



LEOPOLD CENTER

**LEOPOLD CENTER
FOR SUSTAINABLE AGRICULTURE**

209 CURTISS HALL
IOWA STATE UNIVERSITY
AMES, IOWA 50011-1050

(515) 294-3711 • FAX: (515) 294-9696 • E-MAIL: leocenter@iastate.edu

Guidelines for developing full proposals for the Leopold Center Policy Initiative – 2009

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.

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.

Background

Provide information that frames the purpose for doing this work; explain why it is important for this work to be done.

Objectives

Describe (briefly) the potential outcomes of your project objectives. Suggested points to be covered: Who will be impacted by the project? How? What difference(s) will the project achieve for sustainable agriculture? Outcomes should be clear and measurable.

Strategies

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

Partners

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

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.

Project timeline

Please provide a timeline of major project activities.

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.

Principal investigator and co-investigator information

Include a brief vita or short biographical sketch (not to exceed one page) outlining professional experience of the principal investigator (PI) and any co-PIs.

Letters of support/commitment

Letters of support or commitment from key project partners are required. 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 a Word document) of the proposal is due by 5:00 p.m. Monday, November 9, 2009. Please e-mail the copy to Jerry DeWitt (e-mail: jdewitt@iastate.edu) **AND** Mary Adams (e-mail: madams@iastate.edu) with the subject line FULL PROPOSAL. An electronic copy is preferred. The entire proposal must be contained in one file. If you prefer, you also can provide the file on compact disk (cd) media. Any items not sent electronically must be received at the Center by 5:00 p.m. Monday, November 9, 2009.

Questions? Please contact:

Jerry DeWitt
Director and Policy Initiative Leader
209 Curtiss Hall – ISU
Ames, Iowa 50011-1050
Phone: 515 294-3711
e-mail: jdewitt@iastate.edu

or

Mary Adams
Outreach and Policy Coordinator
209 Curtiss Hall – ISU
Ames, Iowa 50011-1050
Phone: 515 294-5832
e-mail: madams@iastate.edu

September 2009