

INTERNAL PROPOSAL INSTRUCTIONS – USDA EQUIPMENT GRANT PROGRAM

[These instructions supersede the standard Limited Submission Guidelines.](#)

SUBMISSION NOTE

Two (2) components should be uploaded to the Limited Submissions Application form as a PDF file – (1) List of all key project personnel and (2) a two-page Concept Paper as outlined below. *Note: The Concept Paper and Key Personnel list should be uploaded as a single PDF file.*

Please indicate the Project Type (i.e. Fundamental Research or Applied Research) on your concept paper.

FORMATTING INSTRUCTIONS

- 12 pt., Times New Roman font
- 1” margins all around
- Spacing between responses can be included, however, all text for responses themselves should be single-spaced.
- Additional notes for Research Description: You may include embedded figures. Captions should be single-spaced in 12-pt TNR.

CONCEPT PAPER INSTRUCTIONS/OUTLINE

Two-paged concepts should include:

1. **Research Description** (*no > 500 words per bullet point*)

Please address each of the following items.

- **Innovativeness and Effectiveness:** Likelihood that the project will have an impact upon, and advance the quality of Research, Training, and Extension Activities by strengthening institutional capacities to meet clearly delineated needs. Elements considered include scientific merit, institutional long-range goals, alignment with USDA’s Goals, identification of a problem or opportunity to be addressed, justification for the equipment need, innovation, multidisciplinary and/or problem-based focus.
- **Proposed Approach:** Soundness of the proposed approach including objectives, methodology, plan of operation, timetable, management plan, and expected products and results.
- **Institutional Capability and Capacity Building:** The institution's capability to acquire, install, and operate the equipment and the degree to which the equipment will strengthen its research, research training, and/or extension capacity. The degree to which the equipment will broaden the participation in, agricultural science and engineering research by women, underrepresented minorities and the quality and extent of documented graduate and/or undergraduate students’ involvement and training in using the equipment.