**REQUEST FOR FUNDING OF RESEARCH**

**2022--2023 FUNDING CYCLE**

**TITLE:**

**INVESTIGATORS:** *(List names, titles, department & institutions, phone and email contacts of Principal Investigator (PI) and cooperators (one continuous line representing each PI and Co-PI). If the first listed participant is not the PI for this project (e.g., a graduate student), then please indicate the investigator actually serving as the PI.)*

**FIVE MOST IMPORTANT CAREER ACHIEVEMENTS OF PI:** (Only the PI! *List in the order you prefer. Limit two lines per achievement.)*

**PROGRAM AREA (check all that apply):**

\_\_\_ Cover Crops

\_\_\_ Cropping Systems

\_\_\_ Disease Management/Control

\_\_\_ Economics – cost and benefits

\_\_\_ Harvest Management - Phomopsis/Seed rot, harvest aids, harvest losses, and economics & benefits

\_\_\_ Insect management/Control, especially late-season populations

\_\_\_ Iron Deficiency Chlorosis – Variety screening, developing cropping systems, economic & yields

\_\_\_ Irrigation/water management and efficiency

\_\_\_ Nematode management/control

\_\_\_ Nutrient management – optimum and economical yield

\_\_\_ Precision Ag Technology - planting systems (varieties, row spacing, population, planting date, & economics)

\_\_\_ Producer Communications

\_\_\_ Research Validation or Demonstration

\_\_\_ Rotations using soybeans

\_\_\_ Variety Trials – small and large plots

\_\_\_ Weed Management, to include resistance management, and economic cost and benefits

\_\_\_ Other (*Identify*)

**PROJECT STATUS:**

New \_\_\_\_ *(Indicate planned length of project–1 of 2, 1 of 3, etc.)*

Renewal \_\_\_\_\_\_\_ Year \_\_\_\_\_\_ of \_\_\_\_\_

Stand alone \_\_\_ or cross-commodity \_\_\_ (*additional funding from other sources?*)

**2022 FUNDING REQUEST** \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BUDGET FOR 2022 MSPB RESEARCH PROJECT**  Grant/Contract Period: April 1, 2022 to March 31, 2023 | | | | |
| CATEGORY *(see below for guidelines)* | | ORIGINAL |  |  |
| A. | Personnel (No Permanent Salaries) |  |  | |
|  | 1. Salaries (See Addendum B) |  |  |  |
|  | 2. Wages (hourly workers) |  |  |  |
|  | 3. GRA (include tuition) |  |  |  |
| B. | Fringe Benefits (% *used to calculate*) |  |  |  |
| C. | Travel |  |  |  |
| D. | Contractual Services |  |  |  |
| E. | Subcontracts |  |  |  |
| F. | Commodities |  |  |  |
| G. | Publication Costs |  |  |  |
| H. | Other Costs *(Define)* |  |  |  |
| TOTAL COST | |  |  |  |
| (MSPB does not allow indirect costs/overhead charges) | | | | |
| **Personnel**: Show number of hours x hourly rate for each category. GRA cost to include tuition and books. MSPB does not pay salaries of principal investigators or cooperating scientists (USB Compliance Manual, Sect. 17, Part 2-D).  **Fringe Benefits:** Amount and rate for indicated salaries, wages, and GRAs must be shown.  **Travel**: Out-of-pocket and per diem expenses (hotel and meals) for site visits, travel to and from meetings (e.g. airfare, vehicle mileage, etc.) not to exceed the IRS rate or actual cost, whichever is less.  **Contractual Services**: External lab fees, consultants, etc.  **Commodities**: Expenses related to the conduct of the project (e.g., seed, fertilizers, pesticides, lab supplies).  **Additional Details**: Provide for each budget category in addendum if necessary.  **Reminder**: All payments for project activities are on a reimbursable basis based on an itemized invoice submitted to MSPB each quarter along with a progress report.  **Budget Transfers**: The MSPB follows USB guidelines, which state “The PI may transfer funds amongst budget categories only with MSPB’s prior written consent if (i) the amount transferred exceeds 10% of any one general budget category (per annual period) or (ii) the funds transferred are travel related. PI shall request permission from MSPB for all budget reallocations and account for them in his/her financial report.”  **Additional Instructions:** See Addendum B. | | | | |

