

Page B

Page B should be submitted only with the original signature copy of the application and should be placed as the last page of the original copy of the application. This page contains personal data on the PD(s). CSREES requests this information in order to monitor the operation of its review and awards processes. This page will not be duplicated or used during the review process. Please note that failure to submit this information will in no way affect consideration of your application.

3. Table of Contents

For consistency and ease in locating information, each application must contain a detailed Table of Contents immediately following the proposal cover page. The Table of Contents should contain page numbers for each component of the application. Page numbering should begin with the first page of the Project Description.

4. Project Summary (Form CSREES-2003)

The application must contain a Project Summary, Form CSREES-2003. The summary should be approximately 250 words, contained within the box, placed immediately after the Table of Contents, and not numbered. The names and affiliated organizations of all PDs and co-PDs should be listed on this form, in 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 purpose of the Native American Outreach 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 section may not exceed a total of eighteen (18) single- or double-spaced pages including figures and tables. This maximum has been established to ensure fair and equitable competition. The Project Description must include all of the following:

(a) **Introduction**—Clearly identify which of the four (4) objectives (see part I, B.) the proposed project seeks to address. Describe the goals, target audience and geographic area to be served. Include preliminary data/

information pertinent to the proposed project.

(b) **Approach**—Describe the proposed activities, methods to achieve goals and expected outcomes. Justify the rationale for choosing this project approach. Specify plans for partnerships, collaborative efforts, and/or linkages to other programs and projects, where appropriate, and explain how they will contribute to the success of the project. Describe plans to involve stakeholders in identifying needs and evaluating the success of the project in meeting those needs. Include a timeline with expected completion dates for project milestones. Discuss potential pitfalls that may be encountered and limitations to the proposed approach.

(c) **Evaluation and Monitoring of Project**—Provide a plan for assessing and evaluating the accomplishment of stated goals during the project period. Describe ways to determine the effectiveness of the approach during and upon termination of the project. If a project is complex and requires administrative oversight, include plans for evaluating and monitoring the administration of the project, as well. This description should include how funds and resources will be allocated so that collaborative participation of all parties is ensured throughout the duration of the project.

(d) **Management Plan**—Explain how the project will be managed to ensure efficient administration of the grant, including the facilitation of planning, communication, and report preparation. Management of the project will be judged on the adequacy of: Overall management of the budget, including budget and collaboration with co-PDs; plans for reporting, assessing and interpreting the results; and coordination of dissemination of the information over the duration of the project.

6. References to Project Description

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. Facilities and Equipment

Facilities and major items of equipment that are available for use or assignment to the proposed project during the requested period of support should be described. In addition, items of nonexpendable equipment necessary to conduct and successfully conclude the proposed project should be listed (including dollar amounts), and, if funds are requested for their acquisition,

justified on a separate page and attached to the budget.

8. 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 page limitations.

9. 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) The 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 CSREES funds are sought for their support. The vitae should be limited to two (2) pages each in length, excluding publications 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 vita 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.

10. 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, a vitae or resume should be provided. In addition, evidence (e.g., letters 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.

11. Conflict-of-Interest List (Form CSREES-2007)

A Conflict-of-Interest List, Form CSREES-2007, must be provided for all