WELCOME to Project GREEEN 3.0! If you follow the order posted below, you should have a seamless experience. We encourage you to submit your proposals prior to the deadline of Monday, January 13, 2025. This will give us ample time to manage any issues that may arise.

NEW USERS: If this is your first time submitting to Project GREEEN, you must submit a new user request by December 1, 2024 using this link: https://forms.office.com/r/DFW4dmArcf . This will allow you access to the new SharePoint system.

CURRENT USERS: If you plan on submitting for continued funding and do not know the original project ID, you must submit an old data request using this link: https://forms.office.com/r/DFW4dmArcf .

Please visit the tutorial and user guide listed below, both will give you an excellent overview of the new system.

You can access the Researcher Tutorial PowerPoint and Project GREEEN's App User Guide at
https://www.canr.msu.edu/project-greeen/rfps_and_forms .

Once you have completed the tutorial and user guide, click on the URL below to begin your online submission.

tinyurl.com/ProjectGREEEN

The guidelines and cover page templates listed below still apply.

GENERAL FORMATTING GUIDELINES_____

Proposals must include the cover page, must be single-spaced with indented paragraphs, double-spaced between sections, in 12-point type with 1-inch margins. Per panel reviewer request, this will be enforced.

NEW PROJECT PROPOSAL GUIDELINES

I.   **COVER PAGE (Template attached)**
All fields must be completed. Proposal summary is limited to one page.
Sections II – VII should not be more than 4 pages total.

II.   **PROBLEM STATEMENT**

III. **SPECIFIC OBJECTIVES AND HYPOTHESES**

IV.   **SPECIFIC METHODS AND PROCEDURES**
Do you have collaborators? If so, state what their specific role is.

V.   **PROPOSAL IMPACTS**
Project must demonstrate potential impacts on Michigan's plant agriculture. Proposal must outline how impact will be estimated. Outreach and economic rationale must be included as well.
**Basic grant proposals must present the plan for a federal competitive grant submission in this section.

VI.   **PROJECT SCOPE**
Describe how this project builds on or supports any similar projects submitted to OR funded by other sources.

VII. **TIMELINE**
Multi-year projects must include plans for all years.

VIII. **Resubmission Proposals Only – Describe in 250 words or less how reviewer comments were addressed in the revised proposal.**

IX.   **BUDGET PAGE**
Multi-year projects must include budgets for all proposed years. **List both existing matching support and support from pending proposals. You must provide budget justification.**

X.   **FUNDING HISTORY**
List each team member's Project GREEEN funding over the past three years, including current allocations (note total funds by project number). Indicate how these funds have been used to leverage external grants.

XI.   **LITERATURE CITED**
Literature that supports goals, objectives and methods of proposal.

XII. **TEAM QUALIFICATIONS**
One-page vita for each team member outlining his/her qualifications and accomplishments.

XIII. **LETTERS OF SUPPORT**
Letters of support should not be sent directly to the AgBioResearch office. They must be uploaded in the competitive database as part of your proposal upload. Please be courteous and contact commodity groups and/or organizations well in advance for letters of support. Letters of support must address your project specifically.

[Type here]

CONTINUING PROJECT PROPOSAL GUIDELINES

A progress report on multi-year projects is due in January of each year which is the same deadline as the competitive process. A comprehensive final report will be requested in late May for submission late June of the termination year. Multi-year projects are funded one year at a time and are subject to annual evaluation. These reports will be placed on the Project GREEEN website and used for reporting to the legislature and the general public.

Failure to submit timely and quality progress reports, or to make acceptable project progress, will result in termination of a project and recovery of unspent funds. Investigators failing to submit a final report for a completed project will become ineligible for future Project GREEEN funding.

I.   **COVER PAGE (Template attached)**
     All fields must be completed. Proposal summary is limited to one page.
     Section II should not be more than 2 pages total.

II. **PROGRESS REPORT**
     Submit a concise (two-page maximum, including photographs, charts, or figures) progress report highlighting accomplishments, projected activities, **outreach and impacts** on the Michigan agricultural industry. Reported information will be used to demonstrate the relevance and impact of Project GREEEN funding in communications. Files can be imbedded in actual report document. Images should be saved at 300 dpi or higher.

III. **EXTERNAL GRANTS**
     List all grant proposals submitted in 2024 related to this project and the status of the submitted proposals (awarded, pending, or rejected).

IV. **TIMELINE**
     Outline plans for remainder of project.

V.   **BUDGET**
     See attached continuing budget form; include budgets for remainder of the project and any funds leveraged to this point. You must provide budget justification.

In order to upload your proposal go to tinyurl.com/ProjectGREEEN.