**TECHNICAL SUMMARY**

*(Brief description of rationale, objectives, approach, and expected results and their impact on Mississippi soybean production. Give a short background that summarizes previous work, but no literature review or reference list.* ***Limit to two pages or less for this section****.)*

**OUTLINE OF RESEARCH**

**RATIONALE/JUSTIFICATION FOR RESEARCH:** *(Summarize previous work and current knowledge. Do not list literature citations, but keep documentation of summary statements for verification if requested.)*

**OBJECTIVE(S):** *(Include description of how this research will directly or indirectly benefit the Mississippi soybean industry.)*

**APPROACH AND EXPERIMENT CONDUCT:** *(Present according to each objective listed above; i.e., if you have three objectives, this section should have 3 sections with a summary section tying the objectives together. Give details such as experimental factors, factor or treatment levels/descriptions, number of locations and where, soil series for field experiment site(s), design of experiment, etc.)*

**PROJECTED IMPACT OF RESULTS ON MISSISSIPPI SOYBEAN PRODUCTION**

*PI should estimate the monetary or acreage impact upon successful completion of this research. Proposal must provide potential and actual impacts to Mississippi soybean producers.*

**EXPECTED END PRODUCT(S)**

*End Products will be required at the project’s conclusion. List expected or planned end products such as a PowerPoint presentation, experiment station bulletin, journal publication, poster presentation, etc. that will be forthcoming when the project is completed. An MS Thesis or Ph.D. Dissertation is considered an acceptable end product if it is electronically accessible. An Executive Summary from a Thesis or Dissertation is preferred.*

*Identify the planned or expected venue for end product dissemination. End product(s) will be reviewed by the MSPB Executive Director (to determine suitability for posting on MSSOY.COM. PI’s will be responsible for end product revisions that may be necessary before inclusion on the website. This requirement will be monitored by MSPB to ensure transfer of technology derived from funded research.*

**APPENDICES *(Add as needed)***

A. Explanation/justification of budget categories where needed for clarification or detail.

B. Special considerations–items not covered in prior sections.

**ADDENDUM A**

**Special Instructions/Requirements for Proposal Submission**

**Italicized instructions.** Delete from submitted proposal after inserting requested material.

**Page limit.**  Technical Summary and Outline of Research sections **should not exceed 6 pages**.

**Format.**  Use MS Word (**no pdf**) with Times New Roman 11-point font and double-space throughout. **Budget table format** should not be changed from the original state presented in the RFP.

**Special requests.**  Place in Appendix under special considerations.

**Requests for funding of equipment purchases.** Soybean checkoff monies are to be spent for the benefit of Mississippi soybean producers. Therefore, proposals that contain requests to fund general agricultural equipment that your institution cannot assure will be used for soybean-specific programs will not be considered. If the request is for the MSPB to fund a portion of the equipment purchase, the MSPB will consider providing funds in proportion to how much the equipment will be used for soybean-related research.

**Criteria used for funding consideration.**

1) How will Mississippi soybean producers benefit from this research?

2) How will you measure the benefits?

3) What percentage of the project will be funded by MSPB?

4) Does your organization participate in lobbying, advocacy, or legislative activity?

5) Is this funding for a specific project or program?

**Submitted proposals that do not follow the above format will be returned.**

**Send completed proposal in MS Word format to** [**dennisr@bellsouth.net**](about:blank) **and a copy to your institution (if required) before December 10, 2021.**

**ADDENDUM B**

**Budget Guidelines for MSPB Grants**

Research grants from MSPB are reimbursable grants; i.e., a grantee/institution is reimbursed for actual expenses that are incurred in designated budget categories during the conduct of the research project that is funded. Actual expenses in each budget category must be itemized in order to receive funds from MSPB. Expenses in all budget categories are reimbursable only up to the amount stipulated in the proposal budget. A detailed description of this process follows.

