



Procedures for WFLO Research Proposals

Initiation of Research Proposals

Individual WFLO members, member committees, staff, Scientific Advisory Council members, and outside sources are encouraged to submit ideas for new research in areas of specific need and/or interest to the public refrigerated warehousing industry. Funding limitations of WFLO should also be considered.

Proposals initiated by researchers should first go to WFLO staff, who will ensure that they are in the correct format (see outline below) and route them to the appropriate groups. Ideas initiated within the industry should first go to the WFLO Research and Commodities Committee. Once the committee approves a concept, WFLO staff will seek out researchers to develop a proposal.

Proposals should be submitted to WFLO by the end of June to be presented to the Research and Commodities Committee at their meeting, usually the last Monday in July.

Formal Proposal

Researchers must prepare a formal proposal for consideration by the Research and Commodities Committee, the Scientific Advisory Council, and the WFLO Board of Governors. The proposal may be edited between steps in response to comments from the various groups. Following is the outline for the formal proposal:

- A. Descriptive title of project
- B. Short title for easy reference
- C. Person and/or organizations to conduct research
- D. Justification

Summary of industry problem to be solved and/or advantage to be gained by recommended research. This section is most important to the WFLO Board of Governors in their consideration of funding. It may be rather brief but should be comprehensive.

- E. Purpose and scope

Brief description of proposed research project—purpose, materials and methods, etc.

- F. Time required for project

Conservative estimates of overall time required, report deadlines, and incremental time goals. It has been the experience of WFLO that investigators have underestimated the time necessary for initiation and successful completion of projects. Please carefully consider the project timeline and any administrative work necessary to get the project underway. Once the research is completed, it is expected that the final report will be completed within three months.

G. Cost of project

Please itemize the expected costs. WFLO does not pay overhead costs. Generally, WFLO will provide 50% of the project funds upon approval, 25% upon research completion, and 25% after accepting the final report.

H. Other organizations likely to offer support funding

I. Routing

Here WFLO staff will add a history of committees and individuals who have reviewed the proposal.

Supplementary documents and information may be added. The proposal should be comprehensive and need not be limited to the outline provided.

WFLO Research and Commodities Committee

Each research proposal must first be approved by the WFLO Research and Commodities Committee, which meets annually at the IARW-WFLO Assembly of Committees and Issues Forum in July. When the subject of research falls under the scope of another IARW-WFLO committee, that committee should also approve the proposal. Where time is an issue, proposals may be e-mailed to committee members for review. When the committee approves an idea for development, the resulting proposal must also be circulated and approved. Each proposal should be thoroughly discussed and approved by the entire committee.

WFLO Scientific Advisory Council

After approval by the Research and Commodities Committee and any revision due to committee recommendations, the proposal will be circulated to members of the WFLO Scientific Advisory Council. SAC members should critique the project from a professional food science perspective and submit comments to the WFLO staff.

WFLO Board of Governors

The final step in the approval process is review and funding by the WFLO Board of Governors, which meets each spring and fall. The Board reviews the entire proposal, along with SAC member comments and a summary of discussion on the subject by the Research and Commodities Committee and any other pertinent committee. The Board relies heavily on committee and SAC recommendations and weighs the proposed project against other demands for WFLO funds.

Reporting

After final approval and funding, researchers should keep in close contact with WFLO and Scientific Advisor. Progress reports should be submitted for the spring and fall meetings of the Board of Governors and the July Assembly of Committees. When the project is complete, researchers should submit in electronic and paper copies a final report (with graphs if appropriate) and a one- or two-page executive summary that is fully understandable to the layman. WFLO generally publishes and distributes to members a *Research Summary* of completed projects. Researchers may also submit reports to journals, etc.

Flow Chart

