

## Proposal Writing Instructions for McIntire Stennis Projects

**Title:** A (140 letters and spaces or fewer) descriptive yet brief statement of the subject of the research, preferably in lay language. Do not include phrases such as "research on," "investigation of," etc.

**McIntire Stennis Research Area:** List the forestry research priority area(s) your project will address, choosing from these following areas specified by the McIntire-Stennis Act of 1962:

1. Reforestation and management of land for the production of crops of timber and other related products of the forest;
2. Management of forest and related watershed lands to improve conditions of water flow and to protect resources against floods and erosion;
3. Management of forest and related rangeland for production of forage for domestic livestock and game and improvement of food and habitat for wildlife;
4. Management of forest lands for outdoor recreation;
5. Protection of forest land and resources against fire, insects, diseases, or other destructive agents;
6. Utilization of wood and other forest products;
7. Development of sound policies for the management of forest lands and marketing of forest products
8. Such other studies as may be necessary to obtain the fullest and most effective use of forest resources.

**Justification:** Address these areas in your research justification:

- The importance of the problem to agriculture, forestry and rural life of the State or region
- Reasons for doing the work (such as the needs the project will fill) and doing it at this time
- Ways in which public welfare or scientific knowledge will be advanced.

In addition to the legislatively mandated forestry research areas, align the project to any of the emerging knowledge areas identified in the 2017 McIntire-Stennis Strategic Plan:

- Science of integration
- Forest ecosystem services
- Human attitudes and behaviors
- Conflict, uncertainty, and decision-making
- Technological advancements, productivity, and forest applications
- Urban ecosystems and NIFA's societal challenge on Changing Climate

The M-S Strategic Plan can be accessed as follows: [http://naufnp.forest.mtu.edu/wp-content/uploads/2016/10/Mac\\_Stennis\\_StrategicPlan16PRINT.pdf](http://naufnp.forest.mtu.edu/wp-content/uploads/2016/10/Mac_Stennis_StrategicPlan16PRINT.pdf) . Include how you are addressing stakeholders' input. What may be the benefits of the proposed activity? How will your project enhance the lives of relevant stakeholders in NJ and elsewhere if applicable?

**Expected Impact:** The expected impact section should consist of a few paragraphs in non-technical language, which clearly states how the outcomes and results of the proposed project will affect and/or benefit identified stakeholder needs. How will your project enhance the infrastructure of research, education and extension?  
*IMPORTANT: This MUST be written for a non-technical audience.*

**Previous work and present outlook:** A brief summary of previous research (citing important and relevant publications/literature); status of current research; and the knowledge needed which the project is expected to provide. Provide evidence of the efforts made to avoid duplication of research. Applicants should consider the likelihood that the research is currently undertaken elsewhere, and if so, ensure there is not excessive duplication. If your new project is related to previously funded projects, describe accomplishments in the original project and how the new proposal will advance these accomplishments. The CRIS Database

([cris.nifa.usda.gov](http://cris.nifa.usda.gov)) may assist you in the identification of duplicative work being done. (List literature citations at the end of the project proposal.)

**Objectives:** The specific results to be achieved should be concise and logical

**Procedures/Methods:** This section should consist of a statement of the essential working plans and methods to be used in addressing each of the previously stated objectives. Procedures should correspond to the objectives and follow the same order. Phases of work to be undertaken currently should be designated. Location of the work and the facilities and equipment needed and available should be indicated. Where appropriate, the procedure should produce data suitable for statistical analysis. The procedures should reflect careful planning and provide flexibility for changes if changes become necessary.

**Duration and Timetable:** Please indicate the estimated time for the completion of each stage of the project. For the timetable, list major activities and/or objectives and their corresponding time of completion. Example:

Objective	Timeframe	Start	Tasks & Deliverable	End
Tree canopy analysis	12 mo	Mo 1	<u>Tasks:</u> Tree canopy will be calculated as a percent of land cover on a citywide & sewershed basis for six urban communities. <u>Deliverable:</u> <i>canopy analysis</i>	Mo 12
Hydrologic models of sewersheds	18 mo	Mo 1	<u>Tasks:</u> Hydrologic modeling of sewersheds for the water quality, 2-year, and 10-year design storms will be conducted. <u>Deliverable:</u> <i>modeling report</i>	Mo 18
Hydrologic analysis of green infrastructure practices	24 mo	Mo 3	<u>Tasks:</u> Hydrologic models will be used to quantify the reduction in stormwater runoff for various scenarios of increasing tree canopy; <u>Deliverable:</u> <i>feasibility study</i>	Mo 27
Recommendations for locations of green infrastructure practices	30 mo	Mo 6	<u>Tasks:</u> Convey results to municipal action teams <u>Deliverable:</u> <i>final report that includes recommendations for long term control plans; design assistance for municipal action teams</i>	Mo 36

The time for completion of projects cannot exceed five years. Most NJAES McIntire-Stennis projects are three years in duration unless permission is granted to make them longer. If the need for a material change in project objectives arises during an approved project, a new or revised project outline should be prepared and submitted via the Project Change module in REEport. A major change in procedure might also necessitate a revision of the project proposal.

**Budget:** In recent years, USDA-NIFA has been very particular regarding McIntire-Stennis budgets and will be reviewing them closely. Please use the modified NJAES budget template which can be requested from our office

Keep in mind the NJAES cost guideline restrictions which can be downloaded under NJAES Office of Research Policies here. <https://sebsnjaesresearch.rutgers.edu/wp-content/uploads/2016/11/DL1-Guidelines-for-Allowable-Costs-on-USDA-NIFA-Capacity-Grant-Funds.pdf>



Do not include a salary request for the Project Director or other Co-Directors as that funding is determined by the NJAES Office of Research. Also, any requested “above the line” personnel (salaried GAs and Postdoctoral Fellows, other requested Faculty or Staff) must be pre-approved by the NJAES Office of Research.

**Personnel:** The leader(s) and other technical workers assigned to the project must include a brief one-page resume. Past accomplishments, and how these relate to the current research should be indicated. If there is an advisory, coordinating, or directing committee for the project, the official title of the committee should be listed.

**Resource Commitment:** Resource commitment is best expressed in Scientist Years (SY). One SY is the total effort of an assistant professor (or equivalent) or higher on the project for one calendar year. Indicate the total SY anticipated for each year of the project. Also, the leader(s) and other technical workers involved in the project should be clearly identified. These should be reflected in decimals – for example, 20% yearly effort should be shown as 0.20

<b>Staff Support</b>	<b>1st year</b>	<b>2nd year</b>	<b>3rd year</b>
*SY Scientists (Asst. Prof & Above)			
*TY Technical Support			
*PY Grad. Asst, Post Docs			

**\*SY - Scientific Year** - This is the portion of time for scientists (generally Assistant Professor and above) who are responsible for creative scientific study, judgments, and accomplishments directly assignable to the activity report.

**\*PY - Professional Year** - This is the portion of time for persons who hold positions in professional categories and who are assigned to research activities of the project. Such professionals usually hold a masters degree(s). Graduate students, by virtue of their degree and acceptance into graduate school may be categorized as professionals. This also applies to post-doctoral professionals.

**\*TY - Technical Year** - This is the portion of time for technicians, aids, and laboratory assistants assigned in support of a project or an activity.

**Internal and External Cooperation:** Each subject matter unit in NJAES and any other units of the institution contributing essential services or facilities need to be indicated, as well as the responsibilities of each unit (internal cooperation). In addition, please describe any cooperation with the US Department of Agriculture or any other experiment stations, institutions, or other agencies cooperating formally or informally on the project (external cooperation).