Kansas Soybean Commission
FY28 Request for Proposals (RFP)
Instructions

The following instructions are provided to aid in the preparation of project proposals. Failure to follow these instructions may remove your proposal from further consideration.

1. Estimated Period of Performance

The agreement for this proposed project will begin on July 1, 2027, and end on June 30, 2028, with one semi-annual report required on January 15, 2028, and, unless otherwise stipulated, a final report due no later than August 15, 2028.

2. Technical Questions

All questions pertaining to this solicitation shall be directed to:

Adam O'Trimble
Director of Operations and Accounting
Phone: (785) 271-1040
otrimble@kansassoybeans.org

Kraig Roozeboom
Research Consultant
Phone: (785) 530-9523
roozeboom@kansassoybeans.org

3. Submission of Proposals

The deadline for submitting proposals to the Kansas Soybean Commission office is close of business on Monday, October 5, 2026. Please submit all proposals in electronic form to *otrimble@kansassoybeans.org* and *roozeboom@kansassoybeans.org* or on a flash drive to:

Adam O'Trimble
Director of Operations
Kansas Soybean Commission
1000 SW Red Oaks Place
Topeka, KS 66615-1207

4. Proposal Format

Proposals should be no longer than 5 pages plus the cover page and budget page. Proposals should be written in lay language, and they should contain the following information:

a. Cover page: Follow the format for the cover page.

b. Title: The major thrust of the project. Highly technical words or phraseology should be avoided; do not use scientific jargon; use common names for all organisms. No more than 15 words for the title.

c. Principal investigator(s), department, telephone number, and e-mail address.

d. Objectives: A clear and complete one-sentence statement for each specific numbered objective of the project arranged in logical sequence.

e. Procedure: a description of the investigations and/or experiments proposed; techniques to be used in carrying out the proposed project; methods by which experimental data will be analyzed or interpreted; procedure of applying results or accomplishing technology transfer.

f. Justification: Importance of the issue to the benefit of Kansas soybean farmers.

g. Objective: In addition to explaining the proposal's objective, if possible, indicate the specific Kansas Soybean Commission priority being addressed by number and letter.

h. Project location(s): Location(s) for field research and test laboratories.

i. Duration of the project (number of years): If this is a multi-year project, which year does this proposal represent? Projects will be approved for only one year at a time.

j. Budget: Itemize the budget splitting out labor, travel, and other costs. The Kansas Soybean Commission does not normally fund equipment purchases, institutional overhead, nor principal investigator, faculty collaborator, or other State of Kansas-funded staff salary. Commodity research dollars are intended to support the direct costs of research and should not be used to replace or supplement salary obligations already covered by the State of Kansas. Universities may pay (under)graduate

assistants to assist with the work, but the Kansas Soybean Commission will not pay a student's tuition. If your project contains travel opportunities for Kansas Soybean Commissioners or staff, do not include those costs in your budget because the Kansas Soybean Commission will pay those directly.

k. Facilities and equipment: Are they adequate to complete the project? Describe.

l. Cooperators: List all private and public cooperators and their role in and relationship to the proposal. Proposed research may complement and extend but must not duplicate already funded research. Where applicable, provide a concise listing of related research and funding sources for the PI and collaborators, and a brief description of how this check-off funded research will be used to attract or complement additional funding support (public and private: e.g. USB, QSSB, USDA, company) to extend knowledge or expand research breadth and depth, especially in cases where basic research funding is requested.

m. Related information: A summary of the most significant work related to the project should be described. Provide a brief review of how the proposed project will supplement or extend previous work. For continuing projects, including a summary of accomplishments to date is necessary.

n. Expected outcome: Provide a brief description of the expected short- and long-term outcomes and benefits of the proposed research or education program. The expected outcomes may be the generation of new information as reflected in tangible products such as new varieties, development and/or acceptance of new methodologies, research and Extension publications, patents, software, and others. Where feasible, identify the measurable economic, social, and environmental benefits expected to result from the project. Examples of such benefits include cost savings, enhanced economic and employment impacts, improved health and nutrition, human or community development, more efficient natural resource utilization, and minimizing the impact of agriculture on the environment. Identify, where appropriate, the potential recipients of the benefits such as producers, consumers, taxpayers, and communities. Describe how the results of the research will be communicated to potential users. If outcomes are not expected during the life of the project, please develop a schedule.

5. Project proposals will be reviewed by the Commission and/or independent panels using the following criteria:
    a. Significance of the proposed project to the priorities of the Kansas Soybean Commission.

    b. Likelihood the project will improve the profitability of soybean farmers and meet the expected outcomes of the project.

    c. Relationship of proposed research to ongoing and past research and whether it is complementary or unique to ongoing and past research.

    d. Interdisciplinary expertise/talents.

    e. Facilities and equipment available.

    f. Private and public entity cooperation including multi-state interaction and cooperation.

    g. Procedures are sound and likely to achieve proposed project objectives.

    h. Clear plan for applying project results or accomplishing technology transfer.

    i. Duration of project.

6. Funds not used shall be returned to the Kansas Soybean Commission

(Cover Page Format)

Title: *(No more than 15 words for title)*

Proposal to: Kansas Soybean Commission

From:

Requested Funding Period:

Amount Requested:

Project category:

- ☐ *Breeding/Production/New Technology/Environmental Programs*
- ☐ *Livestock, aquaculture, and pet nutrition.*
- ☐ *Human Nutrition/Food Safety Studies*
- ☐ *Value-Added Projects*
- ☐ *Marketing Extension Program and Transportation*

Why does this project matter? (100-word limit)

Project Status: ___New Project or ___Continuing Project
(_____year of _____total years)

Principal Investigator(s)
And Unit(s):
(Do not include collaborators.)

Approved Signatures:

Principal Investigator(s)

Unit Head(s)