



Project Outline Format

I. Project Title

II. Project Type

III. Principal Investigators, Departmental Affiliation(s), and Current Appointment(s)

(Include all co-leads and other NMSU faculty contributors)

PI name:

Department:

Campus Address:

Email Address:

Current Appointment: ___FTE Research; ___FTE Extension; ___FTE Teaching; ___FTE Other

IV. Statement of Issues and justification (1-page maximum)

This section should explain why the work needs to be done, and should include statements on the following points:

- The need as indicated by stakeholders. (i.e., explain how the proposed research addresses national and/or regional priorities developed following stakeholder input.)
- The importance of the work, and what the consequences are if it is not done.
- The technical feasibility of the research.
- The likely impacts of successfully completing the work.

V. Previous Work/ Present Outlook (2-page maximum)

Include information to identify work that has been conducted or is being conducted to meet similar objectives to your proposed research. Please note this should not be a typical in-depth literature review. This section is to help define the problem under study and explain how your work will supplement work current and/or previous research.

VI. Goals

There is no minimum or maximum number of goals to include for a project. They should be specific and attainable within the proposed timeline of the project and use available or realistic resources available to you.

- What major achievements does the project hope to realize?
- Following each goal, please list the objectives of the project tied to each goal
- Objectives should be focused, quantifiable, and measurable, whereas goals are more general and broad.

VII. Methods

Describe how the project will be conducted, with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods. Include a description of

how the results will be analyzed, evaluated, or interpreted for integrated and extension projects. Describe the Efforts that will be used to cause a change in knowledge, actions (behavior), or conditions of a target audience. Include a description of how the output(s) will be Evaluated and/or quantified for its impact on the intended audience(s).

"Efforts": Efforts include actions that expand knowledge in the field of science and or deliver science-based knowledge to people through formal or informal educational programs. Examples include formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; workshops; experiential learning opportunities; extension and outreach.

"Evaluation": Demonstrating that evaluation will be part of your project means that you describe the plan/steps to be used to evaluate or "measure" the success of the project. Provide a listing of the types of evaluation studies planned and types of data that will be collected, emphasizing key milestones, and measurable or quantitative indicators of success. The project evaluation plan should relate milestones and indicators of success to expected project outcomes/accomplishments and impacts.

VIII. Target Audience

Provide a description of the target audience(s) that will be the focus of effort for the duration of the project. Target audiences include individuals, groups, market segments, or communities that will be served by the project. Where appropriate, you should also identify population groups such as racial and ethnic minorities and those who are socially, economically, or educationally disadvantaged.

IX. Products

Identify the products/outputs that are planned as a result of this project. For the Project Initiation proposal, include all products/outputs that are expected/estimated to result from the duration of this project. Products/outputs are activities, events, services, and products that reach people.

Example products/outputs:

- **Activities:** conducting and analyzing experiments or surveys; assessments; facilitating; teaching; or mentoring.
- **Events:** conferences; demonstration sites; field days; tours; symposia; workshops; and training.
- **Services:** consulting; counseling; and tutoring.
- **Publications:** scientific journals; books; conference proceedings.
- **Other Scientific products:** methods, or techniques; data or databases; equipment or instruments; patents and patent applications; applications for Plant Variety Act protection; models; new germplasm, or genetic maps; decision support tools.
- **Communication products:** audio or video products; website(s) with the appropriate URL(s); information; media impressions (coverage); Policy briefings.
- **Education products:** curricula; networks and/or collaborations fostered by the project or activity; physical collections or resources; train-the-trainer manuals.
- **Other Technology:** software; technology skills; and technology for individuals, communities, and programs; apps.

- **Graduates:** students graduated in agricultural sciences.

X. Outcomes

Describe Expected Outcomes throughout the project. Outcomes help lead to a project impact. An outcome is defined as a measurable and documented change in knowledge, action, or condition as a result of the project. Outcomes should relate directly to the project objectives. Expected project outcomes are to be identified and listed in this section and then further reported on in progress reports and final reports in the accomplishments section in consecutive years.

Outcome statements in this section should be short, succinct statements that start with phrases indicating the occurrence of change. If appropriate and available, outcomes should be supported with key, quantitative data, such as the number of acres impacted, increased profits, or the number of people impacted.

Outcomes should include one or more of the following:

- Change in Knowledge: A change in knowledge can be an incremental change in the understanding of scientific knowledge. For education or extension projects, a change of knowledge occurs when recipients of an education or extension activity demonstrate learning and information gain in understanding.
- Change in Action: A change in action occurs when a change in behaviors or practices results from the project's activities.
- Change in Condition: A change in condition occurs when a change in a condition of societal concern results from the project's activities such as awareness level.

XI. Non-Technical Summary

This non-technical summary may be the most important section of your report. This will be accessed by legislators who make decisions about funding allocations, the general public, community leaders, and taxpayers as well as government staff and other scientists.

A good non-technical summary is composed of 1- 2 succinct paragraphs that cover three main points.

1. What is the current issue or problem that the research addresses and why does it need to be researched?
2. What methods and approaches will be used to collect and produce data/results and subsequently inform target audiences?
3. Through the methods mentioned above, what ultimate goals does the project hope to achieve and what is the general impact expected to be if this goal is met?

XII. Duration Progress

Indicate the work that will be accomplished throughout each year of the project. Include timeline linked accomplishments that need to be completed before subsequent activities can begin.

Year 1:

Year 2:

Year 3:

Year 4:

Year 5:

XIII. Financial Support

Provide information about the anticipated resources needed for each year of the project.

XIV. References Cited

Use a standard format from a professional journal or grant application

XV. Approvals

Use the Project Approvals Form for applicable Department Head signature (s).