

educators, and the public-at-large will be involved in the proposed GES activities. In addition to conventional print media, each project will seek to reach a broader audience through other forms of media. Projects are expected to develop World Wide Web sites that describe the projects, and provide linkages to appropriate NASA/ESE, Space Grant and USDA home pages. Projects are encouraged to find outlets in other media (e.g., popular press, broadcast) to reach an even broader audience. Describe how these outreach efforts will be coordinated through the NASA/ESE, Space Grant and USDA/CSREES outreach teams. NASA Web site requirements are available at <http://section508.nasa.gov>.

(3) Demonstrated commitments—Provide evidence of commitment to the proposed project on the part of the proposing institution. For collaborating organizations, such evidence should be the same as described in 9., Collaborative and Subcontractual Arrangements (e.g., letter of support).

(4) Anticipated performance metrics—Include anticipated outcomes and impacts of the project on the user community that can be used to evaluate the performance of the GES position and the effectiveness of the project.

(f) Evaluation and Monitoring of Project—Provide a plan for assessing and evaluating the accomplishments of the stated application objectives during the project and describe ways to determine the effectiveness of the end results during and upon termination of the project. 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.

## 6. References in Project Description

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

## 7. Appendices to Project Description

Each Project Description is expected to be complete, however, additions to the Project Description (appendices) are allowed if they are directly germane to the proposed project and strictly limited to a maximum of two (2) of the following:

(a) Reprints (papers that have been published in peer-reviewed journals); and

(b) Preprints (manuscripts in press for a peer-reviewed journal, must be accompanied by letters of acceptance from the publishing journals).

Manuscripts sent in support of the application should be single-spaced and printed on both sides of the page. Each manuscript must be identified with the name of the submitting organization, the name(s) of the PD(s), and the title of the application, and be securely attached to each copy of the application.

Program staff will not collate applications or application addenda. Information may not be appended to an application to circumvent the page limitations prescribed for the Project Description. Extraneous materials will not be used during the peer review process.

## 8. 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 complete 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.

## 9. Collaborative and Sub-Contractual Arrangements

If it will be necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified (e.g., letters of support). In addition, evidence should be provided that the collaborators involved have agreed to render these services. If the consultant(s) or collaborator(s) are known at the time of application, vitae or resume should be provided. The applicant also will be required to provide additional information on consultant(s) and collaborator(s) in the Budget portion of the application. See instructions in the application forms for completing Form CSREES-2004, Budget. For purposes of application development, informal day-to-day contacts between key project personnel and outside experts are not considered to be collaborative arrangements and thus do not need to be detailed.

## 10. Key Personnel

The following should be included, as applicable:

(a) The roles and responsibilities of each PD and/or collaborator should be clearly described, including an estimate of the time each is committing to the proposed project; and

(b) Vitae for the Geospatial Extension Specialist, senior associates and other professional personnel. This section should include vitae of all key persons who are expected to work on the project, whether or not funding is sought for their support. The vitae should be limited to two (2) pages in length, excluding publications listings. 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 vita is provided. Also list only those non-refereed technical publications which 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.

## 11. 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 vita in response to item 10(b) of this part. Each Form CSREES-2007 must list alphabetically, by 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; 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 should be informed of any additional conflicts of interest that arise after the application is submitted.

## 12. Budget

Prepare the budget, Form CSREES-2004, in accordance with instructions provided with the application forms. Budgets should be commensurate with activities proposed. 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. Applicants may include in their requested budgets reasonable travel expenses for Geospatial Extension Specialists whose work is supported through this solicitation to attend two meetings per year, at locations to be determined. The budget form may be