

# The Research Foundation of the American Rhododendron Society Guidelines for Grant Reporting

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## Overview

The signed Memorandum of Agreement (MOA) from The Research Foundation of the American Rhododendron Society (hereafter, The Foundation) lays out required reports. This document is meant as a supplement to the signed MOA, and in the event of inconsistencies between this document and a signed MOA, the signed MOA takes precedence.

Grantee are required to submit annual [Progress Reports](#) and a [Final Report](#). These required reports should be sent in the form of a *word document* to the Chair of the Research Committee of the American Rhododendron Society (hereafter, the Chair, Dr. Juliana S. Medeiros, [jmedeiros@holdenfg.org](mailto:jmedeiros@holdenfg.org), 9500 Sperry Rd. Kirtland Ohio 44094, 440-602-3819). The Chair will distribute reports to the appropriate parties within American Rhododendron Society (ARS) and to The Foundation. Questions about reporting can also be directed to the Chair.

In addition to these required reports, Grantee are also strongly encouraged, but not required, to submit scholarly publications on work funded by The Foundation to indexed, peer reviewed scientific journals.

Details about the contents and format of these required reports, along with guidelines on [Scholarly publications](#) on work funded by The Foundation and the consequences of [Failure to Report](#), are given below.

## Progress Reports

The Grantee shall submit brief progress reports (<2000 words) by March 1 of each year, for as long as the project continues. If the project is expected to continue past the end date stated in the MOA, then grantees should contact the Chair as soon as possible to discuss options for extension. Progress reports should describe the following:

- Purchases and logistical accomplishments
- Preliminary findings
- Problems or challenges in completing the work as stated, along with revised plans
- Format as you wish, prioritize readability, and avoid using acronyms. Please name your document using the following convention: Progress report\_Lead investigator last name\_Grant #\_year, for example: Progress report\_Medeiros\_143\_2020. Note that the grant number is assigned by the Chair and can be found in your signed MOA.

## Final Report

A final report consisting of 1) [accounting of funds and products](#), 2) a [technical report](#) of the findings, and 3) [a layman's article](#) deemed acceptable for publication in the Journal of the American Rhododendron Society (JARS) is required to obtain the final 20% funds distribution.

### Timing of Final Report versus scientific publication

The Foundation recognizes the need for researchers to publish in indexed, peer-reviewed scientific journals. Due to the long timeframe of scientific publication, the Final Report to The Foundation can be submitted either before or after publication of the work in a scientific journal. Generally, the Final Report is submitted prior to publication in a scientific journal, and in this case the layman's article should be careful to avoid overly specific descriptions of the data, describing the findings qualitatively rather than quantitatively, in order for researchers to maintain full rights to publish the data in an indexed journal. If the Final Report is submitted after publication of the work in a scientific journal, then the Grantee will work with the Editor of JARS and the journal to ensure appropriate content rights and citations.

### Accounting of funds and products

The Grantee shall submit a final accounting of how the funds provided by The Foundation were used, the products produced (e.g. published articles, databases, tissue collections), and information on how to access those products (e.g. a link to a paper, contact information for collections). If the primary product is a scientific publication still in progress at the time of the Final Report, this accounting should provide a tentative title, author list, intended journal and expected date of article submission. Please name your document using the following convention: Final accounting\_Lead investigator last name\_Grant #\_year, for example: Final accounting\_Medeiros\_143\_2020.

