

**Post Award and Report Guidelines**  
**Arkansas Soybean Promotion Board**  
**April 1 to March 31 (Annual Award Period)**

Information and forms can be found at:

<https://aesbusinessoffice.uada.edu/commodity-board-grants/soybean/>

**Post Award**

1. PIs will be notified via email of proposal funding status following the annual board meeting usually held in February/March.
2. If the award amount differs from the proposed funding, a new budget/land use form must be re-submitted. Budget changes should reflect the required changes in project scope as affected by funding amount and be reflected by proper adjustment in the appropriate budget categories. If objectives must be reduced, a new proposal showing the adjusted scope of work must also be submitted.
3. An amended budget also requires a new signed proposal routing form. Station director(s), PIs and department head(s) will need to approve and sign the new proposal routing form. Obtain signatures using E-Signature software of your choice. Worktag numbers will not be issued until all required documents have been received.
4. If the proposed amount matches the award amount, no new paperwork is needed to set up your award worktags.
5. In order to complete the award process, please supply the documents listed above to Genean Butler [gbutler@uada.edu](mailto:gbutler@uada.edu) before April 1 or the date indicated in your funding letter.
6. Funds left unspent as of March 31 will not be carried over in your project account. Year-to-year carryover of unspent funds is no longer allowed and a new cost center number will be issued for each year of funding.
7. Spending must be within 10% of the amounts in the budgeted categories of 1) salaries, wages, and fringes, 2) travel, and 3) other direct costs (e.g., supplies, publication, etc ...). Spending that exceeds the 10% allowance will require changes to your budget and a written justification submitted to the AES and CES Associate Directors.

**Reports: Summer Report due July 10; Fall Report due October 10; Winter Report due January 20; Final Report for Completed Studies due May 15; Soybean Research Studies Report due March 1.**

The report due dates are listed above and posted to the commodity board proposal website. We will send one email reminder notice of each approaching report deadline. Failure to submit reports for inclusion in the bound document provided to the board may result in loss of funding support.