

**Extramural Grant Draft should include a project description and a budget. The USDA format, as an example, is as follows:**

### **Project Description**

**PLEASE NOTE: The Project Description section may not exceed a total of 18 single- or double-spaced pages, including figures and tables.** These page limitations apply regardless of whether figures or tables are included. All pages, including those with figures and tables, should be numbered sequentially. Project Descriptions must include all of the following:

*(1) Introduction.* A clear statement of the long-term goal(s) and supporting objectives or research questions of the proposed project should be included. Summarize the body of knowledge or other past activities that substantiate the need for the proposed project. Describe ongoing or recently completed significant activities related to the proposed project including the work of key project personnel. Preliminary data/information pertinent to the proposed research should be included in this section. All works cited should be referenced (see g., References to Project Description, below).

*(2) Progress Report.* If the application is a renewal of an existing project supported under this program (or its predecessor), include a clearly marked progress report describing results to date from the previous award. In addition, the progress report must be contained within the 18-page limit and should contain the following information:

- A comparison of actual accomplishments with the objectives established for the previous award;
- The reasons established objectives were not met, if applicable; and
- A listing of any publications resulting from the award. Copies of no more than 2 preprints or reprints may be appended to the application (see section on Appendices to Project Description).

*(3) Rationale and Significance.* Concisely present the rationale behind the proposed research. The specific relationship of the project's objectives to the potential long-range improvement in and sustainability of U.S. agriculture and food systems or to one or more of the particular program areas should be shown clearly. These purposes are described under Part I, B., Purpose and Priorities. Any novel ideas or contributions that the proposed project offers should also be discussed in this section.

*(4) Approach.* The activities proposed or problems being addressed must be clearly stated and the approaches being applied clearly described. Specifically, this section must include:

- A description of the activities proposed and the sequence in which the activities are to be performed;
- Methods to be used in carrying out the proposed project, including the feasibility of the methods;
- Expected outcomes;
- Means by which results will be analyzed, assessed, or interpreted;
- How results or products will be used;
- Pitfalls that may be encountered;
- Limitations to proposed procedures; and
- A full explanation of any materials, procedures, situations, or activities related to the project that may be hazardous to personnel, along with an outline or precautions to be exercised to avoid or mitigate the effects of such hazards.