



*and*



Research  
Funding  
Guidelines  
and Policy

**2023**

## **Message from the Board of Directors**

We are once again pleased to be able to entertain research proposals. The funds generated from the soybean checkoff program allow the Board to solicit and fund worthy research projects on an annual basis.

The Soybean Board is entrusted with funds from soybean farmers to further the use and consumption of soybeans. With that in mind, the Board wants to ensure the research projects funded are ones of value and necessity. In light of that, the Board is requiring researchers to include letters of support from other commodity groups, partnering universities, etc. when applicable to the proposal.

The Soybean Board's mission statement is "*As trusted soybean farmers we provide stewardship of the soybean checkoff funds*". The mission statement summarizes the focus of the Board. All actions of the Board are intended to promote the commodity: soybeans, and use & advancement of soybeans. The Board will measure all research proposals as well as all funding requests against their strategic objectives and the criteria of education/messaging; future focus; partnering & collaboration and stewardship.

We look forward to reviewing your proposals.

Pennsylvania Soybean Board  
Eastern Region Soybean Board  
Northwood Office Center  
2215 Forest Hills Drive, Suite 40  
Harrisburg, PA 17112-1099  
Tele: 717-651-5922  
Fax: 717-651-5926  
[www.pasoybean.org](http://www.pasoybean.org)  
[www.ersoybean.org](http://www.ersoybean.org)  
[jrharry@pennag.com](mailto:jrharry@pennag.com)

Office Hours: Monday-Friday, 8:00 a.m. to 4 p.m.

**Pennsylvania Soybean Board**  
**Eastern Region Soybean Board**  
**FY 2021-FY 2022 Board of Directors**

John Harrell (Lebanon County) – Chairman  
Nick Kercheval – ERSB Chairman – (Jefferson County, West Virginia)  
Emily Landis (Centre County) – Vice Chair  
Dusty Kieffer (Northumberland County) – Treasurer  
Justin Jones (Bradford County) - Secretary  
Dylan Beam (Chester County)  
Andy Fabin (Indiana County)  
Steve Hykes (Franklin County) – ex-officio  
Justin Knoebel (Columbia County)  
Rick Telesz (Lawrence County)  
Robert Reed (Montour County)

**Independent Contract Staff:**

Jennifer Reed-Harry, Executive Director  
Holly Fritz Slegowski, Communications and Publications  
Christine Tartaglione, Accounting

## **Soybean Board Overview**

*The Pennsylvania Soybean Board and The Eastern Region Soybean Board administers the national soybean checkoff program, approved by Congress in 1990. Under its terms, farmers “check off” 50 cents for every \$100 at the first point of sale of their beans. Half goes to the state, with the remainder to the United Soybean Board. The money is used to fund or support soybean research, market development and education.*

*The Pennsylvania Soybean Board and The Eastern Region Soybean Board use these funds to promote the growth and development of the soybean industry.*

## **Soybean Board Mission Statement**

As trusted soybean farmers we provide stewardship of the (PA & Eastern Region) soybean checkoff dollars.

<b>Strategic Objectives: Goals to accomplish as the Soybean Checkoff</b>	
<b>1.</b>	Preserve and advance animal agriculture
<b>2.</b>	Promote soy-based products and energy alternatives
<b>3.</b>	Identify and promote sustainable practices that provide ROI
<b>4.</b>	Drive new innovations to increase the value of soy
<b>5.</b>	Increase the understanding of soy



## Pennsylvania Soybean Board Mission Statement

*Adopted February 5, 2020*

The Pennsylvania Soybean Board invests soybean checkoff resources to advance soybeans in the Commonwealth, enhance sustainability, and provide opportunities for Pennsylvania soybean growers.

### Strategic Plan

A strategic plan that charts the future course of the Pennsylvania Soybean Board was adopted by the farmer/leaders of the Board at its February 2020 meeting. The strategic plan guides the Board as it considers checkoff-funded research priorities, educational opportunities, outreach and other projects.

### Strategic Objectives

*As trusted soybean farmers, we provide stewardship of the Pennsylvania soybean checkoff dollars.*

1. Preserve and advance animal agriculture, the largest consumer of soybean meal
2. Promote biofuels and bioheat through partnering opportunities
3. Identify and promote sustainable practices that provide ROI
4. Drive new innovations to increase the value of soy
5. Increase the understanding of soy

Our internal priorities for meeting these objections will be accomplished through education, future focus, partnering and collaboration and stewardship.

