

Research Proposal Guidelines

**Product Development &
Implementation
January 30, 2012**



Cotton
Incorporated

General Requirements

- Name and Address of Cooperator
- Project Title
- Objective of Research
- Significance of Research
- Prior and Current Research
- Plan of Work
- Qualifications of Research Cooperator
- Starting Date and Duration
- Cooperative Support
- Budget
- Endorsement

Explanation of Terms

- **Name and Address of Cooperator**
 - Legal or corporate designation of the cooperator
 - Name of the principal investigator and department
 - Responsible duly authorized officer for liaison (contract signing) with Cotton Incorporated
 - Officials other than the principal investigator for financial matters
- **Project Title**
 - A brief descriptive title of the project
 - When desirable, a longer, more definitive title may also be given
- **Objective of Research**
 - Should be clearly and specifically outlined
- **Significance of Research**
 - How the research *would be expected to benefit the cotton industry*
- **Prior and Current Research**
 - Prior and current research related to the problem should be reviewed and major references should be cited.

Explanation of Terms (cont'd)

- **Plan of Work**
 - Should contain sufficient detail to permit some advance evaluation of the technical procedures
 - Should allow for some assessment of the feasibility of the projected work
 - It is recognized, however, than in many cases the course of a research undertaking cannot be fully determined in advance
- **Qualifications of Research Cooperator**
 - Include special qualifications of the cooperator conducting the research
 - List the names, titles, and experience of personnel
 - Mention background of the cooperator in work related to the project
 - Describe major facilities and equipment available for the research.
- **Starting Date and Duration**
 - Some flexibility in starting dates may be necessary in order to allow time for review and follow-up action on proposals
 - Projects are funded for one calendar year (with optional yearly renewals)
- **Cooperative Support**
 - Include names and addresses of co-sponsors, if any

Explanation of Terms (cont'd)

- **Budget**

- Cotton Incorporated is a not-for-profit company research funds primarily are derived from the U.S. cotton producers and operates under legislation that is administered by the Cotton Board and USDA
- An estimated total budget is required on an annual basis (as the research needs dictate)
- Breakdown of the budget estimate should include
 1. Salary costs of all professional and sub-professional personnel who will be associated with the research
 2. Fringe benefits
 3. Overhead costs, if applicable, not to exceed 15%
 4. Materials/supplies
 5. Costs of equipment
 6. Travel
 7. Other costs as specified
- Contributions in funds and in equivalent services of the sponsor, co-sponsor(s) and the research cooperator should be clearly indicated
- Items of equipment and unused supplies (costing over \$2,500 per item with a useful life of at least one year) and facilities purchased with funds contributed by Cotton Incorporated shall remain the sole property of Cotton Incorporated

Project Suggestions

- Women's Wear projects have highest priority for this year
- Projects that have potential to increase market share for cotton will also be considered
- Innovative or “breakthrough” technologies will be considered
 - However, these projects must have potential to lead to implementation

Contact Information

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