**Personnel.** MSPB does not pay for any portion of the salaries of principal investigators and cooperating scientist(s). No permanent salaries are allowed; however, designation of a portion of the salary of a permanent employee other than the PI or cooperating scientist(s) assigned to the project is allowed. Wages for hourly employees are reimbursed at the indicated hourly rate on each proposal and designated on each invoice. Hourly rates should be commensurate with the placement of each designee within the conducting organization/institution; i.e., the rate for an hourly wage worker should be lower than that for a Research Associate, technician, or equivalent. MSPB assumes that the portion of all salaries and wages paid by MSPB is commensurate with the time each person spends on the project as indicated by the PI in the proposal and on itemized invoices submitted at designated intervals. Payment for a Graduate Research Assistant (GRA) stipend assumes that the portion paid by MSPB is commensurate with the time the GRA spends on the MSPB project as verified by the PI on each invoice.

**Fringe Benefits.** These are allowed at the sponsoring institution’s rate for each employee category, and should be calculated and shown separately for each category. The appropriate fringe amount should be shown if amounts for salaries/wages/GRA are requested. Fringe amounts should be carefully determined based on employee category to avoid common invoice problems with this category.

**Travel.** Travel is reimbursed at actual cost. This includes personal vehicle mileage not to exceed the IRS rate for the project period, lodging expenses supported by receipts, and meals and miscellaneous expenses at a daily rate not to exceed the sponsoring institution’s daily rate or $90, whichever is less. Receipts are required for daily non-lodging expenses. Expenses related to attending professional meetings to make a presentation that is related to the funded project and/or to interact with colleagues and recruit advance degree candidates to enhance research conducted to benefit Mississippi soybean producers are reimbursable. All project-related travel expenses are reimbursable up to the amount stipulated in the travel category of the proposal budget. **See Addendum G for specific travel budget requirements.**

**Contractual Services and Subcontracts.** Expenses for this category are reimbursed at the rate charged by the contractor/subcontractor as supported by invoices received by the PI from the contractors and submitted to MSPB.

**Commodities.** MSPB will reimburse for items (usually supplies and materials needed to conduct the research or activity) in this category that are used for the MSPB-funded project and that are itemized by the PI on each submitted invoice.

**Publication Costs.** These costs will be reimbursed at the rate charged by the publishing agent, or MSPB will reimburse for in-house printing/publishing of a specifically identified publication resulting from the project in the amount indicated by the PI on each submitted invoice.

**Other Costs.** MSPB will reimburse for these costs (private lab. analyses, etc.) that the PI stipulates are used in support of the funded project and that are supported by invoices from vendors.

**Indirect Costs.** These costs are not allowed for MSPB projects. However, if the PI can provide documentation that a portion of the cost of an item is directly attributable to the support of the MSPB project, then MSPB will reimburse for that specific portion. Example: a charge for the electricity that is used to power a growth chamber or greenhouse bay that is dedicated to the MSPB-funded project, and that can be supported by usage history or a separate use meter.

**Equipment purchase.** Costs for the purchase of equipment (e.g. vehicles, tractors, implements, growth chambers) or capital improvements (e.g. land forming, irrigation well installation) are not allowed for MSPB projects. If such items are necessary for the conduct of the proposed project, then a lease/rental arrangement or similar option will need to be placed in the proposal budget as the preferred method to secure the needed items.

**Budget Transfers.**  The MSPB follows USB guidelines, which state “The PI may transfer funds amongst budget categories only with MSPB’s prior written consent if (i) the amount transferred exceeds 10% of any one general budget category (per annual period) or (ii) the funds transferred are travel related. PI shall request permission from MSPB of all budget reallocations and account for them in his/her financial report.”

**Additional Information.** PI’s are responsible for keeping records, receipts, invoices from vendors, etc. to support all requests for reimbursement from MSPB. In the event of an audit of MSPB’s conduct of its research program and funds disbursement, there may be requests of PI’s to furnish documents that support claims for reimbursement. Failure to provide these documents may result in forfeiture of previously disbursed funds from MSPB.