## Technical Report

The Grantee shall submit a Technical Report detailing what was accomplished and the results of the study. Note that Technical Reports are kept in confidence only as a matter of record to inform future funding decisions and the layman's article, and The Foundation agrees to obtain Grantee approval before sharing details contained in a Technical Report outside the context of grant administration. The Technical report should be written for a scientific audience and include the following:

- Brief restatement of the original premise of the project and expected benefit to American Rhododendron Society. (1-2 paragraphs).
- Brief restatement of the experimental design, measurements that were made and statistical approaches used, including a statement on any changes to the methods, methods challenges or problems, and how these problems were resolved. (1-3 paragraphs).
- Results section that addresses each of the original objectives/hypotheses stated in the submitted grant, including separate sections detailing the outcomes for each item. Outcomes should include relevant figures, data tables and statistical results. (there is no length limit for this section)
- Brief discussion that addresses
  - The relevance of major findings on: 1) the specific scientific subject area, 2) plant science in general, 3) Rhododendron research, 4) American Rhododendron Society membership. (2-4 paragraphs).
  - Unresolved questions and future work suggested by this study (1-2 paragraphs).
- Format as you wish, prioritize readability, and avoid using acronyms. Please name your document using the following convention: Technical report\_Lead investigator last name\_Grant #\_year, for example: Technical report\_Medeiros\_143\_2020.

## Layman's article for JARS

The Grantee shall submit a layman's article for publication in JARS as part of the final report. The Chair will work collaboratively with the Grantee to ensure that the scientific findings presented in their Technical Report have been translated into an appropriate Layman's article, following the "JARS Style Guide" shown below. Given acceptable style, the article is then reviewed by the Editor of JARS, who will determine any further style and content revisions. Final approval of the article by the Editor for publication in JARS is necessary to fulfill this requirement. Should Grantee decline to make sufficient style or content revisions, the Editor of JARS reserves the right to reject the report, potentially impacting the final payout of the grant funds. Please name your document using the following convention: Laymans article\_Lead investigator last name\_Grant #\_year, for example: Laymans article\_Medeiros\_143\_2020.

### *JARS Style Guide*

- Craft a short, informative report (<4000 words) highlighting the problem that was addressed, the major findings, how the general public might use or benefit from the study results, along with the next steps suggested by this work.
- Use language accessible to a general, high school educated, public audience: avoid technical jargon, mathematical formulas, and acronyms.
- Follow a standard scientific format of introduction, methods, results, discussion. Methods should be brief, focusing on experimental design, rather than describing technical protocols.
- Simplify results to address fewer ideas with more detailed, textbook, explanation of each result. It is not necessary to cover all the findings of the research in the JARS report, but rather highlight interesting findings that apply to lives of everyday people. Note that family members make great reviewers for this report, if Aunt Mable can understand your layman's report then you have hit the right level of technical difficulty.
- Submit your report in .docx or .doc format.
- Include photos wherever possible and avoid the use of highly technical data representations (e.g. no grouped bar charts, error bars, nested tables). Graphical depictions and data tables may be acceptable if simplified and intuitive. All images/figures should be high resolution (800 dpi for half-page images (20 x 20 cm), 600 dpi for smaller images). Include images in the word document, and as separate files.
- Cite literature references where appropriate:
  - Cite any published scientific articles that provide technical results of the work
  - Cite literature in line using standard scientific format
    - (Sleumer 1966)
  - Include an alphabetical reference list
    - Sleumer, H. 1966. Rhododendron. Flora Malesiana 6: 474-667.

### Scholarly publications

In addition to the required reports described above, The Foundation strongly encourages publication of funded work in indexed, peer reviewed scientific journals.

- All published works should acknowledge "Funding by The Research Foundation of the American Rhododendron Society".
- A copy of published articles arising from the funded research should be sent to the Chair upon publication, with reference to the original grant title. Published journal articles may be shared by The Foundation as allowed by publisher sharing policies.

## Failure to report

Reminders will not be sent for reporting; it is the responsibility of the Grantee to submit required reports in a timely manner. Failure to submit Progress Reports for two consecutive years, or failure to provide an acceptable Final Report or request an Extension within three years of the stated end date are both considered sufficient grounds for action by The Foundation, up to and including: withholding of the final 20% disbursement, request for refund of the full award amount, and/or dismissal without review of future proposals submitted to The Foundation that include the Grantee or lead investigator(s) in any capacity (i.e. as lead or collaborator).