McIntire Stennis Instructions

Due Date. New projects are due in the Associate Director's office on May 1 of each year.

NUMBER.	(To be assigned in the Director's Office.)
TITLE.	Give a brief, clear, specific designation of the subject of the research. The title is not to exceed 132 characters and spaces.
JUSTIFICATION.	Should indicate (1) the importance of the problem to forests, woodlands or the ecosystems of Massachusetts, (2) a statement of the needs the project is expected to satisfy, the national goal it relates to, how it addresses that particular goal and the importance of doing the work here and now; and (3) ways in which our environment or scientific knowledge will be improved. An estimate of the monetary value of the crop or industry and the possible returns upon successful accomplishment of the objectives may be included. One or two references may be used to document statements, but the review of literature belongs in the next section.
PREVIOUS WORK AND PRESENT OUTLOOK.	A brief summary covering pertinent previous research on the problem (citing the more important and recent publications from other stations, as well as your own station); the status of current research; and additional information needed, to which the project is expected to contribute. (Literature citations may be listed at the end of the project outline.)
OBJECTIVES.	A clear, complete, logical statement of the specific objectives of the project listed in numerical order.
APPROACH.	There should be a numbered approach statement to correspond with each numbered objective. A statement of the essential working plans and methods to be used in attaining each objective. Approach should correspond to the objectives and follow the same order. Wherever appropriate, the approach should provide data suitable for statistical analysis. This statement should indicate that the research has been carefully planned. This section should indicate (1) questions that have not been answered by research (2) how the proposed research will fill the gaps.
PROBABLE DURATION.	An estimate of the maximum time likely to be required to complete the research originally planned and publish the results. List major activities and objectives and their corresponding time of completion. For example: Objective 1 will be realized in 7 month time (April 1, 2004). Whenever there is a material change in the objectives, a new or revised project outline must be prepared. A major change in procedure might also necessitate a revision of the project outline.

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RELEVANCE, EXPECTED OUTCOMES OR IMPACTS:	Describe ways in which scientific knowledge and the public welfare will be advanced. Describe expected quantifiable outcomes and ways in which individuals, families, businesses and/or communities are expected to improve or change as a result of this project. Address how the proposed project might result in sustainable extension efforts beyond the funding period, and how it would promote development of leadership among its faculty collaborators, among users of the project's research results, and among extension educators/audience. Describe how the project would generate external dollars to continue the line of inquiry.
STAKEHOLDER ENGAGEMENT:	Describe how stakeholders will be involved in the design, implementation and/or evaluation of the research and/or extension components of the project or program.
EVALUATION MILESTONES:	Describe significant anticipated accomplishments during the life of the project (year-to-year) that would demonstrate reportable progress. Address how the project might be evaluated during, at or after completion to assess its value or effectiveness. Provision of a timeline would be helpful, as would a description of any evaluation processes to be undertaken.
FINANCIAL SUPPORT	Estimated annual allotments (by funds) to (1) salaries, and (2) maintenance, based on analysis of requirements for labor, equipment, supplies, travel, and other operating expenses. Or, as an alternative, the estimated total scientist-years (SY) effort proposed for the project.
STAFF SUPPORT.	Estimated annual staff support working on the project. Enter figures in each applicable field to the nearest 0.1 staff year (academic or calendar as appropriate.)

(Insert this table in outline under Staff Support)

Staff Support	**1st year**	**2nd year**	**3rd year**	**4th year**	**5th year**
*SY Scientists (Asst. Prof & Above)	(*See Below)				
*TY Technical Support					
*PY Grad. Assistants					
Clerical, Labor and Other					

***SY - Scientific Year -** This is the portion of time for scientists (Assistant Professor and above)

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who are responsible for creative scientific study, thought, originality, judgments, and accomplishments directly assignable to the activity report.

***PY - Professional Year -** This is the portion of time for persons who hold positions in professional categories and who are assigned to research activities of the project. Such professionals usually hold a bachelors and/or masters degree(s). Graduate students, by virtue of their degree and acceptance into graduate school may be categorized as professionals.

***TY - Technical Year -** This is the portion of time for technicians, aids, and laboratory assistants assigned in support of a project or an activity.

PERSONNEL.	The leader or leaders and other technical workers assigned.
INSTITUTIONAL UNITS INVOLVED.	Each subject matter unit in the Agricultural Experiment Station and any other units of the institution contributing essential services or facilities. The responsibilities of each should be indicated.
COOPERATION.	A statement as to cooperation with the USDA or any other stations, institutions, or other agencies cooperating formally or informally on the project.
APPROVALS.	Scientists and appropriate department heads.

Project Leader _____

Department Head_____