**Graduate Research Assistants (GRA).**

* It is the intention of the MSPB that GRA’s associated with its funded projects complete their degree in no more than 2 years (Master of Science [MS]) or no more than 3 years (Ph.D).
* It is the intent of the MSPB that any MSPB-funded project with a budget item for a GRA use the proposed project for that GRA’s thesis/dissertation research; i.e., do not include a budget item for a GRA if the GRA will not be directly affiliated with the project for the purpose of using the project research for completing a degree with subsequent thesis/dissertation.
* If funds for either an MS or Ph.D. GRA are included in the budget for the submitted project, please indicate: 1) if the intended GRA will be starting new with this project; 2) if the intended GRA is being transferred from another project to this new project to use for their thesis/dissertation research; 3) if a GRA not previously funded by an MSPB project is already on board and will be using this project to complete a graduate degree; or 4) more than one GRA will be part of this project but will be listed as a stipend for only one GRA. If no. 4 is the case, please indicate other funding sources for the GRA, and how funding from this project will contribute to a degree that will benefit soybean producers.
* If an MS GRA funded in the initial 2 years of a planned 3-year project completes their degree from this research after the first two years of the project, then a renewal request to the MSPB for a third year of this research should not include a GRA stipend in the requested budget.
* If the project-affiliated GRA needs additional time (due to unforeseen circumstances) to complete their degree from this project, the PI should request a project renewal or a no-cost extension of the project with a valid reason for the request that includes the reason for the extended time needed for a budgeted GRA to complete a degree.

**ADDENDUM C**

**Reporting Requirements**

**Reports**. Each Principal Investigator shall prepare required reports as follows.

**MSPB Project Quarterly Reports for 2022-2023.**

* Quarterly reports of progress/activity will be due 90 days after the contract beginning date, and at 3-month intervals thereafter. Progress should be presented as per the objective(s) listed in the project proposal. Only report significant events toward progress (e.g., plots were planted, measurements were taken, plots were harvested, lab analyses were completed). These reports should be no more than 500 words per quarter (1 page single-spaced of updated progress per quarter with line break between paragraphs).
* The required format for quarterly reports is: **Word Document and 11-pt Times New Roman font only** **will be excepted:**
* **Final quarterly report is due on the last day of the project year which is March 31, 2023.**
* **Below is the format that should be used for reporting quarterly reports.**

Center project title and include project number **(BOLD)**

List quarter you are reporting and centered (**below project title and number & BOLD**)

List name of PI with email address and phone contact **Align left on the report**

Co-PI’s listed below PI with email address and phone contact: **Align left on the report**

Rationale/Justification for Research:  **Align left on the report** (from original proposal) and then list Objectives:

Report of Progress/Activity: This will be your objectives and **Align left on the report**

Objective 1: (Please copy from RFP)

**Quarter 1 (Bold).** Activities listed for that quarter

Objective 2: (Please copy from RFP)

**Quarter 1 (Bold).**  Activities listed for that quarter

Objective x: (Please copy from RFP)

**Quarter 1 (Bold).**  Activities listed for that quarter

* After completing the **first quarterly report** please follow this guideline for reporting progress for each objective. The previous information on project title, PI, Co-PI’s and background information will always be the same and included on the quarterly report: The objectives will have the add-on after the first quarter.

Objective 1: (Please copy from RFP)

**Quarter 1 (Bold):** Activities were listed for that quarter.

**Quarter 2 (Bold):** Activities now listed for this quarter.

AT THE CONCLUSSION OF THE REPORTING YEAR ALL QUARTERLY ACTIVITIES WILL BE LISTED UNDER EACH OBJECTIVE YOU HAVE FOR YOUR PROJECT.

