

FORMAT FOR PRE-PROPOSAL

Pre-Proposal Research Project for
[Student Name]
Source of Funds*

OBJECTIVE(S):

BRIEF JUSTIFICATION/NEED STATEMENT

MATERIALS AND METHODS TO ACCOMPLISH INVESTIGATION:

This section should address:

- *Experiment design*
- *Materials(equipment and supplies required)*
- *Brief protocol description*
- *How data samples will be analyzed*
- *Sequence of events or activities planned*
- *Other pertinent information*

APPROVALS:

Major Faculty Advisor

Department/Division Chairperson

Research Director

*For Source of Funds indicate title of research project and budget account number.
The entire Pre-Proposal document need not exceed three (3) pages.

SAMPLE LETTER

Dear *Department Head*:

The Evans-Allen Project from your department entitled _____ will meet its maximal approval limits on _____.

To continue the research in this focus area requires a project review to include stakeholder input. If it is your (and the research scientist conducting this research) desire to continue this research, please submit to the Research Office the names of two persons with expertise in the area of research who could serve as reviewers.

Otherwise, you may submit a new project which meets with the strategic direction of the department to the Research Office no later than April 1 of the calendar year.

Projects selected for potential funding will be based on merit, stakeholder needs, adherence to the departmental strategic focus, availability of funds, and which addresses the School's 5 Year Plan of Work, and the current USDA Strategic Goals and Objectives (see Agency's Website at http://www.usda.gov/about/stra_plan.html).

The School's Annual Plan of Work and USDA Five-Year Plan can be viewed at the research site on the School of Agricultural and Environmental Sciences home page.

Respectfully,

Dr. McArthur Floyd
Research Director

XC: Principal Investigator