

The intent of the program is to maximize impact and "return on investment." Projects included in applications should focus on significant topics within the state or region. Because Geospatial Extension Specialists are intended to provide meaningful assistance to users within the state, the applications they choose to address should be of high priority for a reasonably large group to insure relevance, visibility and impact. Projects are also encouraged that build on existing resources. NASA (ESE and Space Grant) has built a considerable Earth science infrastructure within the nation. Similarly, through the land-grant system, the states have built an unparalleled research and technology infrastructure that often includes some NASA resources (*i.e.*, NASA PIs and their centers). These existing resources should form the base for proposed activities. The relative strengths of these resources will vary from state to state, but the intent is to build from existing centers and strengths, rather than create new ones.

Activities will be managed cooperatively at the national and state levels. Nationally, the program will be the shared responsibility of NASA, through the Office of Education and the Office of Earth Science (OES); USDA, through CSREES; and NOAA, through the National Sea Grant College Program. A Program Coordinating Group (PCG) comprised of the Space Grant Director at NASA, the manager of the applications research program in the Earth Science Applications Division of NASA/OES, the designated appointee of CSREES for USDA, and the designated appointee of the National Sea Grant College Program for NOAA, will be responsible for operational decisions in the program, subject to review by senior management.

Management of the program at the state level will be led by Geospatial Extension Specialists with concurrence from Directors of the state CES and the SGC, as appropriate. The CES Director will be the primary resource for questions regarding applications and demonstration projects. The state Space Grant Director will be the primary resource for issues related to geospatial research, education and workforce development.

Part III. Preparation of an Application

A. Program Application Materials

The participating agencies have agreed to use the USDA guidelines for application format (see below) and application kit. Program application materials are available at the CSREES Web site (<http://www.reeusda.gov/1700/>

[funding/ourfund.htm](http://www.reeusda.gov/1700/funding/ourfund.htm)). If you do not have access to the CSREES web page or have trouble downloading material, you may contact the Proposal Services Unit, Competitive Programs, USDA/CSREES at (202) 401-5048. When calling the Proposal Services Unit, please indicate that you are requesting forms for the Geospatial Extension Specialists Program. These materials may also be requested via Internet by sending a message with your name, mailing address (not e-mail) and phone number to psb@csrees.usda.gov. State that you want a copy of the Program Description and application materials for the FY 2004 Geospatial Extension Specialists Program.

B. Content of Applications

Applications should be prepared following the guidelines and the instructions below. Each application must contain the following elements in the order indicated:

1. General

The application should follow these guidelines, enabling reviewers to more easily evaluate the merits of each application in a systematic, consistent fashion:

(a) The application should be prepared on only one side of the page using standard size (8½" x 11") white paper, one inch margins, typed or word processed using no type smaller than 12 point font, and single- or double-spaced. Use an easily readable font face (*e.g.*, Geneva, Helvetica, Times Roman).

(b) Number each page of the application sequentially, starting with the Project Description, including the budget pages, required forms, and any appendices.

(c) Staple the application in the upper left-hand corner. Do not bind. An original and fourteen (14) copies of the application, along with ten (10) additional copies of the Project Summary, must be submitted in one package.

(d) Include original illustrations (photographs, color prints, *etc.*) in all copies of the application to prevent loss of meaning through poor quality reproduction.

(e) The contents of the application should be assembled in the following order:

- (1) Application Cover Page (Form CSREES-2002)
- (2) Table of Contents
- (3) Project Summary (Form CSREES-2003)
- (4) Response to Previous Review (if applicable)
- (5) Project Description (see instructions for page limitations)

- (6) References to Project Description
- (7) Appendices to Project Description
- (8) Facilities and Equipment
- (9) Key Personnel (vitae and publications list)
- (10) Collaborative Arrangements (including letters of support)
- (11) Conflict-of-Interest List (Form CSREES-2007)
- (12) Budget (Form CSREES-2004)
- (13) Budget Narrative
- (14) Matching (if required)
- (15) Current and Pending Support (Form CSREES-2005)
- (16) Assurance Statement(s) (Form CSREES-2008)
- (17) Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)

2. Proposal Cover Page (Form CSREES-2002)

Page A. Each copy of each grant application must contain a Proposal Cover Page, Form CSREES-2002. One copy of the application, preferably the original, must contain the pen-and-ink signature(s) of the proposing PDs and the AOR, the individual who possesses the necessary authority to commit the organization's time and other relevant resources to the project. 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 signatures) and attach to the Proposal Cover Page (Form CSREES-2002). Any proposed PD or co-PD whose signature does not appear on Form CSREES-2002 or attached additional sheets will not be listed on any resulting grant award. Complete both signature blocks located at the bottom of the Proposal Cover Page form. Please note that Form CSREES-2002 is comprised of two parts—Page A, which is the "Proposal Cover Page", and Page B, which is the "Personal Data on Project Director."

Form CSREES-2002 serves as a source document for the CSREES grant database; it is therefore important that it be accurately completed in its entirety, especially the e-mail addresses requested in Blocks 4.c. and 18.c. However, the following items are highlighted as having a high potential for errors or misinterpretations:

(a) Type of Performing Organization (Block 6.a. and 6.b.). For Block 6.a., a check should be placed in the appropriate box to identify the type of organization which is the legal recipient named in Block 1. Only one box should be checked. For Block 6.b., please check as many boxes that apply to the affiliation of the PD listed in Block 16.

(b) Title of Proposed Project (Block 7). The title of the project must be brief