**MSPB Project Annual Reports for 2022-2023**

Annual reports will be due one year from the contract beginning date and on subsequent anniversary years for multi-year projects. They should contain a summary of the year’s activities and findings as per the objective(s) listed in the project proposal. Report all activities and findings, including those for unmet objectives. Include reason(s) for lack of activity or accomplishment in any unmet objectives. These reports should be no more than 1500 words (3 pages single-spaced with line break between paragraphs–tables and graphs can be additional). **Annual Reports are due on** **the last day of the project term which is March 31, 2023.**

**MSPB Project Final Reports**

The MSPB annually funds numerous research and extension projects that are designed to provide new and/or updated information and technology to improve the production and profit potential for Mississippi soybean producers. An integral part of the conduct of these projects is the timely production of a Final Report that provides detailed results from these projects that can be disseminated to producers in a timely manner.

The purpose of the Final Report(s) is to quickly disseminate project results to Mississippi soybean producers. This will be done by posting edited versions of the Final Reports, along with executive summaries, on the MSPB website.

* **A Final Report for the project must be received before the final invoice will be paid.**
* **Final Report are due on the last day of the project term which is March 31, 2023.**
* Shall be submitted using the format described below;
* Shall summarize all years of the project, not just the final year;
* Should be written at the same quality level as for an institutional publication or refereed journal;
* Shall describe in detail the conduct of the research plus results and conclusions in lay language (including English units) suitable for website posting and release to Mississippi soybean producers. It is expected that Project PI’s shall make revisions as requested by the MSPB Executive Director to provide an end product suitable for posting on MSPB’s website.

MSPB will approve payment of the final invoice for a project only after the Final Report as outlined in the contract is received from the PI of the project.

If a final invoice for a project is presented to MSPB before the end of the contract period, then the Final Report for that project will be due at the time said final invoice is received.

**In all cases, a Final Report for a project must be received before the final invoice will be paid.**

The MSPB recognizes that refereed journals sometimes require that submitted/accepted articles will not have been previously published. If this is a requirement of a journal to which the results of an MSPB-funded project are submitted, then the MSPB will allow 6 months from a project’s end date before posting the complete results on its website. However, a condensed summary version of the project’s conduct and results is expected in lieu of a complete report at the conclusion of the project, with the stipulation that the complete report be submitted to MSPB for website posting and dissemination to producers no later than 6 months from a project’s end date.

**Required Format for Annual and Final Reports for MSPB Projects:**

**Title of Project with MSPB Project No.**

**Name of PI and Co-PI’s and email address (align left and one line for each PI and Co-PI**

*The email address is required to allow reader contact with PI when more information and/or clarification are needed.*

**Background and Objectives**

*This section should include the problem or issue being addressed, a short statement describing the approach of the research, and a* ***concise list of the objectives*** *of the research as presented in the Project Proposal (300-400 or fewer words).*

**Report of Progress/Activity**

*In 5 or fewer pages (not including graphs and tables), report the finding(s) or activity resulting from the project* ***by objective****. Give specific data in graphic or table form. Also indicate whether or not data/results are preliminary or stand-alone for final use by producers.*

**Impacts and Benefits to Mississippi Soybean Producers**

*In 200 or fewer words, provide an executive summary that describes the benefits from the activity and the projected acreage that is impacted.*

**End Products–Completed or Forthcoming**

*List outputs (publications, presentations at conferences, field days, workshops, etc., and products or other technology) resulting from the project activity. Additionally, give the total remaining outputs for each category. If none have resulted from this activity, so indicate. However, please indicate where/how the findings/results from the ongoing activity will be presented as they are developed.*

**Graphics/Tables**

*Include pictures (only those that show treatment or response effect), figures, and/or tables of data that support summary statements above. Tables should be prepared in the Tables function of Word.*

**PROGRESS REPORTS**

**Progress Reports:** This report is designed to give those PI’s who are asking for continuation of the current project beyond the first year. **PI must submit a 1-2, page progress report** that will be evaluated by the Executive Director of MSPB and current MSPB board. Continuation of projects and funding beyond the current project year is dependent on project success related to the objectives submitted **and to the impact of the Mississippi soybean producers. The PI should always remember the mission of MSPB in preparing this report. The mission is to invest MS checkoff dollars to develop and promote soybean production to improve the bottom-line for soybeans farmers.** Submitted progress reports should include impact as it relates to MSPB mission. **Submit progress report by the due date of January 11, 2023 to the MSPB Executive Director** (dennisr@bellsouth.net).

