

## ESSENTIALS OF A PROJECT PROPOSAL

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.

Justification. Present (1) the Importance of the problem to agriculture and rural life of the State or region; (2) reasons for doing the work (such as the needs the project will fill) and doing it at this time; and (3) ways in which public welfare or scientific knowledge will be advanced.

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. (Literature citations may be listed at the end of the project outline.)

Objectives. A clear, complete, and logically arranged statement of the specific results to be achieved by the project.

Procedure. 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 became necessary.

Probable Duration. An estimate of the maximum time likely to be required to complete the project and publish results. Whenever a material change in the objectives of a project is advisable, a new or revised project outline should be prepared and submitted. A major change in procedure might also necessitate a revision of the project outline.

Financial Support. Estimated annual allotments (by funds) 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.

Personnel. The leader(s) and other technical workers assigned. Institutional Units Involved. Each subject-matter unit In the agricultural experiment station and 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.

Cooperation. A statement listing the U.S. Department of Agriculture or other station, institutions, or agencies expected to cooperate formally or informally on the projects. If project is part of a Regional Project, list Regional Research Project Number.

**Project Timelines:**  
**Example:**

Project completion reports will be submitted prior to June 30, 2011.

Activity	2006	2007	2008	2009	2010	2011
2006 survey and data entry	completed					
2007 survey and data entry						
2008 survey and data entry						
2009 survey and data entry						
2010 survey and data entry						
Objective 1&2 – Data Analysis						
Objectives3 – Data Analysis						
Objective 4		As funding becomes available				
Manuscript Preparation & Submission						
Completion Report						