## What is the Pennsylvania Soybean Board?

The Pennsylvania Soybean Board (PSB) works to maximize the profitability of soybean producers by investing checkoff funds for research, marketing and education to support the profitability of Pennsylvania soybean farmers and the soybean industry.

The PSB serves as the Qualified State Soybean Board (QSSB) for Pennsylvania farmers as part of the national soy checkoff program. The national checkoff, directed by United Soybean Board, began in 1991.

The farmer-driven board oversees and manages Pennsylvania's share of funds received from the checkoff program. Through the checkoff, each farmer contributes one-half of 1 percent of the price of each bushel at the first point of sale. The PSB remits half of the

checkoff funds collected to the United Soybean Board, and keeps half to conduct state-specific soy research and promotion activities on farmers' behalf.

PSB's board of directors is made up of soybean farmer/leaders elected by the board. Each director is appointed for a three-year term and is eligible to serve three consecutive terms.

PSB directors have the opportunity to serve their industry through leadership on the state board and (when open) on the United Soybean Board.

Pennsylvania has two directors on the United Soybean Board.

PSB directors have the opportunity to travel and build leadership and other skills while serving on the board.

### PSB'S FISCAL YEAR BEGINS OCTOBER 1 AND CONCLUDES SEPTEMBER 30

- December: First board meeting of the fiscal year
- February: Research proposal review board meeting
- August: Third board meeting of the fiscal year

## How the Soybean Checkoff Works



The PSB is financed through Pennsylvania soybeans sold. When a grower sells soybeans, the first purchaser collects .005 (1/2 of one percent) of the net market value of the soybeans sold. The assessments are then sent to the PSB, which keeps half the funds for research, marketing and education projects on behalf of Pennsylvania soybean farmers. PSB sends half of the dollars collected to the United Soybean Board, which conducts national and international research, marketing and education.

# Duties of the PSB Board of Directors

We respect and value our volunteer board of directors. Each member brings their own unique experience, education and perspective to the board's business. We seek diversity in our board, including directors who represent different segments of farmers and farm operations.

Board members steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure resources are used to advance its mission.

*The farmer/leaders who are directors of the Pennsylvania Soybean Board accept the following duties:*

**Duty of Care:** Take care of the PSB by ensuring prudent use of all assets, including facility, people, and goodwill

**Duty of Loyalty:** Ensure that the PSB's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of Pennsylvania soybean producers, not in the best interest of the individual board member (or any other individual or for-profit entity).

**Duty of Compliance:** Ensure that the PSB obeys applicable laws and regulations; follows its own bylaws; and that the PSB adheres to its stated purposes/mission.

**Duty of Transparency:** Ensure that PSB operates in a transparent manner in terms of its programs, policies and finances; ensure that the board members are transparent about conflicts of interest or other issues that may arise.

**Duty of Participation:** Board members are expected to arrive promptly for meetings; be prepared by reviewing materials ahead of time; engage in discussions for determining the plan of actions for the board; and may, on occasion, represent the PSB at local, state and national events.

## PSB Staff & Contacts

Pennsylvania Soybean Board  
Northwood Office Center  
2215 Forest Hills Drive, Suite 40  
Harrisburg, PA 17112

Phone: (717) 651-5922  
Fax: (717) 651-5926



[pasoybean.org](http://pasoybean.org)



[Facebook.com/pasoybean](https://www.facebook.com/pasoybean)



[YouTube.com/pasoybean](https://www.youtube.com/pasoybean)



[@PaSoybean](https://twitter.com/PaSoybean)

Jennifer Reed-Harry, Executive Director  
(717) 651-5922, [jrharry@pennag.com](mailto:jrharry@pennag.com)

Christine Tartaglione, Financial Coordinator  
(717) 651-5922, [pennag@pennag.com](mailto:pennag@pennag.com)

Holly (Fritz) Slegowski, Communications Mgr.  
(610) 621-2253, [holly.fritz@hbfritz.com](mailto:holly.fritz@hbfritz.com)



## What is the difference between the Pennsylvania Soybean Board and the Mid-Atlantic Soybean Association?

The Pennsylvania Soybean Board (PSB) and the Mid-Atlantic Soybean Association (MASA) are two different organizations. Both serve soybean farmers, but in distinctly different ways.

Whereas PSB administers soybean checkoff activities focusing on research, education and market development, MASA focuses on public policy and regulatory issues, which, by law, the checkoff cannot do.

The Mid-Atlantic Soybean Association (MASA) is a membership organization, supported by soybean farmers and the industry in Delaware, Maryland, New Jersey and Pennsylvania. MASA is affiliated with the American Soybean Association (ASA).

