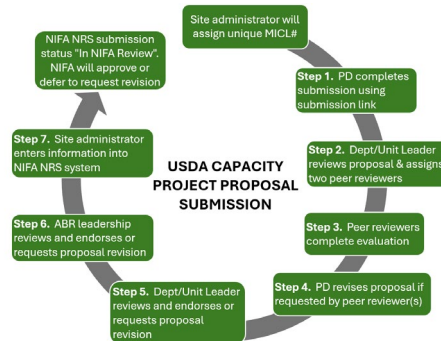


## CAPACITY PROJECT PROPOSAL/INITIATION SUBMISSION

***\*A faculty will be contacted by ABR's site administrator with submission instructions including MICL number 3 months before a proposal is due.***

**For Hatch, McIntire-Stennis, Animal Health and Disease project proposals:**



### Submission steps:

Step 1: Faculty Project Director (PD) submits a capacity project proposal through ABR's [Capacity Grant submission system](#).

***\*NRS system does not reflect figures or tables correctly. Avoid including figures or tables in your proposal.***

Step 2: Department administrator reviews the submission and assigns two peer reviewers.

Step 3: Peer review is performed and comments shared are sent back to the PD for proposal revision.

Step 4: PD revises proposal based on the comments by the peer reviewers.

Step 5: Department administrator reviews and approves or rejects the revised proposal.

Step 6: AgBioResearch leadership reviews final proposal submission and submits institutional approval or rejects and releases the proposal to PD for revision and resubmission. Resubmitted proposal is reviewed again by ABR leadership.

Step 7: ***ABR-approved project proposal is entered into [NIFA's NRS system](#) by MSU site administrator for USDA NIFA final review and approval. Please inform Jackie Henning at [jdesande@msu.edu](mailto:jdesande@msu.edu) for further assistance if your final submitted proposal is deferred by USDA NIFA.***

### For Hatch Multistate Research project initiations:

Step 1: Find a Multistate Research Project of your interest at the [NIMSS system](#). ***Although not required, it is a good idea to have a discussion with your department/unit leader before you decide to join a Multistate Research Project of your interest.***

Step 2:

- If you wish to become the MSU representative/lead (one/institution) of a project, please submit project initiation through ABR's [Capacity Grant submission system](#).



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- If there already is a MSU representative/lead for the project of your interest, but you wish to join the project as a participant, please contact [Jackie Henning](#) for further instruction.

- Step 3: AgBioResearch leadership reviews final proposal submission and submits institutional approval or rejects and releases the initiation to PD for revision and resubmission. Resubmitted initiation is reviewed again by ABR leadership.
- Step 4: Once your submission is approved by ABR, MSU site administrator, Jackie Henning, will contact you with further instruction on completing the [Appendix E form](#). **ABR-approved Hatch Multistate Research Project initiation is entered into the [National Information Management and Support System \(NIMSS\)](#) by MSU site administrator for USDA NIFA final review and approval. Please inform Jackie Henning at [jdesande@msu.edu](mailto:jdesande@msu.edu) for further assistance if your final submitted proposal is deferred by USDA NIFA.**

**Required contents in ABR's [Capacity Grant submission system](#):**

***Project Direct Name***

***Project Director Email***

***Project Director's Department***

***List the names and affiliation of your collaborators if you have any***

***MICL#***

***TITLE:*** Prepare a brief title that speaks to the purpose of the project.

***Funding Source:*** Select funding source type for your research project outline. (Hatch, McIntire-Stennis, Animal Health & Disease Research, or Hatch Multistate)

***Identification of Critical Issues:*** (you can select more than one)

Water Quality and Quantity

Plant and Animal Production and Health

Secure Food and Fiber Systems

Human Health, Youth, and Families

Environmental Stewardship and Natural Resources Management

Workforce Development, Community Resource Development and Innovation

***Non-Technical Summary***

*This is the most important section of your proposal because it can be accessed by legislators who make decisions about funding allocations, the general public, community leaders, taxpayers, governmental staff, and other scientists. Please use layperson language to serve general citizens, without a scientific background.*

**Note:** The total content of sections a-d is limited to a maximum of 10,000-character limit including space.

**a) *What is the current issue or problem that the research addresses and why it is important?***

*Please consider a perspective that goes beyond the primary end-users of the science you are conducting. Briefly discuss: 1) the current issue or problem that the research will address; and*



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2) Why it is important to be studied now.

