**APPENDIX
A**

Format for Multistate Research Project Proposals

Note: A project proposal is limited to 15 pages total, exclusive of any appendices. The standard for all printed materials is Times New Roman, 12-point font size. Material should contain one inch margins and single spaced text with double spaces between paragraphs and headings. In principle, this page restriction is placed on project proposals to communicate to the authors the need to be succinct. A proposal not meeting these criteria will not be processed for review or approval.

Project Number: To be assigned by the sponsoring regional association.

Project Title: A brief, clear, specific statement of the subject of the research. This should not exceed 140 letters and spaces. Do not use terms such as "Research on", or "Studies of", or "Investigation of..".

Requested Project Duration: From to September 30, (usually five years). [Multistate research projects may be proposed for approval to start at any time of the year. However, it is desirable that a project's starting date be October 1, the first day of the federal fiscal year (FFY). The termination date for all projects will be September 30, the end of the FFY.]

Statement of the Issue(s) and Justification: Limited to 20,000 characters. This section should explain why the work needs to be done, and should include statements on the following points:

- The need as indicated by stakeholders. (That is, explain how the proposed research addresses national and/or regional priorities developed following stakeholder input.)
- The importance of the work, and what the consequences are if it is not done.
- The technical feasibility of the research.
- The advantages for doing the work as a multistate effort.
- What the likely impacts will be from successfully completing the work.

Related, Current, and Previous Work: Limited to 20,000 characters. A brief review, using information from NIFA's current research search tools and elsewhere, of related research on the problem and how the proposed work will supplement and extend it. If the proposal is for a replacement project, the accomplishments achieved under the previous project should be reviewed with identification of those areas requiring further investigation. Specific reference should be made to related multistate research projects or other multistate activities. If there is any apparent duplication, the proposed work should be justified. List essential, cited references. It is expected that the proposal will not include a classical in-depth literature review.

Objectives: Limited to 4,000 characters each. Clear, concise, one-sentence statements for each researchable objective arranged in a logical sequence. Include only objectives on which

significant progress can be made during the life of the project with the resources committed. Do not specify the exchange of information, the coordination of research, the development of standardized techniques, or joint publication as objectives, as these are to be organized under other types of activities. Each participant should indicate in Appendix E those objectives in which he/she will participate.

Methods: Limited to 20,000 characters. Briefly summarize the research methods that will be used to address each of the objectives. Explicit information should be included to enable the reviewers to evaluate the approach and to discern joint planning and coordination by the technical committee, the sharing of equipment, possible pooling of data, data analysis, and the multistate summarization of findings, in other words, show that this is a collaborative effort.

Measurement of Progress and Results: This section has three purposes. It is intended to show what the products of the research will be, how these products will affect the stakeholder or end user, and what critical points of achievement are needed for progress toward meeting objectives. To do this you should address the following items:

- **Outputs:** Limited to 4,000 characters. The results of research activities, such as data, information, biological or physical materials and observations. For example, the output from a plant-breeding program might be a named variety. The output from a survey might be the analyzed survey results.
- **Outcomes or Projected Impacts**: Limited to 4,000 characters. Outcomes describe the significance of the results, showing in what ways the end user will benefit. For example, an outcome from the adoption of a new cultivar might be increased regional production, or greater profitability. Impacts are the economic, social, health, or environmental benefits derived by the intended users. These are usually quantitatively measured either directly or indirectly as indicators of benefits. An example of an impact would be improved human nutrition to so many individuals through genetically engineering rice to contain the precursors to vitamin A.
- **Milestones**: Limited to 4,000 characters each. Timeline-linked accomplishments that need to be completed before subsequent activities can begin, or can be completed. As an example; to genetically engineer a crop by 2005 a transformation method needs to be reduced to practice by 2002 (a milestone).

Projected Participation: This section is generated automatically as the SAESs enter participants. Any non-SAES participants can be entered by the Administrative Advisor. Include a completed table of resources utilizing the format in Appendix E.

Rationale: This table identifies the name and areas of specialization of the members of the technical committee and other principal leaders by state and agency/institution. It is also intended to identify the committed average annual input of each cooperating state agency and institution in scientist years (SY), professional years (PY), and technical support years (TY), and full-time equivalents (FTE) in Extension. This information is needed to permit others to assess the sufficiency of human resources that are to be devoted to the activity. A minimum of 0.1 SY per participating station is required and the

total resources allocated to the project needs to be sufficient to accomplish the stated objectives. The NIFA project classification codes demonstrate the multidisciplinary requirements of AREERA and will assist Directors in completion of the REEport project initiation after the project is approved. It will also allow for the classification of the activity within the state-based plans of work, and for USDA's reporting on its responsibilities.

Outreach Plan: Limited to 2,000 characters. Briefly describe how results of the project are to be made available in an accessible manner to the intended users of the information (e.g., refereed publications, non- refereed but peer reviewed publications, workshops, producer field days, etc.). If applicable, include descriptions concerning equality for service, ease of access to services/information, and any focus on under-served and/or under represented communities/consumers that may benefit from this proposed activity and what the plans are for disseminating information to these and other groups**.** Identify opportunities for the project/activity to interact with and/or deliver value to peer groups, stakeholders, clientele, and other multistate activities**.**

Organization and Governance: Limited to 4,000 characters. Provide a very brief description of the organization of the technical committee with emphasis on unique items such as the formation of an executive committee and its functions, any subcommittees that are planned for specific functions, any anticipated program coordinators/managers and their responsibilities, etc. If you are using the standard form of governance state so. Otherwise, describe the processes that will be used for selecting leadership and for decision making.

Literature Cited: Limited to 50,000 characters. List all references cited within the proposal.

Attachments: Attachments to the proposal such as charts, tables and other materials to better clarify the information within the proposal are allowed such that the proposal does not go over the 15-page limit.

Authorization: Final submission by an AES or CES director or administrative advisor through NIMSS constitutes signature authority for this information.