

## HORTICULTURE TEACHING AND RESEARCH CENTER

2019 Information for Plant, Cooler, and Space Needs  
 (Please print clearly or type)

|                                     |             |                                     |  |                       |
|-------------------------------------|-------------|-------------------------------------|--|-----------------------|
| <b>Project Title</b>                |             |                                     |  |                       |
| <b>Crop(s)</b>                      |             | <b>Beginning Date<br/>(mm/yyyy)</b> | <b>Expected End Date<br/>(mm/yyyy)</b> |                       |
| <b>Faculty PI<br/>Other Contact</b> | <b>Name</b> | <b>Department</b>                   | <b>Phone</b>                           | <b>E-mail Address</b> |

**Check if this project is supported by GREEN, NIFA, SCRI, or Other** \_\_\_\_\_

|   |  |  |  |   |
|---|--|--|--|---|
| What % of your project (not your appointment) relates to <b>Undergraduate Teaching:</b> | Undergraduate <b>Course Number(s):</b> | What % of your project relates to <b>Research:</b> | What % of your project relates to <b>Extension Work:</b> | <b>Project Total:</b><br><br><i style="color: red;">Must Equal 100%</i> |
|---|--|--|--|---|

**Please give a short description of your project:**

**Please list your cooler, space, and plant needs** (including pesticide products and rates):

**Important Notes:**

A *farm service fee* is charged for all research and extension projects at the HTRC. Project fees are billed in February for the prior year. Federal regulations require the department to charge actual costs to projects, which means a rate cannot be guaranteed before the season begins. We will try to keep expenses on projects in the following ranges. For low use projects, <\$2,000; medium use projects \$2,001-\$3,500; and high use projects >\$3,500. Please use these figures to budget an appropriate amount of funding toward your project fees. For an outline of services provided by farm staff, please review our document titled Farm Service Standard Operating Procedures Found here: <http://www.hrt.msu.edu/horticulture-teaching-and-research-center/>

**Central Notification Meetings: May 8, 2019 and June 12, 2019.** As of 2016 WPS rule is all Primary Investigators, Workers and Handlers have to be trained annually. Certified applicators are exempt from the annual training but still need to be current on posting procedures and have their Current Applicator's Certification sent to Bill Chase. Meetings begin at 10:00 am both dates and last approximately 2 hours. Please RSVP to Bill Chase [chasew@msu.edu](mailto:chasew@msu.edu). Many farm safety policies are reviewed, with an emphasis on pesticide application and posting procedures (Pesticide log, Compost Application Log, Irrigation Log, Tillage Log etc.), as well as equipment safety training and certifications (ie. Tractor, Forklift).

**All PROJECT FORMS MUST BE SIGNED BY PRIMARY INVESTIGATOR**

**Annual Required Reports:** The HTRC is legally required to keep accurate records and report fertilizer, pesticide and water use annually. CANR also requires reports on crop yield, revenue, and recipient. We cannot provide these reports without your cooperation, please keep such records so that you can help us complete these reports by **December 1, 2019.**

\_\_\_\_\_  
 Primary Investigator (electronic signature is fine)

\_\_\_\_\_  
 Date