* Required format listed below: Word Document and 11-pt Times New Roman font only will be accepted:

**Title of Project with MSPB Project No. (Centered)**

**Name of PI and Co-PI’s and email address (align left and one line for each PI and Co-PI**

**Report of Progress/Activity;**

**SPECIAL INSTRUCTIONS FOR ALL REPORTS**

* All reports must show the MSPB Project Number and be submitted in Word format for MSPB editing. All tables should be constructed in the Tables Function of the respective word processing software.
* Submit the Progress/Activity Report by the due date to the MSPB Executive Director (dennisr@bellsouth.net) and cc Mary Ann Latham (maryann.latham@msstate.edu) if MSU employee 11for review and verification of progress activity. Reports are required by the above-indicated times before disbursement of monies for invoiced expenses.
* **IMPORTANT NOTE: REPORTS NOT ADHERING TO ABOVE REQUIREMENTS WILL BE RETURNED, CAUSING LATE REIMBURSEMENT OF FUNDS.**

**ATTRIBUTION**

Whenever results of projects funded by MSPB are presented at meetings, seminars, symposia, etc., or published in any outlet, the author is requested and expected to give attribution to MSPB for providing financial support to the project that resulted in the information and/or results that are presented. If placed on social media you should tag @mssoy.

**PUBLICATION**

**Publication**. Rights to initial publication, formal release or other disclosure of data generated from these services will be retained by COOPERATOR. Results of this investigation are not to be published by the MSPB or others before publication by COOPERATOR except by written permission. COOPERATOR or Principal Investigator(s) may publish the findings of these projects. At least thirty (30) days before submitting a manuscript for publication, the COOPERATOR shall provide MSPB with copies of the manuscript for comment unless MSPB waives the right. The COOPERATOR reserves the right to accept or reject such suggestion and to be the final judge of what it will publish. The funding provided by the MSPB will be acknowledged in such publications unless MSPB expressly waives this requirement.

**Publicity**. Neither party shall use the name of the other party or of any member of that other party’s personnel, staff, or agents in any publicity, advertising, or news release without the prior written approval of an authorized representative of the other party.

**On-Site Visits**. MSPB or their designated agents may conduct on-site visits with the Principal Investigator(s) and other appropriate personnel during a project year. The parties shall agree on mutually acceptable dates and times for such visits.

**ADDENDUM D**

**Invoice Requirements**

Please do the following when submitting an invoice to MSPB for reimbursable expenses.

* Each invoice to MSPB requesting payment for reimbursable expenses should be itemized by the budget category in the original proposal and **must show the MSPB project number**. Each budget category with listed items for reimbursement on the invoice should be detailed by subcategory. For example, in the salaries and/or fees category, items should be broken down by grade and hourly rate for each period, such as: Person A, 20 hours x hourly rate = x; Person B, 40 hours x hourly rate = y; etc.
* Submit with each invoice the budget form with the running total for each budget category as per the most recent invoice.
* This means that two items will be submitted with each request for payment:

An invoice with expenses itemized by budget category

The original budget form with the running total of expenses in each category and subcategory listed by quarter.

**Submit the invoice requesting payment to:**

**USDA-ARS and private party awardees**: Send to [kelleythompson@cpabea.com](about:blank) with a cc to [dennisr@bellsouth.net](about:blank)

**MSU awardees**: Send to your institution’s accounting department.

Originals required to support documentation for invoiced travel expenses should be mailed to Kelley Thompson, Butchart, Ellzey, and Associates, CPAs PO Box 629, Canton, MS 39046-0629.

PI’s should retain bills or invoices for requested reimbursable expenses.