ASA focuses primarily on policy development and implementation, and it works to accomplish the policy goals established by its farmer-members. ASA does this by testifying before Congress, lobbying the legislative and executive branches of government, contacting members and working with the media.

The soybean checkoff, a distinctly different program, receives funding through an assessment required at the first point of sale for soybeans. The checkoff is expressly prohibited from influencing public and regulatory policy in the United States.

To learn more about the national soybean checkoff, visit [www.UnitedSoybean.org](http://www.UnitedSoybean.org).

## Research Ideas

The following list of research ideas surfaced at Soybean Board meetings and events. This list is not inclusive as to what the Board will fund, but rather a listing of possible topics to be considered by researchers. It is essential research proposals logically fit into one of the five strategic objectives (listed on page 5):

- Economic Impact Study of storage needs and opportunities across the Commonwealth and what incentives are there for additional storage capacity to be constructed in northern and western PA.
- Emerging markets in PA and Eastern Region for soy meal and oil in animal rations (such as aquaculture, small ruminants, etc) and what do the species need nutritionally from soy.
- What technologies (computational power, AI, autonomous equipment, etc.) will be available to Soybean Farmers and will there be a value to adopt these practices?
- Soybean yield and quality/composition enhancement through classical and molecular breeding to increase genetic yield potential (genetic gain) and yield stability via gene discovery and germplasm development, while maintaining or improving soybean quality and composition.
- How could Specialty soybeans; High Value Traits; Tailored genetics and site-specific management impact soybean farmers?
- Basic and applied research directed at variations of soil parameters such as soil type, cover crop, rotation as well as soil fertility in regards to response to micronutrients and P and K; planting and harvesting factors; nodulation; soybean disease, nematode, insect pest and abiotic stress biology, management and yield loss mitigation, including new and emerging threats, as well as crop damage from deer and groundhogs all of consistent or potentially significant economic impact across Pennsylvania and/or the Eastern Region.
- Management of weeds and weed resistance to herbicides for species of common occurrence and threat.
- Soybean production practices, crop management and conservation through on-farm research and similar for increased yields, quality, composition, and profitability in an environmentally sustainable manner. This may include basic and applied research that addresses soybean response to water, nutrients and water quality, climate, soil, and environmental conditions specific to Pennsylvania and/or the Eastern Region.]
- Soybean uses within Animal Agriculture in relation to rations, diets, nutritional components, particle size for digestibility.
- Educational research and nutritional research on animal-based protein and plant-based protein – what might we see in the markets in terms of demand and pricing.
- Alternative uses of soybeans and soybean oil as it relates to biofuel and bioheat and what educational opportunities are needed in the market for the use of such products, such as marketing of soybeans for biofuel and bioheat
- Enhancement of the understanding of soy, its uses, the benefits of soy and the impact of soy on the region.
- Improve public opinion about agriculture, soybean production, soybean health and soybean use.
- What do soybean farmers need to know about carbon markets, climate resiliency and prescriptive crop management systems?
- Opportunities to increase the value of soy.

## **Process Timeline and Payment Information**

The Request for Research Proposals will conclude at **11 a.m. on November 15, 2022**. Any proposal received after that date will not be considered. **All videos must be submitted via Dropbox.** (If you don't already have a Dropbox account, you can set up a free account at [www.dropbox.com](http://www.dropbox.com).) Put your MP4 video into a Dropbox folder and share/send a link to [jrharry@pennag.com](mailto:jrharry@pennag.com) and [holly.fritz@hbfritz.com](mailto:holly.fritz@hbfritz.com). **NO** PowerPoint presentations will be accepted or considered by the board.

All videos must:

- Be no longer than 4 minutes
- Be of good audio and visual quality. Be understandable, easy to follow and be explicit in expressing how soybean farmers will benefit from this proposal.
- Be in the English language.

All proposals received by the stated due date, in the correct format, will be reviewed by the Soybean Board at their February meeting.

**The Board will meet on December 1, 2022 for a preliminary review of the projects at which time additional information or clarification may be requested.** Staff may contact you during this time for additional information and/or to clarify information within your proposals. ***The Board may have questions regarding your proposal and ask that you be available to answer any questions which would be sent to the researchers via text and/or email***

**The Board will take action on the proposals on February 1 & 2, 2023.** to review and discuss each proposal. At that time, the Board will vote on which proposals to fund. .

An email notification will be sent to all applicants by **February 7, 2023** regarding the status of your proposal.

