etc. research project.

Rationale

Beginning on a separate page, state clearly the rationale for conducting the proposed research. Relevant literature should be cited to demonstrate how the proposed applied research would contribute to the knowledge base and create benefits for Alberta growers.

Objectives

Objectives should be stated in logical sequence.

Procedure

Sufficient details of procedures should be given to allow the committee to evaluate the proposal. For field studies, a location and description of the site, soil type and cropping history would be useful. All proposals should contain a description of the experimental design, including the number of replications if required.

Timetable

A timetable should be included which details the project completion date and anticipated submission of the final report. If funding is for multiple years the researcher should provide a progress report by October 15 of each year. Researcher will provide an executive summary (one page) each year to be posted on the Congress website.

Budget

The budget should contain a list of expenditures detailed as to plant material, labor, supplies and maintenance, equipment and other miscellaneous costs. The committee looks favorably upon projects that are considered worthy by other institutions. The APHGCFs, a non-profit organization, does not pay overhead (or capital) costs. Partial funding requests will be considered. (Note: include GST in request).

References Cited

Cooperative Agreement

Each proposal must contain the signatures of the Section Head, Director of the Institution, or the Head of the Division. Recipients of multiple year funding agree to provide the APHGCFs with annual progress reports (October 15).

Personnel

Personnel other than the principal investigator(s) should be listed, along with their responsibilities relating to the project.

Vitae

A brief vitae of the principal investigator(s) would be useful to the committee.

Applications

FFF or similar type applications accepted.

Copies of Applications Required: 7

Proposals, which have not adequately addressed these points, may not be considered for funding.

Final Reports

Acceptance of funding commits the principal investigator(s) to submitting a final report to the committee for distribution to the members of APHGCFs. This report should contain a brief introduction to the problem, a description of the experimental design, a summary of results, and conclusions.

Continuation of Funding

Research projects originally designated for one or more years may receive additional funding. However, resubmission of the original proposal must be made each year. A budget for the additional year of funding should be included as well as how an additional year will further add to the results.

Annual Report

A final report should be submitted by March 30 of the following year. A progress report should be submitted for each project prior to Congress date. A draft annual report should be submitted prior to October 15 in order for a proposal to be considered for continued funding.

Notification of Funding

The researcher(s) will be notified by November 15, as to the committee's decision for funding of following years research proposals.

Proposal Deadline – October 15 of year prior**Submit to:**

**Alberta Horticultural Congress Office
Attention: Research Committee
54053 Range Road 215
Ardrossan, Alberta T8E 2B7**

Operation:

Available funding to a maximum of \$55,000.00 yearly.

Researchers are encouraged to use APHGCFs grant funds as seed monies to obtain matching grants.

The approval of projects for funding will be the responsibility of four representatives (one for each commodity). One appointed (non-voting) member of the research community will be also asked to sit on the committee to lend guidance.

All research proposals must demonstrate how they will benefit Alberta producers.

Disclaimer:

The Committee reserves the right to approve or disapprove any, or all, or portions thereof of projects submitted.