**b) What are the major goals and objectives of this research?**

Provide a clear, concise statement of the major goals for the project. The major goals (overarching goals) encompass a broad perspective of what purpose, service, major achievement, or milestone the project will meet. Following the major goals statement, list the numbered objectives of your project. Objectives are clearly measurable. Target a 5-year duration for the scope of the project goals and objectives.

**c) List the target audience(s) that will be the focus of effort for the duration of the project and describe how they will benefit from the project.**

Provide at least three primary and one or more secondary audiences to be served by the proposed project and describe how the target audience will benefit from your research findings. They may include individuals, groups, market segments, or communities. Identify population groups when possible. The list should be broader than the scientific community.

**d) Describe the expected outcomes, products, impacts, and how they can be achieved.**

1. **Outcomes/Accomplishments:** USDA considers “outcomes” and “accomplishments” to be synonymous. Outcomes are generally short statements indicating a significant change in knowledge, action, or condition. For a research project, a change in knowledge can be a breakthrough understanding in scientific knowledge. For education or extension projects, a **change of knowledge** occurs when recipients of an education or extension activity demonstrate significant learning/information gain in understanding. **A change in action** occurs when a significant change in behaviors or practices results from the project’s activities. **A change in condition** occurs when a significant change in the condition of societal concern results from the project’s activities. If appropriate and available, outcomes should be supported with key, quantitative data, such as number of acres impacted, increased profits, or number of people impacted.
2. **Products/Outputs:** USDA considers “products” and “outputs” to be synonymous. They include activities, events, services, and products that reach people. **Activities** include conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring. **Events** include conferences, demonstration sites, field days, symposia, workshops, and training. **Services** include consulting, counseling, and tutoring. **Products** include audio or video products; curricula; data or databases; equipment or instruments; patent applications; applications for Plant Variety Act protection; models; networks and/or collaborations fostered by the project or activity; physical collections or resources, new animal germplasm, or genetic maps; software; technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.
3. Please consider what **the anticipatory impact(s)** the project is expected to lead toward. Identify things likely to happen within a year or two upon completion of the project. For example, a partnership in developing presentations, Extension publications with MSU CANR, participation in a field day, a community event, or a college or institute activity/event.

**e) Methodology (10,000-character limit including space)**

Define the essential working plan, methods, collaborator(s) proposed to attain each objective to reach the targeted goals. Please identify and describe, as appropriate: 1) Phases of the work plan; 2) The location of the work, facilities, and equipment; 3) Experimental design, including methods used



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*and how results will be analyzed, evaluated, interpreted, and delivered; and 4) Potential limitation(s) and alternative plan(s).*

***If applicable:***

% Animal Health Component 0% - 100%

% Forestry Component 0% - 100%

% Research Activity

% Extension Activity

% Education Activity

These 3 should equal 100%

% Applied Research Effort

% Basic Research Effort

% Developmental Research Effort

These 3 should equal 100%

***Is this an integrated research and extension activity ([AREERA Section 104, 105, 204](#))? Yes or No***

*If Yes, please describe in the box below*

***Is this a Multistate research project activity ([AREERA Section 104, 201](#))? Yes or No***

*If Yes, please describe in the box below*

***Are human subjects involved? Yes or No***

*If Yes, [IRB](#) needs to be provided and provide IRB approval date. You must have an approved IRB within two months of proposal submission.*

***Is the project exempt from Federal Regulations?, Yes, or No***

*If Yes, select appropriate exemption number.*

***Are vertebrate animals used? Yes or No***

*If Yes, [IACUC](#) needs to be provided and provide IACUC approval date. You must have an approved IACUC within two months of proposal submission.*

***Describe the relevance of your project to the [mission of MSU AgBioResearch](#). (1,000-character limit including spaces)***

**USDA-NIFA Classification Form:** Please make sure the knowledge area, subject of investigation, and field of science columns are filled out (multiple rows available).

**Full Time Equivalent (FTE) Form:** Project Initiation: Enter Estimated Project FTE's For The Project Duration.