

 **Guidelines & Templates 2019**

**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 and no more than 4 pages long. Per panel reviewer request, this will be enforced.

**NEW PROJECT PROPOSAL GUIDELINES**

1. **Cover page** **(Proposal summary may go into 2nd page)**

**Sections II – VII should not be more than 4 pages total.**

1. **Problem statement**
2. **Specific objectives and hypotheses**
3. **Specific methods and procedures**

Do you have collaborators? If so, state what their specific role is.

1. **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.

\*\*Seed grant proposals present the plan for grant submission in this section.

1. **Project Scope**

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

1. **Time line**

Multi-year projects must include plans for all years.

1. **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.**

1. **Funding history**

List each team members’ 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.

1. **Literature cited**

Literature that supports goals, objectives and methods of proposal.

1. **Team qualifications**

One-page vitae for each team member outlining his/her qualifications and accomplishments.

**Note: XII – Letters of Support are a separate upload from the proposal.**

1. **Letters of support**

Letters of support should not be sent directly to the AgBioResearch office. They must be uploaded in the competitive database SEPARATE from the proposal upload. Please be courteous and contact commodity groups and/or organizations well in advance for letters of support. LOS must address your project specifically.

**CONTINUED PROJECT PROPOSAL GUIDELINES ON NEXT PAGE >**



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**CONTINUED 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 June for submission late July 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 report 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.**

**In order to upload your proposal go to web2.msue.msu.edu/agbioresearchgrants/.**

**CONTINUING PROJECT PROPOSAL GUIDELINES**

1. **COVER PAGE (Proposal summary may go into 2nd page)**

All fields must be completed.

**Section II should not be more than 2 pages total.**

1. **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. Image should be save at 300 dpi or higher.

1. **EXTERNAL GRANTS**

List all grant proposals submitted in 2016 related to this project and the status of the submitted proposals (awarded, pending or rejected).

1. **TIMELINE**

Outline plans for remainder of project.

1. **BUDGET**

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

|  |  |
| --- | --- |
| MSU Sponsor Code: 018650 |   |
| RFP Deadline: January 7, 2019 |
| Project Date: July 1st – June 30th |
| GREEEN Funding Max: $25,000-$40,000  |



 **Cover Page FY19 (for new & continued funding submission)**

|  |
| --- |
| **Proposal Title:**  |
| **Principal Investigator:**  |

|  |
| --- |
| **Collaborators:** |
| **Campus Mailing Address:** |
| **Email Address:** |
| **Phone #:** |

|  |
| --- |
| **EBS Proposal Development Number:** |
| **Umbrella Project/MICL #:****(MICL #’s are assigned to researchers with AgBioResearch appointments who create an umbrella project. If you do not have an ABR appointment just enter 12345.** |
| **Project # (if con’t project):** |

|  |  |  |
| --- | --- | --- |
| **Type of Project (check one)** | **Program Area (check one)** | **Money & Duration of Project** |
| **New FY19 Proposal** [ ]  | **Applied Research** [ ]  | **Total Duration of Project:** |
| **Continuation of FY18 Project** [ ]  | **Basic Research** [ ]  | **Money Requested for FY19 Only:** |
| **Continuation of FY17 Project** [ ]  | **Extension/Demonstration** [ ]  | **Total Cost of Proposal:** |
|  | **Seed Research** [ ]  |  |

**Have you submitted or will you be submitting a similar proposal with a commodity group?** [ ]

**Will this project be used as matching funds for a Specialty Crops Research Initiative (SCRI)?** [ ]

 **If so, what is the name of the SCRI proposal? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposal Summary:**