TO: HES Research and Graduate Studies

SUBJECT: Application for HES ALMs Grant
(Fund utilization from July 1, 2018 – June 30, 2019)

PROJECT TITLE: Click here to enter text.

PERSONNEL: Please type names on form and sign on signature line:

1. Principal Investigator:
   Name: Click here to enter text. Signature: __________________________
   Academic Title: _______________ % Effort: Click here to enter text.

2. Co-Investigator:
   Name: Click here to enter text. Signature: __________________________
   Academic Title: _______________ % Effort: Click here to enter text.

3. Co-Investigator:
   Name: Click here to enter text. Signature: __________________________
   Academic Title: Choose an item. % Effort:

4. Department Chairperson:
   Name: Click here to enter text. Signature: __________________________

5. Department Chairperson (if separate departments)
   Name: Click here to enter text. Signature: __________________________

AMOUNT REQUESTED:

Expenses: Click here to enter text.

TOTAL REQUEST Click here to enter text.
(Maximum Request, $5,000)
**Project Classification Table**

<table>
<thead>
<tr>
<th>Activities</th>
<th>%</th>
<th>Research</th>
<th>%</th>
<th>Knowledge Area*</th>
<th>Subject of Investigation*</th>
<th>Field of Science*</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td></td>
<td>Basic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extension</td>
<td></td>
<td>Applied</td>
<td></td>
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<tr>
<td>Education</td>
<td></td>
<td>Developmental</td>
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<tr>
<td><strong>Total</strong></td>
<td>100%</td>
<td><strong>Total</strong></td>
<td>100%</td>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>


Please provide a list of keywords or phrases for your proposal:

1. 
2. 
3. 
4. 
5. 

The purpose of assigning keywords and key phrases to your project is to improve the retrieval capacity of project information on certain topic areas. The keywords you choose should be as encompassing for your project's topic area as possible so that different keywords searched by various queries will still pull up your project information. If there are specific words or phrases that you have used repeatedly in other sections of your project initiation (i.e. in the non-technical summary, goals, products, etc.), then those same words or phrases should be in your keywords section.

**Personnel Summary**

Please enter potential personnel efforts that would be involved in this project, regardless of funding sources. Enter fractions of FTEs rounded to the nearest tenth in the table below. **You should include all FTEs that supported the project, regardless of source of funding** (See instructions on page 3).

<table>
<thead>
<tr>
<th>Role</th>
<th>Faculty and Non-Students</th>
<th>Students within Staffing Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Scientist</td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>Professional</td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>Technical</td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>Administrative</td>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>0.0</td>
</tr>
</tbody>
</table>
Instructions for the Personnel Summary Table: An FTE is defined by the Government Accountability Office (GAO) as the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For most NIFA partners and places of employment a full-time schedule as defined by law equates to 2,080 hours of work (52 weeks multiplied by 40 hours per week). Thus, a person who works 40 hours per week for 52 weeks of a project's duration (i.e. 1 year of a project) equals 1 complete FTE.

You may enter fractions of FTEs rounded to the nearest tenth. You should include all FTEs that supported the project, regardless of source of funding (i.e. FTEs funded by NIFA non-formula or formula grants, other Federal funds, State, or Other funds should all be included). Make sure to separate the FTEs by type as indicated on the table provided: Faculty and Non-Students in the first column and Students with Staffing Roles in the subsequent three columns. Also ensure that the FTE categories are correctly populated, differentiating between the following:

Scientist: A research worker responsible for original thought, judgments, and accomplishments in independent scientific study. This includes investigation leaders and project leaders and portions of the time of supervising scientists or staff assistants who meet the preceding definition. Examples: Professor, Associate Professor, Assistant Professor, or Scientist.

Professional: A professional does not qualify as a scientist under the preceding definitions but may still significantly contribute to research activities. Professionals usually hold one or more college degrees and have otherwise qualified for employments in a professional category. Generally, professionals have a high degree of research activity responsibility but do not hold principal investigator status or equivalent at the reporting institution. Examples: Department Head, Resident Director, Statistician, Analyst, Assistant Director, Dean.

Technical: Technical Staff are associated with research efforts in a technical capacity and do not participate in the investigative aspects of the research. Examples: Lab Assistant, Mechanic, Carpenter, Machinist, Skilled Tradesperson.

Administrative and Other: These are clerical and support staff who contribute to the non-technical support of the project. It is often difficult to assess an individual’s clerical and labor support to any one project; they usually support groups of researchers of different projects in a broad manner, such as by ordering supplies, typing reports, managing bill payments, performing janitorial work. Examples: Secretary, Typist, Repairman, Janitor, Data Entry.

Compliance

1. Does your project involve human subjects? Yes ________ No ___________
   If yes, what is the date of the approval of the IRB protocol? ______________

2. Does your project involve vertebrate animals? Yes ________ No ___________
   If yes, what is the date of the approval of the ACUC protocol? ______________
Title: The title should be brief, clear, and specific. The title is limited to 140 characters including spaces.

Non-Technical Summary: Provide a Non-Technical Summary of the project in one paragraph. The non-technical summary is your opportunity to briefly sum up the importance of your project in terms that general citizens can understand (i.e. citizens without scientific backgrounds).

Remember that this non-technical summary is designed to enhance the usefulness of the information in the database, especially to legislative and other public audiences.

Goals/Objectives: Provide a clear, concise statement of the goals/objectives of the project. There is no minimum or maximum number of goals to include for a project, but all goals should be specific and attainable within the duration of the project and with the available resources.

Justification and Relevance and Expected Outcomes or Impacts: In essence, this description should show the broader impacts of your project. Briefly describe the importance of the problems, scale of your project (i.e., state, regional or national impact) and its impact on stakeholders at large.

Target Audience: Provide a description of the target audience(s) that will be the focus of effort for the duration of the project.

Literature Review: A brief summary covering pertinent research on the problem, the status of current research and the additional information needed, and how this project is expected to contribute to this need.

This section should indicate 1) questions that have not been answered by research and 2) how the proposed research will fill the gaps.

Methods: Describe the Methods for the project. Describe the ways in which 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.

Products: Briefly identify the products, such as publications or presentations, that are expected to be achieved during the life of this project.

Expected Outcomes: Provide detailed descriptions of Expected Outcomes over the duration of the project.

NIFA considers the terms "outcomes" and "accomplishments" to be synonymous. An outcome/accomplishment is defined as a significant change in knowledge, action, or condition. Outcomes are generally short, succinct statements that start with phrases indicating the occurrence of change.
Scope of Impact: Identify which of the following apply to the activities conducted under this project:

- State Specific
- Multistate Extension
- Multistate Research
- Integrated Research and Extension
- Multistate Integrated Research and Extension
- International Research
- International Research and Extension.

If this project has multistate or international impact, please list the names of collaborating states and/or countries.

Integrated Activities: Describe any specific ways the project outcomes could potentially link research and extension/outreach activities and funding, if applicable.

Milestones: Describe significant anticipated accomplishments in the life of the research project that will demonstrate reportable progress.

Future Funding Potential: State the potential for future funding and the likelihood of attracting outside funding.

Budget (Up to $5,000): Itemize the requested funding by the following main categories:

a. Personnel cost: Describe and justify the role of each individual contributing effort on the project. If the salary is proposed, appropriate fringe benefits must be included (FT staff @ 35.37%; PT/student assistants @ 7.65%).

b. Supplies: Detailed information of any supplies

c. Miscellaneous costs: Includes professional services, surveys, participant recruitment costs, travel for data collection, etc. Do not include publication charges.

d. Equipment is not allowed.

References