

## ESSENTIALS OF AN EXPERIMENT STATION PROJECT OUTLINE

**TITLE**: A brief, specific designation of the research subject. Used by itself, the title, should give a clear indication of what the project is about, and should not exceed 100 letters and spaces.

**JUSTIFICATION**: Should present:

- (1) *the importance of the problem to the agriculture and rural life of Arizona or the West*;
- (2) reasons for doing the work, such as the needs the project will fill and the importance of doing the work now; and
- (3) ways in which public welfare or scientific knowledge will be advanced.

**PREVIOUS WORK AND PRESENT OUTLOOK**: A brief summary covering pertinent previous research on the problem (citing the more important recent publications from other stations and Arizona); the status of current research; and the additional information needed, to which the project is expected to contribute. Literature citations must be listed at the end of the outline; see below.

**OBJECTIVES**: Use clear, concise, and logically arranged specific research objectives.

**PROCEDURE**: A statement of the essential working plans and methods to be used in attaining each of the objectives. The procedures should correspond to the objectives and follow the same order. Phases of the work to be undertaken currently should be designated. Location of the work and the facilities/equipment needed and available should be indicated. Where appropriate, the procedure should provide data suitable for statistical analysis. Procedures should indicate that the research has been carefully planned and provide for changes when necessary.

**PROBABLE DURATION**: *New projects are written for five years, October 1 - September 30*;  
When any material change in the objectives is advisable, a new project outline should be prepared.

**FINANCIAL SUPPORT**: Please show the source of funds, rather than specific amounts from specific projects.

**PERSONNEL**: The leader or leaders and other technical workers assigned.

**INSTITUTIONAL UNITS INVOLVED**: Each subject matter unit in the Arizona Experiment Station and any other units contributing essential services or facilities. The responsibilities of each should be indicated. If there is an advisory or coordinating committee for the project, this should be shown.

**COOPERATION**: A statement as to cooperation with the U.S. Department of Agriculture or any other stations, institutions, or other agencies cooperating formally or informally on the project.

**LITERATURE CITATIONS**: Include an alphabetical listing of all literature citations. References should be complete including author, date, title, and source. References in the text are designated by author(s) and year and not by number.

**NOTE**: A CRIS System electronic literature search should be conducted for all new projects to avoid duplication of research. <https://cris.nifa.usda.gov/search.html>

**Please submit your project electronically to Alma Rosa Enciso at [enciso@email.arizona.edu](mailto:enciso@email.arizona.edu)**  
**In your email, provide the names of at least 5 suggested reviewers. Thank you.**