



# Essentials of an Experiment Station Project Proposal

**FORMAT:** Approximately 5 pages total (not including references section); main body text in 11+ pt standard font such as Calibri or Times Roman. Include the following section headings:

- 1. Title:** The title, as clearly as possible, should reflect the objectives and scope of the project.
- 2. Investigators:** Names and departments/affiliations of principle investigators.
- 3. Non-technical Summary:** A brief description, understandable by the lay person, of the subject of the research, including who will be performing the work.
- 4. Target Audience:** A list of groups, individuals, communities, etc., you intend to reach with your efforts.
- 5. 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 (3) ways in which public welfare or scientific knowledge will be advanced.
- 6. Previous Work and Present Outlook:** A brief summary of the previous research (citing important literature); status of current research; and the additional knowledge needed which the project is expected to provide. (References cited may be listed at the end of the project outline.)
- 7. Objectives:** A clear, concise statement of the objectives of the project.
- 8. Methods:** 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. Location of the work and the facilities and equipment needed, including resources at research stations, 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.
- 9. Timeline:** Include a timeline showing an estimate of the time needed to accomplish the steps to complete the project and publish results. Projects are typically 5 years in duration with no extensions.

Task Name	2017				2018				2019			
	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4
task A		X	X	X	X	X	X	X	X	X	X	X
task B		X	X	X								
task C			X	X								

**10. Personnel Time Commitments:** Include a table with estimated FTEs (full-time equivalent) for project personnel:

Name	Dept./Affiliation	Role	SY/PY/TY/CY*	FTE**
Firstname Lastname	UW Plant Sciences	PI	SY	.10
Firstname Lastname	UW Botany	Co-PI	SY	.05
Firstname Lastname	UW Plant Sciences	Lab Technician	TY	.50



**\*Scientist Year (SY):** Faculty and Extended Term Academic Professionals with independent research programs; research workers responsible for independent scientific study. **Professional Year (PY):** Statistician, Analyst, Department Head, Dean . **Technical Year (TY):** Lab Technicians; Farm Staff; Skilled Trades. **Administrative Year (AY):** Office or Clerical Staff.

**\*\*Calculating FTEs:** 1.0 FTE = 100% full-time equivalent = 40 work hours in a week x 52 weeks in a year = 2,080 hours. *Example 1:* 0.10 FTE = 2,080 hrs x .10 = 208 hrs; 208/40 = 5.2 weeks of full-time work; *Example 2:* 26 weeks of full-time work = 40 hrs x 26 = 1,040; 1040/2080 = .50 FTE or 50% full-time equivalent

**11. Institutional Units:** R&E Centers and any other units of the institution contributing essential services or facilities. The responsibilities of each should be indicated.

**12. Cooperation:** A statement listing the U.S. Department of Agriculture or other stations, institutions, or agencies expected to cooperate formally or informally on the projects.

**13. Assurances:** Indicate whether IBC, IACUC, or IRB approval is required or exempt. If required, approval/exemption must be received before the project can be submitted to NIFA, but your project outline can be submitted to AES for peer review prior to receiving the assurance. *Append IACUC, IRB and/or IBC approval/exemption document(s) or forward to AES upon receipt.*

**Insert the following paragraph and check the appropriate box:**

**14. Investigator Financial Interest Disclosure:** Federal regulations require that investigators disclose any significant financial interest that may present an actual or potential conflict of interest related or associated with externally sponsored projects. The *Financial Interest Disclosure* form (available at <http://www.uwyo.edu/research/compliance/conflict-of-interest/index.html>) explains who is covered and what must be disclosed. After reviewing the requirements, the principal investigator has determined that:

- No potential conflict of interest exists for this project (no form required).
- Yes, the project does involve an individual/organization/company with whom the principal investigator(s), members of the PI's immediate family, or other project participants maintain a business relationship. Attach the completed *Financial Interest Disclosure* form.

**[15.] Complete for McIntire-Stennis proposals only:** Include a budget table similar to the following format (tuition and fees are not allowed):

Item	Yr1	Yr2	Yr3	Yr4	Yr5	TOTAL
[examples: labor, supplies, travel, etc.]						
<b>Grand Total</b>						

**Submit proposals to [aes@uwyo.edu](mailto:aes@uwyo.edu)**

**Questions?**

Contact the Wyoming Agricultural Experiment Station at [aes@uwyo.edu](mailto:aes@uwyo.edu) or 307-766-3667.