

FORMAT FOR PROJECT PROPOSALS

MAFES

RESEARCH PROJECT PROPOSAL

- A. Title: A brief description of the subject of the research. The title, as clearly as possible, should reflect the objectives and scope of the project.

Department:

Project Leader:

Project Number: MIS – (your last name)

Time Schedule: Initiation Date:

Termination Date:

- B. Executive Summary: Insofar as possible, the Executive Summary should be written in lay language.
- C. Statement of Problem and Justification: Present (1) description of the problem, (2) who is confronted with the problem, (3) the importance of the problem to agriculture, wildlife and fisheries, forestry or forest products, and rural life of the state or region, (4) how will a solution to the problem change this situation, and (5) ways in which public welfare or scientific knowledge will be advanced.

If the proposed project replaces a related previous or current project, statements of justification for continuation of the work are required.

- D. Previous Work and Present Outlook: A brief summary of the previous research (**citing important publications**); status of current research; and the additional knowledge needed which the project is expected to provide. (**List complete literature citations at the end of the project outline**).
- E. Statement of Objectives: A clear, complete, and logically arranged statement of the specific results to be achieved by the project.
- F. Experimental Design, Research Methods, and Procedures: A statement of the essential working plans and methods to be used in attaining each of the stated objectives. Procedures should correspond to the objectives and follow the same order. Phases of the work to be undertaken currently should be designated. Location of the work and the facilities and equipment needed and available should be indicated. Wherever appropriate, the procedure should produce data suitable for statistical analysis. The procedure should reflect careful planning and should provide flexibility for changes if changes become necessary.

- G. Timetable and Probable Duration: A table and estimate of the maximum time likely to be required to complete the project and publish results. This section should account for each objective/procedure and the expected date that it will be finished. You will need clear cut objectives or sub-objectives and at the least, every year should be accounted for.
- H. Financial Support: Estimated annual allotments to (1) salaries, and (2) maintenance, based on analysis of requirements for labor, equipment, supplies, travel, and other operating expenses. Or, as an alternative, the estimated total scientist – years (SY) effort proposed for the project.
Show funding needed to complete the project over the duration stated whether funds are from Hatch/state/other. Show salary/fringes and any operating amounts it truly costs to run your base program of research.
- I. Recommended Organization: The leader(s) and other technical workers assigned. Name any other units of the institution contributing essential services or facilities. The responsibilities of each should be indicated. If there is an advisory, coordinating, or directing committee for the project, the official title of the committee should be listed. A statement listing the U.S. Department of Agriculture or other station, institutions, or agencies expected to cooperate formally or informally on the projects.
- J. Plans for Publication:

List any plans for publications here.

NOTE: Whenever a material change in the objectives of a project is advisable, a new or revised project outline should be prepared and submitted at the NIFA Reporting Portal and choose Project Change. A major change in procedure might also necessitate a revision of the project outline.