

**UTAH AGRICULTURAL EXPERIMENT STATION
Instructions for Preparing Project Outlines**

General Procedures

Submit a signed original to the Director's Office for final approval. New and revised outlines which are currently in the system are due by January 16. Prepare revised project outlines as you would a new proposal.

Documentation required (in a nutshell). See Detailed Instructions following this section for further information.

Cover sheet of proposal

Date of CRIS search (not needed for Service Projects)

Names of individuals who peer reviewed your proposal prior to submission (2)

Appropriate department/college approval signatures

Peer Reviews

Peer reviews requested by a project leader will be returned directly to the project leader. The project outline will be revised, if needed, before submission to the Experiment Station. Attach both copies of the peer reviews to the project outline with a memo to Donald L. Snyder, Assistant Director, outlining what changes were made as a result of the peer reviews. Peer reviews are not needed for Service Projects.

Two additional peer reviews will be initiated by the Experiment Station. Names of the peer reviewers will remain anonymous.

Committee Reviews (IACUC, Biohazards, Recombinant DNA, etc.)

Forward the project outline to the appropriate university committee for review and approval; attach a copy of the approval to the project outline.

Detailed Instructions

Title Page

Title: Use a brief, descriptive title, one that does not exceed 140 characters, including spaces and punctuation. The title will be used in the USDA-CSREES federal register of research projects.

Personnel: Include only those responsible for planning and direction. Designate others as associates, assistants, etc.

Original Starting Date:

Date of Last Revision:

Duration of Current Project: Projects are authorized for 1 to 5 years and the budget period is July 1 through June 30, unless otherwise specified by granting agencies. Proposed duration should be the best estimate of the time required to complete the project and to publish the results.

Institutional Units Involved: List each department or unit in the Agricultural Experiment Station and other units that contribute essential services or facilities. Indicate the responsibilities of each. Also show any advisory, coordinating, or directing committees.

Peer Reviews: Two peer reviews are required before submitting a new or revised project proposal. Reviewers can be from inside or outside the university. Identify reviewers on the project outline cover sheet and include both copies of the peer reviews. Include a memo outlining what changes were made as a result of the peer reviews. The Director will request additional reviews (see the Proposal Evaluation Form for the review criteria.) Peer reviews are not needed for Service Projects.

CRIS Search: A CRIS search is required for a new project outline and is recommended for revised projects. CRIS project information is available on the Web at <http://cwf.uvm.edu/cris/>. If online resources are not available to you, contact Dorcus Kleinschuster, Ext. 2210. Indicate the date the CRIS search was conducted on the signature sheet of the project outline. A CRIS search is not needed for Service Projects.

Signatures: Obtain the appropriate college and department signatures.

Limit the project outline content to 10 pages, excluding peer reviews.

Justification - In nontechnical language, explain the 1) importance of the problem to agriculture and rural life; 2) the reasons for conducting the research, and 3) how the project will advance public welfare or scientific knowledge.

Previous Work and Present Outlook - 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.

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 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 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.

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.

Budget Procedures and Requirements - This is appended to the outline. Indicate the estimated annual budget. The project budget will be reviewed to determine whether the research objectives can be accomplished. Salary is based on the proportion of time (full time equivalent, or F.T.E.) of project leaders. List both F.T.E. and salaries. Include a separate justification for major equipment or other special items. List each year if the budget will change annually.

Cost Item	Requested FTE	Requested Budget
Note: Budget figures are estimates only. Final decision on funding for any approved project will be made by the department head on a year-by-year basis.		
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Salary, Jane Doe (S.Y.)	.15	\$ _____
Salary, John Doe (P.Y.)	.30	\$ _____
Operating Budget		\$ _____
Equipment		\$ _____
Total Project Request:		\$ _____

- F.T.E. = Full Time Equivalent
- S.Y. = Scientist Years
- P.Y. = Professional employees and graduate students
- T.Y. = Technical support (research technicians, aides and laboratory assistants)
- C.L.Y. = Clerical, labor, other

The following procedures govern the allocation of funds.

1. Department heads distribute salary and operating budgets to faculty members on approved Experiment Station projects. These funds are allocated at the discretion of the Department Head.
2. If a project is terminated due to resignation, death, faculty reassignment, denial of tenure or failure to meet deadline for renewal, the operating expenses may be retained pending approval of a written request from the Department Head. These funds may be used only for one-time expenditures, and may not be applied to salaries or employment expected to exceed the 12 month period. If a new or revised project is not approved within the 12-month period, the funds will be returned to the Experiment Station.
3. An annual report must be received and approved by the stated deadline to receive funds from the Experiment Station, including salaries. Exceptions require the approval of the Department Head and Director of the Experiment Station.

4. Additional funds may be available, depending on state allocations or re-distribution by the Experiment Station.
5. The Director and Department Head review projects annually. Continued funding depends on progress toward stated objectives as detailed in annual reports. Publication of refereed journal articles is an important criterion, as is the garnering of external contracts and grants.
6. Any salary funds available for causes other than denial of tenure will be returned to the Experiment Station and pooled to hire replacement faculty. (Salary savings due to denial of tenure will be retained by the department for the balance of the fiscal year.) The Experiment Station may reallocate these funds to other programs unless a request has been made by the department to refill the open position.
7. Project funds remaining at the end of the fiscal year are recaptured by the Experiment Station unless a written request for carry over is approved by the Director. Carry overs may not exceed one year.
8. Startup funds for new faculty are limited to one calendar year. The Experiment Station recaptures unused funds.

All Experiment Station resources must be used to support approved projects.

Cooperation - Include a statement regarding cooperation with the U.S. Dept. of Agriculture or any other station, regional project, institution, or other agencies.

Committee Review - Forward the project outline to the appropriate committee for review and approval; send a copy of the approval to the Experiment Station:

Animal Care and Use, Aaron Olsen, Executive Secretary
Biohazards, Donald F. Smee, Chairman
Biosafety/Recombinant DNA, John Morrey, Chairman
Chemical Hygiene, Joan McClean, Chairman
Institutional Review Board, True Rubal, IRB Administrator
Radiological Safety Committee, Peter T. Kolesar, Chairman
University Safety Committee, Howard Deer, Chairman