

USB Subcontractor Information Sheet & FAQs

Overview of 2024 Fiscal Year Process

- Timeline
 - **September – October:** Open submissions of Letters of Interest for NEW ideas
 - **Early January:** USB distributes requests for FY24 full proposals to selected submitters of Letters of Interest and subcontractors with currently funded projects
 - **Late January:** Full proposal submissions are due (specific date to be determined)
 - **February – July:** Ongoing proposal discussions and modifications
 - **July:** USB Directors make final selections for the upcoming fiscal year. Decisions communicated to submitters.
 - **October:** USB fiscal year and work selected in this process begin

Frequently Asked Questions

1. What is a Letter of Interest?
 - A Letter of Interest is a short (200-250 word) description of an NEW idea for collaboration with the United Soybean Board. These will consist of a simple title and a high-level description of your proposed work and how it benefits U.S. soybean farmers. These letters should not contain budget estimates. You can submit Letters of Interest from mid-September to mid-October online using the online submission form on the [USB website](#).
2. I currently have a project funded by USB. When can I apply for FY24 funding?
 - USB will distribute requests for FY24 proposals to subcontractors with currently funded projects in January. All currently funded subcontractors will have the opportunity to request FY24 funding by completing a full proposal.
3. In past years, I submitted a “Concept” as the first step in the process. Are these still planned?
 - “Concepts” will not be a part of the FY24 process. For new ideas, you should submit a Letter of Interest instead.
4. What if I have another idea that is unrelated to my current USB-funded work?
 - You should submit that idea as a new Letter of Interest.
5. What if I have multiple, different ideas? Can I submit multiple Letters of Interest?
 - Yes, you can submit multiple Letters of Interest, and you should submit each unique idea separately.
6. What happens after I submit my Letter of Interest?
 - United Soybean Board farmer directors will review these submissions. Notifications of submissions status will be sent out in January. We will ask those selected to prepare a full proposal for their idea.