DAVIS: COLLEGE OF AGRICULTURE
AGRICULTURAL EXPERIMENT STATION
OFFICE OF THE DEAN AND
ASSOCIATE DIRECTOR

October 13, 1965

TO: Department Chairmen--Agricultural Experiment Station

RE: Annual Progress Reports of Experiment Station Research
DUE: December 13, 1965

We have Director Kelly's request for annual progress reports for the period January 1, 1965, through December 31, 1965. Form C will be used again for reporting research results. Form C consists of two pages and one continuation page, if necessary. This report is the complete annual report for the Director and the Cooperative State Research Service for both federal and non-federal projects.

CSRS has emphasized three points relative to reports:

1) The need for complete and up-to-date information that clearly presents the accomplishments on the project during the past year.

2) The statement under Work Planned for Next Year should clearly indicate what the project leader plans to do.

3) Under the item on Publications, include only research manuscripts which have been published or accepted for publication.

We call your special attention to the following items:

1) Item 2, PERSONNEL, must include all individuals who have federal funds assigned to their salaries. If, through error or change, federal funds are assigned to personnel not actually engaged in research on the project, a request for reassignment of federal funds should be forwarded to this office.

2) Item 4, SOURCE OF FUNDS, must include all extramural funds used to support the project. You will recall at the time a grant proposal is submitted, you indicate under which Experiment Station Project the research results will be reported. Director Kelly's office plans to check if what you reported on the original grant proposal agrees with what is stated on the corresponding project annual report.

3) Item 5, PRINCIPAL RESULTS OF RESEARCH. If more space is needed than what is provided on page one, please use the continuation page, rather than the top half of page two. Page two, the signature page, should be the last page of the report.

4) All projects which have been inactive during the year should have summary reports, Form C, stating this fact.