

## Port Orford Field Station Development Fund Application

**Purpose:** The Port Orford Field Station Development Fund provides practical support for students, researchers, and educators working in support of the station's mission by providing funding to cover facility user fees, equipment and boat time costs, and student stipends. The POFS Development Fund is intended to support field work being carried out and supported by the station.

**Funding and Eligibility:** Funding requests are typically modest in size (not to exceed \$1000 per request). Applicants are eligible to receive only one grant per year. Proposals may be submitted by students and faculty of any public or private institution of higher education in Oregon for work being carried out and supported by the station.

**Review Process:** Proposals will be reviewed by the Advisory Board each quarter, with recommendations to the Station Manager (see calendar below). Upon award, funds will be made available through the OSU Agricultural Research Foundation.

**Review Criteria:** All funding requests must support research and education that is based out of the Port Orford Field Station. This can include research activities that are conducted in the Port Orford area, but based at the Field Station. Funding requests can include materials, supplies, lodging, and travel. Salary, benefits, and tuition payments are not supported.

Preference is given to funding requests that support undergraduate or graduate student involvement, community engagement, and to first time applicants.

**Proposal Guidelines:** Proposals should be brief: 1-2 pages in length (12-point type, single spaced) and include the following information:

- 1. Title/contact information**

Provide a descriptive title, followed by name of Principal Investigator (PI), institutional affiliation, and contact information (include your e-mail address).

- 2. What problem or opportunity is to be addressed?**

A clear and concise statement establishing the significance, relevance, timeliness, generalizability, and benefits of the project.

- 3. Objectives**

Briefly describe your specific objectives, and how you plan to measure their successful completion.

- 4. Approach**

Briefly describe how you will approach this problem or opportunity. Concisely present information on the general methodology to be used.

- 5. Community involvement**

How will affected individuals, community members, or stakeholders be involved in developing the proposal and carrying out the project?

- 6. Outcomes**

Describe potential outcomes or impacts that might be seen and measured. Will the anticipated benefits of the project have practical applications?

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### 7. Communication of Findings

How will you communicate or demonstrate project findings to those affected by or benefiting from this work?

### 8. Personnel

Who will be involved in the project? List names, institutional affiliations, roles and qualifications, including students, and any formal project partners.

### 9. Budget

Indicate the amount being requested, with a brief budget justification describing how the requested funds will be used. What other funds will be used to complete the project? Why are the requested funds needed to complete the project?

Submit your proposal to the Port Orford Field Station by email to the Station Manager at the email address below. Proposals may be submitted at any time, and will be reviewed and awards made quarterly.

<b>Proposals received by:</b>	<b>Reviewed by:</b>	<b>Awarded by:</b>
February 28	March 31	April 15
May 31	June 30	July 15
August 31	September 30	October 15
November 30	December 31	January 15

If you have any questions, please contact the Station Manager:  
[portorfordstation@oregonstate.edu](mailto:portorfordstation@oregonstate.edu), (541) 366.2500