Instructions for UAES Project Proposal

UtahStateUniversity
UTAH AGRICULTURAL EXPERIMENT STATION

Overview of Proposal

Your Utah Agricultural Experiment Station (UAES) Project Proposal constitutes the justification for the USDA and State capacity funds that are being invested in your research program. These funds may include: part of your salary, some operating funds, and/or funding provided through a UAES seed grant. The Project Proposal is not a request for additional funding.

Please follow the instructions below for preparing a UAES project proposal. The proposal must include: (1) a project cover page, (2) project description (including: justification, previous work, results of CRIS search, objectives, procedures, timeline, and reference list), (3) estimated annual budget (budget form), and (4) assurance statements (assurance statement form).

Signatures recommending the proposed project should be obtained on the cover page from the project leader's department head and dean. If applicable, administrative signatures are also needed for co-project leaders. Signatures may be obtained through DocuSign.

Upon approval of the proposed project by UAES, the project leader will be requested to complete a NIFA AD-416 report using the Digital Measures online reporting system. The Digital Measures information will be used by UAES staff in submitting reports (AD-416/AD-421) to NIFA using their Research, Extension, and Education Project Online Reporting Tool (REEport).

An annual progress report, which is submitted as a NIFA AD-421 report through the Digital Measures reporting system, **must be received on or before** the **15th of December** each year in order to receive operating funds and salaries for the coming fiscal year. Please note that other due dates apply to external grants received through the UAES.

The UAES director, dean of the college, associate deans and directors, and department head will review outputs from UAES projects each year using the Digital Measures annual progress reports. Publication of refereed journal articles, presentations, external contracts and grants, as well as mentoring of undergraduate and graduate students are expectations of UAES projects. Continued funding depends on progress towards stated objectives as detailed in annual reports.

Project funds remaining at the end of the fiscal year (i.e. June 30) will be recaptured by UAES. Carryover of funds into the next fiscal year may be approved by the UAES director upon a written request.

Deadline for Submitting a UAES Project Proposal

Project proposals for the next fiscal year should be received by the UAES on or before **January 31**. Failure to meet this deadline may jeopardize the project leader's access to the UAES support services, including manuscript editing, reimbursement of page charges, and travel to professional meetings, as well as jeopardizing the project leader's operating funds.

Two peer reviews will be initiated by the UAES Associate Director. Names of the reviewers will remain anonymous. A response from the project leader regarding these peer reviews will be requested. The response must be submitted to the UAES Associate Director on letterhead with the revised proposal.

Steps for Completing a UAES Project Proposal

- Conduct CRIS search (instructions attached).
- Submit project proposal, which includes:

  o Cover Page (signed by project leader, department head and appropriate dean)
  o Project Description
  o Estimated Annual Budget
  o Assurance Statements

- Upon approval by UAES, complete the NIFA AD-416 report in Digital Measures.

<u>**Summary of Required Forms**</u>

Cover Page (use attached form):
- **Project Number (if known):** Leave blank -- this is a number assigned by the UAES once a project has been approved.
- **Project Title:** Use a brief, descriptive title, one that does not exceed 140 characters including spaces and punctuation. The title will be used in the NIFA federal register of research projects.
- **Project Leader and Contact Information:** Provide department, email and phone number for the project leader.
- **Co-Project Leader(s):** Include only those responsible for planning and directing the project (if any).
- **Starting Date of Current Project:** Leave blank -- a starting date is assigned by UAES and/or NIFA.
- **Duration of Current Project:** Projects are authorized by the UAES for a duration of five (5) years unless there is a compelling reason to have a shorter timeframe.
- **Date of Completed CRIS Search:** A CRIS search is required for all projects. This search should be completed prior to project development to eliminate project duplication. It is completed using the search feature in the NIFA web page: http://cris.nifa.usda.gov (see attached instructions). Provide the date the CRIS search was completed on the cover page. A CRIS search is not needed for service projects. If you have difficulty with this search, contact Darlene Orduno, UAES Program Coordinator, at 797-9860.
- **Signatures:** Obtain the appropriate department and college signatures to indicate their concurrence of the proposal. Following a review by the UAES, the UAES Associate Director's signature will be added indicating approval.

Project Description:
- Limit the project description to 10 pages, excluding the reference list. The following components must be included in the project description.
- **Justification:** In nontechnical language, explain: (1) the importance of the problem to agriculture or rural life; (2) the reasons for conducting the research, and (3) how the project will advance public welfare or scientific knowledge.
- **Previous Work:** Clearly and concisely summarize the pertinent literature. Cite the principal references (usually not more than 10). Also describe the status of the research and indicate why additional information is needed. If possible, state a hypothesis or premise for the research.
- **Results of CRIS Search:** A brief statement should be made as to whether other similar projects were found in CRIS and if so, indicate how your project is sufficiently different.
- **Objectives:** Prepare a clear, complete and logical statement of the specific objectives. Objectives should be measurable and achievable within the proposed duration of the project.
- **Procedures:** Include a statement of the essential work plans and methods to be used in attaining each of the stated objectives. Procedures should correspond to the objectives and follow the same order. Location of the work and facilities, and equipment needed and availability 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.
- **Timeline:** Phases of the work to be undertaken should be designated through a timeline. The timeline can be in chart or graph form and should account for each objective/procedure and the expected date it will be finished.
- **Reference List:** Check that all references included in the text are in the reference list and vice versa.
- **Estimated Annual Budget (use attached form):** Use the budget form to outline the estimated annual budget after consulting with your Department Head. Include both your UAES funding and other funding that will be needed for the project. Budget items include salary, materials and supplies, travel, major equipment, and other special items. Salary for the project leader, technicians, graduate students, and other staff should be based on the proportion (%) of time that will be contributed to the project by these personnel.
- **Budget Justification/Narrative:** Include a written justification/explanation for each budget category, including major equipment. Provide sufficient details for the budget items so that a reviewer can determine whether the research objectives can be accomplished.
- **Approval of the project outline does not confirm funding of the requested budget**. Allocations will be made by the department head in consultation with the UAES Director on a year-to-year basis based on UAES departmental funding availability. UAES funds are intended as leverage to gain additional funding and may not cover the entire cost of the proposed project.

Assurance Statements (use attached form):
- If recombinant DNA, animals, or human subjects are used at any time in the proposed project, approval from the appropriate USU committee should be obtained by the project leader **prior** to submission of the proposal to the UAES. The project leader should complete the assurance statement form (attached) to indicate whether or not these approvals are needed and if so, the dates on which these approvals were received. (NOTE: If plans to use human subjects are not complete, please go to the Protis website to request a protocol number)