**Texas A&M AgriLife**
**Administrative Services – Project Records**
*McIntire-Stennis Forestry Proposal Guidelines*
June 2014

## Guidelines for McIntire-Stennis Forestry Proposal

A research Proposal must be submitted when a McIntire-Stennis Project is initiated. The proposal is a research plan for the next five years. Limit your text to no more than 5 single-spaced pages (exclusive of forms and citations or references). This proposal is NOT a detailed proposal like those submitted to NIH/NSF etc. Your finished proposal should serve as a general statement of your research plans for the next 5 years and should serve as an umbrella to include grants that you already have or might apply for.

**Step 1:** Include in your 5-year research plan/proposal the following:

1. **Title**: A brief description of the subject of the research project. The title, as clearly as possible, should reflect the objectives and scope of the project.

2. **Justification:** Present (1) the importance of the problem to agriculture, forestry and rural life of the state of region; (2) reasons for doing the work(such as the needs the project will fill) and doing it at this time; and (3) ways in which public welfare or scientific knowledge will be advanced. In addition, align the project to any of the emerging knowledge areas identified in the 2010 McIntire-Stennis Strategic Plan update. (http://www.naufrp.org/pdf/M-S Plan.pdf) Include how you are addressing stakeholders' input.

3. **Previous Work and Present Outlook.** A brief summary of the previous research (citing important publications); status of current research; and the additional knowledge needed which the project is expected to provide. The following questions from the National Science Foundation may help develop this section: How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the proposer to conduct the research? To what extent does the proposed activity suggest and explore creative, original, or potentially transformative concepts.

4. **Objectives**: A clear, complete, and logically arranged statement of the specific results to be achieved by the project.

5. **Procedure**: 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. Phases of the work to be undertaken currently should be designated. Location of the work and the facilities and equipment needed 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.

6. **Duration and Timetable:** An estimate of the maximum time likely to be required to complete the project and publish results. For the timetable, list major activities and/or objectives and their corresponding time of completion. For example: Objective 1 will be realized in 7 months time (Jan. 1- July 31). Maximum length of the project is 5 years. The preferred method of reporting this information is in a spreadsheet with the years and quarters across the top and the tasks going down the side. Indicate using shading or x's or other means, the amount of time spent on each task. Below is an example of using the spreadsheet to report the information.

7. **Financial support**: **Estimate** annual allotments (percent of funds) to (1) salaries, and (2) maintenance, based on analysis of requirements for labor, equipment, supplies, travel, and other operating expenses.

8. **Personnel:** The leader(s) and any key technical workers assigned must include a brief resume (no more than a page). Past accomplishments, and how these relate to the current research should be indicated.

9. **Cooperation/Collaboration:** A statement listing the U.S. Department of Agriculture or other station, institutions, or agencies expected to cooperate formally or informally on the project. If project is part of a Regional Project, list Regional Research Project Number.

| Task Name | **2012** | | | | **2013** | | | | **2014** | | | |
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| | Qtr 1 | Qtr 2 | Qtr 3 | Qtr 4 | Qtr 1 | Qtr 2 | Qtr 3 | Qtr 4 | Qtr 1 | Qtr 2 | Qtr 3 | Qtr 4 |

**Step 2. Review**: Each PI assumes responsibility for getting their project peer reviewed. Please choose 3 people who are knowledgeable to review the proposal. We recommend that you choose at least one out-side the university person. (An optional review comment is available on the website http://agrilifeas.tamu.edu/fiscal/project-records/ and should have been sent to you through email).

**Step 3. Form AG-905:** Complete, sign, and have your department head/resident director sign the AG-905 form

**Step 4:** Email final proposal and reviews to Stacy.Cantu@ag.tamu.edu. **Make sure your project number TEX is documented on it.**

**Questions:** ***Contact Project Records:*** 979-845-7987.