### **Approved projects**

Researchers will receive an email message from the National Soybean Research Database (NSRD) when their project outline has been loaded by the PSB. Researchers are responsible for completing the project summary information in the database. [www.soybeanresearchdata.com](http://www.soybeanresearchdata.com)

Proposals selected for funding will have a contract ready for researcher/university signatures by **February 7, 2023** Once the contract is signed by the University and returned to the Soybean Office, and, the researcher has completed the project summary in the NSRD, a check for 40% of the approved research funds, along with a copy of the signed contract, will be mailed.



The **mid-term report will be due by August 24, 2023**. Upon receipt of the completed mid-term report, uploaded to [www.soybeanresearchdata.com](http://www.soybeanresearchdata.com), a check for 20% of the approved research funds will be mailed. If you do not submit the mid-term report on time, this will be noted and considered when reviewing future funding requests.

**The final report will be due on or before March 14, 2024. Final Report Requirements:**

1. Detailed, written report - uploaded to the NSRD site.  
[www.soybeanresearchdata.com](http://www.soybeanresearchdata.com)
2. Financial Project Summary Report – uploaded to the NSRD site.  
[www.soybeanresearchdata.com](http://www.soybeanresearchdata.com)
3. Short video (no more than 5 minutes), outlining the results of the research project in layman’s terms. The video must be uploaded to Dropbox and the link shared with/sent to [jrharry@pennag.com](mailto:jrharry@pennag.com) and [holly.fritz@hbfritz.com](mailto:holly.fritz@hbfritz.com).
4. *Note: Quality videos may be posted on the PA Soybean YouTube Channel and the Soybean Research Information Network (SRIN) by the PSB.*

Upon receipt of these three requirements, the final balance (40% of the contracted research funds) will be paid to the University.

### **Special Notes**

The soybean board may, at its’ sole discretion, void the contract and eliminate all scheduled contract payments if the researcher fails to:

- 1) Return a signed copy of the research contract by the established due date; or
- 2) Provide interim and/or final reports to the soybean board by the stated due date; or
- 3) Contact the soybean board prior to the due date in order to request a change in budget and/or an extension for approved reason(s) when interim and/or final report(s) cannot be completed by contract due dates; or
- 4) Demonstrate the research funds are being used in accordance with the proposal; or
- 5) Complete the project because he/she leaves the University.

## **Budget Information**

### **Salaries and Wages:**

Principal investigator – The Board **does not** pay tenured or tenure-track faculty salaries and benefits (PI and/or Co-PI)

The Board can pay salaries, at the rate of 1 % for the following:

- Ag Extension Educators and Technical Staff who serve as a PI.
- MS and PhD graduate student salaries and benefits funded projects.
- MS and PhD graduate student tuition when the student is working on a funded soybean project and there is a *documented* (i.e., requires a statement that the

- tuition is for a soybean-specific field of study (e.g., to be included in semi-annual and final progress reports for documentation purposes), direct correlation of his/her coursework program and research work to soybeans. This must be stated / documented in the research project proposal and tuition must be paid back if the student does not complete his/her program on the soybean project.
- If PI/Co-PI/graduate students will be utilized on your project, please provide information and justification on each individual in regards to cost to project. In regards to a graduate student, provide insight on the students chosen degree path (if known) and supplemental information such as the student has worked on said project in prior years, etc.
  - Postdoctoral research personnel salaries and benefits if working on the soybean project being funded.
  - Non-tenure-track research professor salaries and benefits if working on the soybean project being funded.
  - Technical staff (lab and field technicians) salaries and benefits. Only the portions that correlate to the work that they are doing for the soybean project being funded.
  - Sub-contracts with collaborators, but subject to the same allowable and non-allowable funding categories and criteria as primary PI and team.

Please note: The researcher must be able to verify the Soybean Board is funding the appropriate percentage of the salary as it pertains to the individual project. The researcher must provide hourly rate charges as it applies to their research.

#### Fringe Benefits

Please provide detailed information in the proposal of the exact amount of funds that will be earmarked for fringe benefits. Please itemize those fringe benefits as health insurance, social security, taxes, retirement, tuition, etc. Note: The Soybean Board will not pay fringe benefits in excess of 40%.

#### Non-Expendable Equipment

List items and dollar amount for each. The Soybean Board will fund up to 25% of the cost of equipment unless 100% of the Board Members (quorum of said meeting where this is discussed) vote to fund at a higher rate. With that, the Soybean Board relinquishes all ownership of said equipment to the research entity.

