

MA AGRICULTURAL EXPERIMENT STATION - PROPOSAL GUIDELINES FOR NEW PROJECTS BEGINNING IN FY '25 (10/1/24)

PROJECT NUMBER.	Will be assigned by Experiment Station
TITLE.	A brief, clear, specific designation of the topic and focus of the research. The title is not to exceed 132 characters and spaces.
JUSTIFICATION & NON-TECHNICAL SUMMARY	An explanation of the current issue or problem the research addresses and why it should be investigated. In lay terms , briefly describe the following: (1) the issue and why it is important, (2) your goal and objectives, (3) the target audiences and how they will benefit, and (4) how your activities lead to the outcomes described in the goal statement or objectives.
PREVIOUS WORK AND PRESENT OUTLOOK.	A summary (with citations) of previous research, the status of current research (including any research conducted by the proposed investigators), and prospective future research this work will contribute to. A reference list should be included at the end of the proposal.
GOALS & OBJECTIVES	A clear, concise statement of the major goal(s) of this project. This should encompass a broad perspective of what purpose, achievements, or milestones this project will pursue. Following each stated goal, list any specific objectives to be attained in pursuit of that goal.
OUTPUTS	Identify the outputs (activities, events, services and products) that are expected to be completed during the course of this project.
OUTCOMES & IMPACTS	These should be expressed in succinct statements that describe, for example, advances in scientific or public knowledge, significant changes in behaviors or practices resulting from the project activities, or changes/improvements in the broader environmental, social, or economic conditions.
METHODS Note: This should be the most detailed section of the proposal	A detailed statement of the approaches to be used for attaining the goals and objectives for your research, and for completing each of the outputs listed above. Describe all methods that will be used including how data will be obtained and analyzed. Discuss any potential barriers, contingencies or alternative strategies. This statement should show how the research will be planned and executed.
PROBABLE DURATION	Estimate the maximum time required to complete the planned research and disseminate the results. Projects should be planned from 2 to 5 years. Projects planned for less than 5 years can request a one-year extension.
EVALUATION MILESTONES	Describe anticipated accomplishments for the duration of the project that would demonstrate progress. How should the success of the project be evaluated upon completion? Wherever possible, include information on how outcomes and impacts could be quantified or measured.
PERSONNEL & EFFORT	Provide a list of the names of personnel (investigators, faculty and external collaborators, staff and students) who will be involved in the project and include a very brief description of the role they will play. Then, using a tabular format (see below), enter the effort that individuals employed at UMASS will dedicate (in each of four categories) for each year of the project. Note: Effort is calculated as the percentage of an individual's appointment (e.g. for a full-time professional contributing one day per week, enter .20).

Project are typically active for a period of at least 2 years. Check with your department head for the appropriate duration for your project. A one-year extension is allowed, but no project can exceed 5 years total.

Staff Categories	1st year	2nd year	3rd year	4 th year	5 th year
Scientists					
Technical					
Professional/Grad Students					
Clerical & Other					

Scientist - This is the portion of annual time for faculty/scientists who are responsible for creative ideas, scientific judgments, and are ultimately responsible for the planning and results of the project.

Technical - This is the portion of annual time for technicians, aids, and laboratory assistants assigned who will be assigned to support the activities of the project.

Professional– This is the portion of annual time for other individuals who hold professional positions and who are assigned to support the activities of the project. Graduate students are categorized as professionals.

PEER REVIEW	<p>With the completed proposal, send the name, title and email address of three individuals who would be willing to provide external (non-UMass) peer review. Do not put reviewer information in the actual proposal but in the body of an email message that accompanies your completed proposal.</p> <p>Do not identify reviewers in the following categories:</p> <ul style="list-style-type: none"> • Anyone you have published with in the last 3 years • Anyone you collaborated with on a competitive grant in the last 3 years • Anyone for whom you recently served as a supervisor • Anyone who recently served as your supervisor • Your graduate program chair/advisor • A person for whom you served as their graduate program chair/advisor • A family member
APPROVALS	<p>Include a signature page. The proposal must be signed by the Principal Investigator (PI), any Co-Investigators and the current Department Head/Chair. You may use this page for the PERSONNEL & EFFORT table and for signatures.</p>

Principal Investigator: _____
(Print Name)

(Signature)

Co-Investigator: _____
(Print Name)

(Signature)

Co-Investigator: _____
(Print Name)

(Signature)

Department Head: _____
(Print Name)

(Signature)