

addition to the title of the project. The summary should be a self-contained, specific description of the activity to be undertaken and should focus on: overall project goal(s) and supporting objectives; plans to accomplish project goal(s); and relevance of the project to the goals of the Biodiesel Fuel Education Program. The importance of a concise, informative Project Summary cannot be overemphasized. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information) and attach to the Project Summary (Form CSREES–2003).

## 5. Project Description

**Please Note:** The Project Description shall not exceed fifteen (15) pages of written text. This maximum has been established to ensure fair and equitable competition. The Project Description must address each of the evaluation criteria identified in Part IV, B., including the following:

- (a) Demonstrate ability to conduct educational and technical support programs;
- (b) Describe current efforts to collect and disseminate biodiesel information. Explain how the proposed project will enhance these efforts;
- (c) Describe plans to coordinate with other biodiesel educational or promotional programs and with Federal, State and local programs aimed at encouraging biodiesel use, including the EPAct program;
- (d) Describe plans to create a nationwide networking system that delivers biodiesel information to targeted audiences. Specifically address strategies to reach: (1) Government and private fleet operators; (2) the trucking industry; (3) the marine industry; (4) the agricultural sector; (5) fuel distributors; (6) fuel refiners; (7) the railroad industry; (8) non-fuel users (*e.g.*, furnace manufacturers); (9) engine and engine part manufacturers; and (10) the public;
- (e) Describe how the project will identify and document the benefits of biodiesel;
- (f) Describe plans to identify information gaps and gather data pertaining to the gaps. Explain how this data will be used to develop strategies that reduce or eliminate the information gaps;
- (g) Describe how the project will identify and gather data pertaining to market barriers. Include plans to address questions and concerns related to fuel quality, Nox emissions, cost, lifecycle costing, storage, and engine warrantee coverage;
- (h) Identify all practical indicators or milestones that will be used to measure

progress towards achieving program objectives (see Part II, B.). Indicators may include, but are not limited to: (1) a targeted audience's level of awareness of biodiesel benefits; (2) Government and/or State motor fleet consumption of biodiesel; (3) the availability of biodiesel information; and (4) the level of public acceptance of biodiesel as a credible fuel and fuel additive;

(i) Describe strategies to involve stakeholders in the planning and accomplishment of program objectives (see Part II, B.); and

(j) Document that necessary institutional resources (administrative, facilities, equipment, and/or materials), and other appropriate resources will be made available to the project. Demonstrate how the institutional resources to be made available to the project, when combined with the support requested from USDA, will be adequate to carry out the activities of the project.

## 6. References

All references to works cited should be complete, including titles and all co-authors, and should conform to an acceptable journal format. References are not considered in the page-limitation for the Project Description.

## 7. Appendices to Project Description

Appendices to the Project Description are allowed if they are directly germane to the proposed project. The addition of appendices should not be used to circumvent the page limitation.

## 8. Key Personnel

The following should be included, as applicable:

- (a) The roles and responsibilities of each PD and/or collaborator should be clearly described; and
- (b) Vitae of the PD and each co-PD, senior associate, and other professional personnel. This section should include vitae of all key persons who are expected to work on the project, whether or not OEPNU funds are sought for their support. The vitae should be limited to two (2) pages each in length, excluding publication listings. The vitae should include a presentation of academic and research credentials, as applicable, *e.g.*, earned degrees, teaching experience, employment history, professional activities, honors and awards, and grants received. A chronological list of all publications in refereed journals during the past four (4) years, including those in press, must be provided for each project member for whom a curriculum vitae is provided. Also list only those non-refereed technical publications that have relevance to the

proposed project. All authors should be listed in the same order as they appear on each paper cited, along with the title and complete reference as these usually appear in journals.

## 9. Collaborative Arrangements

If it will be necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of application, vitae or resume should be provided. In addition, evidence (*e.g.*, letter of support) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application. See instructions in the application forms for completing Form CSREES–2004, Budget.

## 10. Conflict-of-Interest List (Form CSREES–2007)

A "Conflict-of-Interest List," Form CSREES–2007, must be provided for all individuals who have submitted a vitae in response to item 8.(b) of this part. Each Form CSREES–2007 should list alphabetically, by the last names, the full names of the individuals in the following categories: (a) All co-authors on publications within the past four years, including pending publications and submissions; (b) all collaborators on projects within the past four years, including current and planned collaborations; (c) all thesis or postdoctoral advisees/advisors within the past four years; and (d) all persons in your field with whom you have had a consulting or financial arrangement within the past four years, who stand to gain by seeing the project funded. This form is necessary to assist program staff in excluding from application review those individuals who have conflicts of interest with the personnel in the grant application. The program contact must be informed of any additional conflicts of interest that arise after the application is submitted.

## 11. Budget

### (a) Budget Form (Form CSREES–2004)

Prepare the Budget, Form CSREES–2004, in accordance with instructions provided with the application forms. A budget form is required for each year of requested support. In addition, a cumulative budget is required detailing the requested total support for the overall project period. The budget form may be reproduced as needed by applicants. Funds may be requested