

### Hatch Proposal Guidelines

A research Proposal must be submitted when a Hatch Project is initiated. The proposal is a research plan for the next five years. Your proposal must have clear and documented relevance to agricultural science. 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 should indicate the essence of the objectives and scope of the project.
2. **Problem statement:** The problem proposed for research should be explicitly stated, and should describe the importance, approaches and economic significance of the problem. It also should provide a brief review of the appropriate literature, and a rationale for the proposed project (e.g., natural resources, environment, safe-nutritious food supply, agricultural competitiveness in global market, economic opportunity, quality of life).
3. **Objectives:** Research objectives should be easily located, clearly stated and logically related to the problem statement. They should be stated so they lead to outcomes that verify the approaches, or improve understanding of concepts presented in the problem statement.
4. **Research approach:** The research approach should clearly communicate a research activity or design that can achieve tangible results for each objective. The approach should be relevant, valid and innovative. Research methodology should be generally described, sufficiently straight forward and simplified so that it can be understood by a diverse audience of scientists.
5. **Probable duration:** 5 years.
6. **Financial support:** List contracts and grants that are presently supporting your research program.
7. **Linkages, cooperation and collaborators:** Cooperators and collaborators should be identified by name and agency, and the roll of each should be characterized in terms of participation in respective project objectives. Also, indicate the technical workers assigned, or who may work, on the project.
8. **References:** List references that apply.

**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 outside 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* signed/completed AG-905 form to [Kim.Redmon@ag.tamu.edu](mailto:Kim.Redmon@ag.tamu.edu)  
**Make sure your project number is documented on the proposal.**

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