MARYLAND SOYBEAN BOARD

Research Guidelines
And
Funding Policy

Updated September 10, 2026

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Timeline

September	Request for proposals shared
October 15	Pre-proposal submission deadline (new projects, continuing projects do not need to submit pre-proposals)
November	Letter to researchers to submit full proposals
December 15	Full proposal submission deadline (all projects)
February	Presentation of reports/proposals to Maryland Soybean Board Research Committee
March	Announcement of funding provided. Research agreements shared for signature upon receipt of required information

Pre-Proposals

The Maryland Soybean Board during mid-September sends out Request for Pre-Proposals. **Applicants MUST use the Maryland Soybean Board's project management platform, projects.mdsoy.com, to submit research ideas. Email or any other method of submission will not be accepted.** Researchers can request access to the platform by contacting the Maryland Soybean Board's Executive Director.

Researchers are required to keep the description of their research idea to 2-3 sentences. This allows the Research Committee to review the research concepts and determine whether those concepts are areas that they could consider funding and eliminates the time for the researcher in preparing a full proposal.

Please note that just because the Committee requests a full proposal does not guarantee that the project will be funded.

Researchers that are requesting funding for the continuation of an existing project are not required to submit a pre-proposal.

Pre-proposals are due by October 15 of each year.

Priority List

A listing of research priorities identified by the Maryland Soybean Board is available on our website. However, those submitting requests are not limited to this list and are encouraged to submit proposals which will have the greatest impact on soybean farming in Maryland.

Grant Application

Upon a decision by the Research Committee to request a full proposal, researchers will be notified through the project management platform. **Researchers must then complete the grant application attachment found in the portal and upload it to the project proposal. The Maryland Soybean Board requests that this form be used in submitting full proposals so that all proposals are uniform. Submissions by email or any other method will not be accepted.**

Full proposals are due by December 15 of each year.

Proposals will be more effective if written in clear, crisp language that gives a complete description of what research is to be done. The number of pages is not restricted, but investigators should keep in mind that there is a limit to what most people will read.

GRANT APPLICATION TITLE PAGE:

1. Name and address of organization (legal name) to which award should be made
2. Title of proposal
3. List of principal investigators
4. Business address of principal investigator
5. Phone number where Principal Investigator can be reached and email address
6. Proposed project dates – **The Maryland Soybean Board funds projects for one year at a time.** If the proposal continues an existing multi-year project, please indicate the project's overall duration and current year (e.g., year two of a three-year project).
7. Measurable objectives of the proposed research – Objectives should be clearly focused and specific rather than overly broad. They should also be achievable within the proposed project timeline.
8. Signatures of the investigators and authorized representatives are required on the Title Page. When time is an issue, proposals can be submitted without authorized signatures, BUT signed copies must follow before agreements are issued.

TEXT WRITTEN BY THE INVESTIGATORS:

1. A clear, concise justification for the work showing the importance of the proposal to soybean profitability.
2. A brief review showing how the study complements previous research in the area or showing that no previous research has been done in an area. Reference key research publications.
3. A detailed research approach with procedures to be used to accomplish the objectives.
4. Brief (1 page) information about the qualifications of the people who will perform the work and what each is responsible for relative to the objectives and the approach.

PROPOSAL BUDGET PAGE:

A line-item budget is required. Please see the **Funding Restrictions** section for details of the Board's funding policy. Attach supporting data for all items exceeding $15,000. Additional budget detail is

always helpful if the line item does not exceed $15,000. Authorized signatures on the budget page are required by the Principal Investigator and the Authorized Representative.

CURRENT AND PENDING SUPPORT:

This is self-explanatory. The information helps the Board determine the level of commitment to the research area and gives evidence of the size of the researcher's research programs.

Funding Restrictions

The following expenses are not eligible for funding through the Maryland Soybean Board:

- University overhead/indirect costs.
- Salaries for university principal investigators. At the Board's discretion, exceptions may be considered for investigators without 12-month appointments when project activities must be completed outside their appointment period.
- Tuition expenses for graduate or pre-baccalaureate students.
- Depreciable equipment, defined as tangible property valued at $2,500 or more with a useful life exceeding one year. Exceptions may be considered when the equipment is essential to the successful completion of the project.
- Open-access publication costs.
- Influence of legislation, government action, or policy.
- Personal expenses that are not directly related to or necessary for carrying out the proposed project activities.

The Board will pay up to 30% of the fringe benefits. The amount charged under Fringe Benefits must be in direct proportion to the amount of time spent on soy research.

Mileage will be reimbursed at the IRS standard mileage rate in effect at the time of travel.

Publication costs must be spent within the timeframe of the agreement for the specified project.

Please note that the Board can fund multi-year projects. However, multi-year projects will be reviewed every year for further funding. The current Board cannot obligate a future Board for any projects and/or amounts.

Grant Awards

NOTIFICATION OF AWARDS – Following approval of funding recommendations from the Research Committee by the full Board researchers will be notified through the project management platform.

GRANT AWARD AGREEMENT AND PAYMENT – Upon notification of funding, the researcher must enter all required information into the project management platform before the Research Agreement can be issued for electronic signature. Payments will be distributed according to the following schedule:

- 50% upon receipt of a fully executed Research Agreement;
- 30% upon receipt of the progress/interim report, due August 1 each year; and
- 20% upon receipt of the final report, due within 30 days after the project end date.

Payments will not be issued until all applicable agreement, and reporting requirements have been fulfilled.

Reporting Requirements

REPORTING – A Progress Report is due on August 1. This report should be a one – two paragraph report detailing when the project was started, what the status of the project is at this time and any obstacles that the researcher has encountered in the first months of the research project. A final report is due within 30 days after the project end date. The final report shall describe in detail the research results and conclusions, accounting for all expenditures, and disclosing any discoveries. **The final report must include a lay interpretation of the results, no longer than 500 words, suitable for public release.**

All reports must be submitted through the project management platform.

ADJUSTMENT DURING THE YEAR IN BUDGET LINE ITEMS – Researchers can request to relocated funding amounts within their approved budgets by submitting a letter detailing what line items they wish to change. The same can be done if a researcher needs an extension on the project dates. Following approval from the Committee, an Amendment to the Funding Agreement will be sent for electronic signature.

Attribution

All publications and presentations resulting from projects funded by the Maryland Soybean Board must acknowledge the Board as a project sponsor. This acknowledgment may include the Board's name, logo, website, or other appropriate recognition. Logo files may be requested from the Maryland Soybean Board's Executive Director.