

Kearney Foundation of Soil Science – 2006-2011 Mission
Progress Report Guidelines
Kearney Research Projects
Reports Due January 31, 2008

Progress Reports need to be submitted electronically to the Kearney Foundation of Soil Science by January 31, 2008 using the Kearney Foundation Web based system. The site will be open from now until the deadline. You can review and edit your report anytime before the deadline. **Please note that your progress report will be posted on our website and will showcase the work accomplished with funding from the Kearney Foundation.**

You will need the following information to complete the required forms online:

- **Project Information**
- Project Title
- Reporting Period
- Keywords (no more than five keywords that describe your project)

- **Principal Investigator(s)**
- Name
- Campus
- Department
- Title
- Street address
- Email
- Phone
- Fax
- Web page
- Professional Profile (brief description of your research interests)

- **Principal Co-Investigator(s)**
- Same as above

- **Project Staff**
- Provide the following information for each member of your project team:
- Name
- Title (e.g. postdoc, graduate student, undergraduate assistant, etc)
- FTE (e.g. funded portion out of a total of 1.0 FTE: .25, .50, .75)

- **Project Collaborators**
- Name

- Affiliation
- **Research Highlights**
- This information will be highly visible and used to prepare progress reports for the entire 2006-2011 Kearney Mission. Each project should submit 1 to 3 research highlights in the form of a bulleted list. Each highlight should be written clearly, concisely and in language that can be understood by the general public.

All the above information will be submitted using the Progress Report forms available online. Do not include this information in your Project Results document—see below guidelines.

- **Project Results** (This is a PDF document that will be uploaded online. A copy of the document in **Word format** should be sent to Kearney via email to Kearney@ucdavis.edu by the deadline)

The first year progress reports will take the form of an extended abstract. The text in this section of the report should be no longer than two pages, not including figures, tables and references. (1 inch margins, Times New Roman font, size 12, single-spaced)

Your Project Results document should include

- Project Title (in bold, centered)
- Investigators (PIs name marked with an asterisk, centered)
- Affiliations(s) (in italics—in the case of multiple affiliations and participants, please connect affiliation to participant using superscripts numerals, centered)
- Within the extended abstract, please provide the following components:

Project objectives addressed (list proposal objectives or list modified objectives).

Approach and procedures – this should be quite brief

Results – Present your major findings concisely and clearly. Consider including a few key figures and/or tables summarizing your most significant findings.

Discussion – discuss the implications of your results with respect to our previous understanding of the subject. Relate the importance of your findings in the context of the overall Kearney mission. Discuss any unexpected findings, specific problems, new directions identified, etc.

References (references to be included on pages in addition to # of pages requirement above) – Please refer to the reference guidelines at the end of this document.

Submission of Project Results: You will upload this document into the Kearney System as a PDF file and also send the document as a Word file to Kearney via email to Kearney@ucdavis.edu.

- **List of Publications/Presentations Resulting from Project**
(Do not include in the Project Results document—There is a form online where you will input this information)

Presentations: List all presentations based on project research made at scientific meetings, conferences, workshops, in outreach efforts, etc.

Technical Publications: List publications resulting from your Kearney Foundation supported project, including:

1. Peer-reviewed journal articles, published or in press during the reporting period
2. Master's theses or doctoral dissertations accepted by the university
3. Non peer-reviewed articles, e.g. book chapters, proceedings papers, trade journal articles.

Please refer to the reference guidelines at the end of this document.

REFERENCE GUIDELINES

When completing your reference/publications list, please include all the information shown below, using the same order (author, year, title, etc.) and the same font changes (italics and bold)

Examples:

Book:

Agren , G. and E. Bosatta, 1996. *Theoretical Ecosystem Ecology: Understanding Elemental Cycles*. Cambridge University Press.

Book Section:

Scow, K.M. 1997. Soil microbial communities and carbon flow in agroecosystems. In: *Ecology in Agriculture* (ed. L.E. Jackson), pp: 361-407. Academic Press

Journal Article:

Quideau, S.A., M.A. Anderson, R.C. Graham, O.A. Chadwick, and S.E. Trumbore. 2000. Soil organic matter processes: Characterization by ¹³C NMR and ¹⁴C measurements. *Forest Ecology and Management*. **138** :19-27.