#### Materials and Supplies

Researcher is required to provide a detailed list of the materials and supplies they are seeking funding for in the proposal.

### Travel, Meeting Registration & Tuition

The researcher must provide an explanation of what travel is involved and to where. Only travel within the United States is eligible for consideration of funding. Upon request of the Board, the researcher must provide proper documentation of the mileage and destination. Mileage will be reimbursed at the IRS rate in effect at time of travel. The method of travel is up to the researcher however; funds will be paid on the lesser of the 2 options (air or road).

The Board does review the requested travel and meeting registration requests. These costs should not be the majority of the proposal and should not exceed 30% of the total project cost without detailed explanations and justification as to why these expenses should be deemed acceptable to the Soybean Board and the Soybean Farmers.

Disclaimer: In the event of funding is awarded to cover cost of travel and meeting registrations and the travel/meeting does not occur, the soybean board will not pay those expenses.

### Publication Attributions and Costs

The Board requires detail of what is being published and how it is being utilized. The Board also requires information on how many copies are being made and detailed receipts of actual publication costs. In addition, the Board requires proper attributes be given to the Soybean Board for funding provided. For printed materials, the Soybean Board logo and a link to the website must also be included. This includes but is not limited to: Professional Journal Publications; Posters; Presentations; Newsletter Articles; Videos and so forth. (Please see page 11 for details.)

### All Other Direct Costs

The Board requires that supporting documentation listing items and dollar amounts be provided.

The Board can fund renting of land, plot rental, greenhouse rental, seed, herbicide, etc. at a rate acceptable and in line with costs in said area.

### Indirect Costs

The Board **does not** fund indirect costs or overhead of any type or amount.

## **Audit of Research Projects**

The Soybean Board and contracted staff will conduct random audits of research projects and financials. Your full cooperation is expected for this audit.

## Amendment to Research Contract and No-Cost Extensions

If the researcher would like to amend the contract for any reason, an "Amendment to the Research Contract" must be requested.

The researcher must submit in writing (letter or email) the reasons for the request. The researcher must include the Soybean Board assigned tracking number (ex. R2020-03). In addition, the researcher must request approval prior to the action requested in the amendment request.

The researcher is expected to manage his/her workload accordingly and understand the Soybean Board will allow for/authorize 1 (one) extension for up to 1 (one) year. If the researcher does not fulfill the research obligation within the agreed upon timeframe; the research contract will be terminated and no additional funds will be paid for said research contract.

If the Soybean Board agrees to the request, the following amendment will be generated.

**Amendment to the Research Funding Agreement**  
**Between**  
**Pennsylvania or Eastern Region Soybean Board**  
**and**  
\_\_\_\_\_ **(Research Entity)**

**Purpose:**

The funding agreement between the Pennsylvania or Eastern Region Soybean Board and \_\_\_\_\_ (Research Entity) made on \_\_\_\_\_ (insert date of agreement), sets forth the agreement of the parties under which the Soybean Board has agreed to provide funding to the research project titled: \_\_\_\_\_. The purpose of this amendment is to amend certain provisions of that agreement.

**Amendment to the Agreement:**

The provisions of the agreement shall remain in force during the term of the agreement, with the following modifications:

1. \_\_\_\_\_ (State reason for amendment)

**Approval:**

The Soybean Board and \_\_\_\_\_ (Research Entity) agree that this amendment shall become effective only upon approval of the amendment by both parties.

**Approved:**

**Pennsylvania or Eastern Region Soybean Board**      \_\_\_\_\_ **(Research Entity)**

\_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

# Pennsylvania Soybean Board & Eastern Region Soybean Board

## LOGO USAGE GUIDELINES

January 2020

The logos shown below are the official logos of the Pennsylvania Soybean Board and the Eastern Region Soybean Board. They should be included on every piece of information distributed to growers and other stakeholders that relates to projects or research funded by the respective Boards.

Care should always be taken to ensure use of the logos is accurate. When appearing in print, the image should be in color at 300 dpi resolution.

It is strongly encouraged that in addition to the logos, the PSB or ERSB websites ([www.pasoybean.org](http://www.pasoybean.org) or [www.easternregionsoy.org](http://www.easternregionsoy.org)) also be included on signage, booklets, brochures, and other materials that relate to PSB- and ERSB-funded research and sponsorships.

Digital files of the logos are available on request by emailing: [jrharry@pennag.com](mailto:jrharry@pennag.com) or [holly.fritz@hbfriz.com](mailto:holly.fritz@hbfriz.com).

