



# RESEARCH AND SERVICE GRANTS PROPOSAL GUIDELINES

Thank you for submitting your funding proposal. The following information and guidelines will help you with your submission, and will help Brewers Association (“BA”) staff and Technical Committee (“TC”) members with their evaluation.

## **BUDGET YEAR:**

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The BA budget year runs from January 1 thru December 31

## **DURATION OF FUNDING:**

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Funding commitments are one year in duration. Continuing funding for projects requiring more than one year to complete will be evaluated on a yearly basis.

## **FUNDING POLICIES:**

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Please read the [BA policies](#) that apply to any and all funding of BA research grants and other projects.

## **FUNDING PROCESS**

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- May 31: Proposal deadline for funding in following year
- June 30: Deadline for current year project status reports for multi-year requests
- June - August: Proposals evaluated, applicants notified as to status (not likely to fund, possibly funded)
- November – December: Proposals budgeted, budget approved, project expenditures approved
- Late December/ Early January: Applicants notified (funding committed, funding not committed)

## **SUBMISSION PROCESS:**

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**Proposals are collected online. The following information will be necessary to complete your grant proposal submission:**

- Submission Group (you will choose from drop down menu)
- Name of person submitting proposal
- Title of person submitting proposal
- Company of affiliation of person submitting proposal
- E-mail address of person submitting proposal
- Phone number of person submitting proposal
- Project title
- 2018 funding request amount (\$)
- 2018 funding request minimum amount (\$)
- Brief description of project
- Project length in years
- Estimated amount of future funding (\$)
- Does this project continue work previously funded by BA?
- Desired timing and amount(s) of funding disbursement(s) (\$)
- Executive summary
- Objectives for upcoming year
- Procedures or methods for meeting objectives
- Deliverables, outcomes and impacts
- Salary / salaries (\$)

- Overhead, indirect or F&A charges (\$)
- Travel total (\$)
- Supplies total (\$)
- Other total (\$)
- Will BA funding be matched, or utilized to leverage funding from other sources? If yes, briefly explain.
- Personnel participating in this project and their qualifications and affiliations.
- Any additional information you would like to provide with this proposal.

Thank you for your proposal.

**Please direct questions or comments to:**

**Chuck Skyeck**

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