Northwest Potato Research Consortium
A Cooperative Effort of the Potato Commissions of ID, OR, and WA

Reporting Deadlines and Instructions for Projects Funded FY 2021-22

Important!   Please read this document before submitting reports!

Four kinds of written documents are <u>required</u> output for Consortium funding of research projects, as follows.

1. <u>Annual Progress Reports.</u> These are meant to be results reports from the project up to the date of the report. They are expected to be thorough and professionally written. **Deadline: February 13, 2022.** For the *required* format, see below.
2. <u>Quarterly Reports.</u> Although not technically quarterly, the Consortium expects a brief status report on each funded project on **July 1, and October 1** each year. For additional information, see below.
3. <u>Final Report.</u> After the completion of funding for your project, a report of results achieved during the life of the project is due by September 30. For some projects, all results are complete by the February 13 due date for annual reports, and in these cases the annual report can stand as the final report.
4. *Potato Progress* articles. This newsletter is a vehicle the Consortium uses to inform growers and allied industry in the Northwest about the research it is funding and the results it produces. *Potato Progress* is distributed via email to several hundred people, and is posted and archived in our website, https://www.nwpotatoresearch.com/. It is also an excellent means for researchers to draw attention to themselves, their teams, and their expertise. There should be at least one article per year associated with each funded project team. There are no set deadlines. Submit articles to Andy Jensen (ajensen@potatoes.com) at your convenience. See below for more information.

Reporting timelines can be complicated for projects that involve long-term storage. Please contact Andy Jensen for guidance when needed.

Annual reports due: February 13th
Final reports due: September 30th or earlier (often submitted Feb. 13th with annual reports)

<u>There is no maximum page limit on annual or final reports. This format is **REQUIRED.**</u>

<u>**Title:**</u>

<u>**Personnel:**</u>

<u>**Reporting Period:**</u>
The reporting period should be from project initiation to the present. Be sure to draw attention to results and progress achieved since the last annual report.

<u>**Summary of accomplishments & progress toward long-term goals:**</u>
Using one page or less, describe the main accomplishments of the project and their significance in terms of progress toward long-term goals of the research, the problem being solved, and impact on science or on the Northwest potato industry. This section should be written for a lay audience.

<u>**Activities or experiments conducted:**</u>
Describe in some detail (i.e., multiple paragraphs, using illustrations or photographs as appropriate) what has been done in the project to date, including experiments or observations made, data collected, and progress on data analysis.

<u>**Results and Discussion:**</u>
Example items to address include the following:
- Results from work conducted to date (include summaries of data, figures, illustrations, graphs, tables as appropriate)
- Conclusions drawn that would be useful to industry.
- Problems in the study that need to be corrected in future work.
- Figures and tables that help illustrate the results; in only rare cases should the results section of this report be merely text. Captions and labeling of figures and tables should be complete enough to allow each table or figure to stand alone.

<u>**Publications:**</u>
List the publications, technical reports, and articles in *Potato Progress* and trade magazines that have resulted from this project.

<u>**Presentations & Reports:**</u>
List all reports and presentations to the potato industry.

Quarterly Reports

The Consortium expects 'quarterly' reports regarding every research project it is funding. These reports should be **one page or less in length**, and indicate the progress of the project, problems encountered, etc. There is no prescribed format for the quarterly reports, however the following items should be covered:

- Project title and list of funded PIs.
- Has the project started? If not, what are the delays, and when do you expect to begin work?
- Progress made on the project's objectives and goals, stated briefly in one or a few sentences.
- Problems encountered to date and how they are being managed.
- If there is any reason to think you will not complete project objectives in the proposed time frame, explain the situation and how much time you might actually need.

These quarterly reports will be due to ajensen@potatoes.com by the first business day of July and October. These deadlines hold true even for new projects, since almost all projects are underway by July 1 even if funding has not been received. Quarterly reports **are not** meant to be thorough results-reporting vehicles, but rather project status reports.

Potato Progress

Potato Progress has been in continuous production since the year 2000. It is meant to deliver a wide range of content. This includes simple announcements of events, websites, services, and publications, to articles about scientists, their labs, and capabilities, to short summaries of research projects, to potato related pieces of general interest to industry, and even highly detailed research reports. See the Featured Articles section on the Consortium's website (https://www.nwpotatoresearch.com/) for the most recent issues, and see the Research Library for all issues of *Potato Progress* since Volume 1 Issue 1.

There is no required format for *Potato Progress* articles, except that a serif font is preferred (e.g. Times New Roman, Book Antiqua, Century Schoolbook). They should be professionally written and assembled, with tables and figures incorporated into the text as you would anticipate them being displayed in the final product. When laying out your articles, bear in mind that the first page of each issue has a header that occupies 3 inches. If you want or need help in article formatting or editing, feel free to interact with Andy Jensen, Consortium Manager. All articles should be emailed to Andy at ajensen@potatoes.com.