



**LEOPOLD CENTER
FOR SUSTAINABLE AGRICULTURE**

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LEOPOLD CENTER

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**Guidelines for developing research proposals for the
Leopold Center Ecology Initiative – 2009**
(also at www.leopold.iastate.edu/research/grantees.htm)

1. Cover page

Please provide a separate cover page that includes: date submitted, proposal title, proposal code number (as it appears in the pre-proposal response letter), amount requested from Leopold Center (per year), and complete contact information for the principal investigator (mailing address, phone, fax, e-mail). If there are co-investigators, please include their contact information on the cover page. We have a cover page template for your use, if you choose, on our web site noted above.

2. Scope of work

On a separate page, please include a brief (not to exceed one side of a page) non-technical summary of your proposed work. This section must clearly state what you are going to do, how you are going to do it, and who (you or your partners) is responsible for what segments of the project.

3. Background

Provide information that frames the purpose for doing this work; explain why it is important for this work to be done. Justify uniqueness by providing a brief literature review that cites key research relevant to the work you are proposing.

4. Objectives

Please describe your objectives in terms of its expected outcomes, that is, what measurable outcome will be accomplished by the objective. Suggested points that could be included to meet our request for outcomes-based objectives: Who will be impacted by the project? How will information be used and by whom? What difference(s) will the project make for the practice of sustainable agriculture?

5. Strategies

Explain the strategies you will use to achieve each of your objectives.

6. Partners

List all collaborators and partners involved in the proposed work and their responsibilities.

7. Evaluation

Consider allocating financial resources for project evaluation in your budget. To evaluate your project, describe how you will document whether the proposed work achieved its objectives and what impacts the project is expected to have on project partners, target audiences, the physical environment, and/or the policy environment. Focus on measuring knowledge and attitude changes (short-term outcomes) and medium-term outcomes such as changes in practices or behaviors. Please note that in addition to the evaluation plan you include in your full proposal, we will also ask you to complete a brief evaluation form as part of the final reporting requirements. This will enable us to measure common indicators of change across all Leopold Center funded projects.

8. Project timeline

Please provide a timeline of major project activities.

9. Budget

Please refer to the separate document on preparing your proposal budget and budget justification. Please include the budget and budget justification with the body of your proposal. The budget should not be a separate document. Please follow these instructions carefully to minimize delays in processing if your proposal is selected for funding. The forms and guidelines are also available at the website address at the top of this document. In addition, our account specialist Karen Jacobson will be happy to work with you and answer questions as you prepare your budget.

10. Principal investigator and co-investigator information

Include a brief vita or short biographical sketch outlining professional experience of the principal investigator (PI) and any co-PIs.

11. Letters of support/commitment

Letters of support or commitment from key project partners are strongly recommended. These letters should focus on the role and/or commitment of the partners on the project. Letters from stakeholders are helpful, but not required.

► Deadline ◀

An electronic copy (formatted as .doc, .wpd, or .pdf) of the proposal is due by 5:00 p.m. Monday, November 09, 2009. Please e-mail the copy to Jeri Neal (e-mail: wink@iastate.edu); you also can provide the file on a diskette or compact disk (cd) media. If you choose to provide a paper copy, mail it with the diskette or cd containing the proposal file. Any items *not* sent electronically must be received at the Center by 5:00 p.m. Monday, November 09, 2009.

Questions? Please contact:

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