



## **FORMAT FOR 2019 NREC RESEARCH PROPOSALS**

In addition to your proposal, please also complete and return the Summary Sheet that was distributed with the RFP packet.

### **I. Title**

- A. Should immediately identify the project and its location.

### **II. Cooperators and Locations**

- A. Project Investigators: include biographical information for the PI and co-PI(s). Include email address and cell phone for the PI(s).

Cooperators and advisors: list all, including area of expertise.

### **III. Objectives**

- A. These should be specific and concise. The objectives more nearly describe the project than any other part of the write-up.
- B. The goal(s) should be stated.
- C. The final objective should state: "To include a final report at the conclusion of this project to address each of the objectives stated above".

### **IV. Justification Statement**

- A. Why this work is needed.
- B. Literature review of related research that has been conducted or is now being conducted.

- C. New advances and information expected to be contributed by the project.

**V. Work Plan**

Explicitly state the procedures or methods to be applied to achieve the objectives of the proposed project. These may include, but are not necessarily limited to:

- A. Site selection or criteria to be used in selecting site
- B. Description of the proposed project activities in the sequence in which you plan to carry them out.
- C. If applicable, a description of stakeholder involvement in problem identification, planning, implementation and evaluation.
- D. Techniques to be employed, including their feasibility and rationale for their use in the project.
- E. Means by which data will be collected, analyzed and interpreted.
- F. Details of plans to communicate results to stakeholders and the public. Means by which Extension and/or education activities will be evaluated.
- G. Means by which Extension and/or education activities will be evaluated.
- H. Economic Cost/Benefit Analysis of the practice as to the practicality of the adoption or utilization of these practices in a farming operation.

**VI. Impact of the Research**

- A. Explain fully the agronomic, economic and environmental impact of this project.
- B. Clearly identify the potential benefactors of this project.
- C. Include the outreach programs and activities associated with the delivery of the science-based knowledge derived from this project.

**VII. Date of Initiation and Completion**

- A. List the anticipated timetable with targeted goals and any established deadlines for accumulative affects to become apparent.

**VIII. Project Budget (both annual and total project)**

- A. Itemize cost of labor, equipment, material, etc. (use attached budget format).
- B. The recovery of indirect costs under this program may not exceed 10 percent of the total funds awarded for the project work required.
- C. Include any additional sources and amounts of funding currently held or being requested for this project.

**IX. Reports**

- A. Dates when semi-annual reports (**brief updates of projects including the semi-annual expenditure reports**) will be submitted.
- B. Date of projects final report and summary statement submitted for publication.

**X. Synopsis**

- A. A brief synopsis of the project attached as a cover letter to submitted proposals.

**XI. Additional Information**

- A. Provide any other pertinent information deemed necessary that relates to the project.