**ADDENDUM E**

**Priority Research Areas**

The below are production priorities that need further study, or that need research as the result of new technology or new occurrences. You must always remember that the goal of MSPB is to invest checkoff dollars in ongoing public research and extension programs that address Mississippi production challenges, and driving the adoption of best management practices developed through research and ensuring the sustainability of Mississippi soybean production. We are looking for individuals and teams to address the priority needs of Mississippi. Please consider the opportunity to help further soybean production in Mississippi.

* Cover Crops
* Disease Management/Control
* Economics – cost and benefits
* Harvest Management - Phomopsis/Seed rot, harvest aids, harvest losses, and economics & benefits
* Insect management/Control, especially late-season populations
* Iron Deficiency Chlorosis – Variety screening, developing cropping systems, economic & yields
* Irrigation/water management and efficiency
* Nematode management/control
* Nutrient management – optimum and economical yield
* Precision Ag technology
* Producer Communications
* Research Validation or Demonstration
* Rotations using soybeans
* Variety Trials – small and large plots
* Weed Management, to include resistance management, and economic cost and benefits
* Other (*Identify*)

It is obvious that all of the above areas of research will benefit soybean producers throughout the Midsouth. Therefore, research proposals that are submitted to address these and other soybean production problems/issues should likely be conducted as regional efforts so that the best available expertise and facilities can be utilized to accomplish the stated goals. Scientists/Extension Specialists are strongly encouraged to indicate/include such interstate cooperation in their proposals.

**ADDENDUM F**

**Special Considerations**

The MSPB strongly encourages that all research proposals that have a production input or inputs with associated cost(s) also include an economic evaluation component or objective. This may require an Agricultural Economist as a collaborator to use the Mississippi State Budget Generator for appropriate budgeting procedures.

Many of you are in producer fields and/or are in contact with producers on a constant basis. You are encouraged to use information gained from these contacts to develop proposals that will address those areas that meet producer concerns that you hear about most often.

Many of you attend regional meetings where you communicate with scientists and specialists from other states in the region. These contacts and information gained from them should guide you in developing proposals that you deem appropriate to address common soybean production problems. The MSPB requests that you consider the below related points.

* The above contacts should be used by you to ensure that your proposed activity is not a repeat of those projects that your regional colleagues have conducted or are conducting.
* The above contacts should be used by you to develop regional projects in cooperation with your colleagues in other states so that there is a coordinated effort among regional scientists and specialists to address the same problem that occurs across state lines.

**ADDENDUM G**

**MSPB TRAVEL POLICY FOR FUNDED PROJECTS**

The objective of the MSPB is to fund travel that will benefit the dissemination of valid results from funded projects.

* A detailed travel budget for each planned attendance at a meeting or event is not required. However, a statement of what the travel funds will be used for is required. This includes number of meetings and what kind (e.g., attend ASA meeting and present paper from project results, attend SWSS meeting and present paper from project work, etc.), travel to and from research project plots [A Principal Investigator (PI) will have to estimate miles for this to calculate a number to add in], etc.

For example, list professional and trade meetings, producer meetings and seminars, and similar activities that are planned for attendance (if known).

* A PI should use good and conservative estimates for travel funds request, and that request should mesh with what the project is about, which is presenting results at a venue that directly benefits Mississippi soybean producers or that furthers the professional development of the PI and/or a funded graduate research assistant (GRA). A request for travel funds that has little to do with the objective of the project should be submitted at the risk of jeopardizing funding for the project.
* It is expected that a PI and GRA each will not request travel funds for attendance at more than one national and one regional meeting
* Since MSPB projects are reimbursable agreements, each PI should ensure that they ask for what they think they will need for reasonable travel that is related to a specific project since this category is not subject to revision without detailed reasons for such a change.
* Since MSPB projects are subject to auditing, detailed receipts must be available to justify any travel expense that is billed to the project.
* A project proposal that contains a funding request for travel that will not directly benefit Mississippi soybean farmers will be rejected.
* For MSPB purposes and definition, allowable travel expenses related to all funded projects include all expenses related to a travel event (subject to project PI’s institutional limits), to include out-of-pocket and per diem expenses (meals and lodging) for site visits, travel to and from meetings and events, and registration fees required for meeting attendance and participation.