

Appendix B

Format for Coordinating Committees and Education/Extension and Research Activity Proposals

Note: The following is suggested to the regional association as a guide to authors when developing a multistate research coordinating committee or an information exchange group. The standard for all printed materials is Times New Roman, 12-point font size. Material should contain one-inch margins and single-spaced text with double spaces between paragraphs and headings. The proposal is limited to three pages, exclusive of any appendices.

Project or Activity Number: (to be assigned by the sponsoring regional association)

Requested Duration: From _____ to September 30, _____ (usually four or five years). [It is desirable that an activity's starting date be October 1, the first day of the federal fiscal year (FFY). The termination date for all activities will be September 30.]

Project Title: A brief, clear, specific statement of the subject of the research. This should not exceed 140 letters and spaces. Do not use terms such as "Research on," or "Studies of," or "Investigation of."

Statement of Issue and Justification: Limited to 20,000 characters. Include brief statements of (1) the nature and significance of the issue(s) for which multistate coordination is proposed, and (2) how the proposed activity addresses national and/or regional priorities. (Limit this section to approximately one page). In this statement identify the sets of stakeholders, customers, and/or consumers for whom the activity is intended.

Objectives: Limited to 4,000 characters each. Give clear and succinct statements that describe what is to be done, against which the progress of the proposed activity can be measured. Objectives for these types of activities need to emphasize coordination of activities and the exchange of information. They must not be generalized objectives, but rather they should be very specific. They may not necessarily be traditional research objectives. An objective that would be "to prepare a multistate research project outline" is inappropriate, although research projects may evolve from a coordinating activity. If the objective of the activity is to write a multistate research project outline, a request should be made to the sponsoring regional association to create a development committee (DC) for that specific purpose.

Procedures and Activities: Limited to 4,000 characters. Describe the procedures and activities that will contribute to achieving each of the objectives. Cite milestones if appropriate.

Expected Outcomes and Impacts: Limited to 4,000 characters. Briefly discuss the expected outcomes and the impacts of the proposed activity. Examples of possible outcomes include, but are not limited to:

- Coordination of specific research and extension programs.
- Exchange of ideas and/or information/data.
- Generate interest in a specific research and extension area (e.g., a symposium or workshop).
- Publication of joint research articles and/or review articles on a common issue.
- Evaluation and standardization of methods or techniques leading to the development of a common protocol.
- Identification of critical/key research and education issues.

Internal and External Linkages: This section is generated automatically as the SAESs enter participants. Any non-SAES participants can be entered by the Administrative Advisor. Include a complete table of resources utilizing the format in Appendix E.

***Rationale:** It is important to document the extent of participation in the proposed activity to show integration across functions, disciplines, institutions, and/or states. The names of participants, their employing institution, his or her scientific discipline, the type of appointment (research, extension, joint research and extension, etc.), and SY, PY, and TY commitments should be listed on the “Projected Participation Report.”*

Educational Plan: Limited to 2,000 characters. If applicable, include descriptions concerning equality for service, ease of access to services/information, and any focus on under-served and/or under represented communities/consumers that may benefit from this proposed activity and what the plans are for disseminating information to these and other groups. Identify opportunities for the project/activity to interact with and/or deliver value to peer groups, stakeholders, clientele, and other multistate activities.

Governance: Limited to 4,000 characters. If standard, state so. Otherwise, describe the processes that will be used for selecting leadership and for decision-making.

Literature Cited: Limited to 50,000 characters. List all references cited within the proposal.

Authorization: Electronic signature of the Administrative Advisor with the date of submission.

