**USDA Capacity: Animal Health and Disease Research New Proposal Guidelines**

Proposals must include the following:

**A.  Cover Page**

1. Project title
2. Names, departments, and signatures of investigators and collaborators
3. Funds requested for the first year ($20,000 maximum)
4. Duration of project (1 or 2 years)
5. Signatures of respective department chairs

**B.  Project Summary** (one page) a 200- to 300-word summary of the project which includes a statement of the problem, hypothesis to be tested, research plan, and expected results.

**C.  Body of Proposal** (maximum of six pages, single-spaced) including:

1. Statement of the problem/hypothesis and objectives/aims
2. Relevant background information and preliminary data (where available)
3. Significance and innovation
4. Plan of work:  approach, methodologies, and timetable
5. Plan for extramural grant submissions and potential for successfully competing for extramural funding.

**D.  References**(one page, single-spaced)

**E.  Biographical Sketch** (maximum of one page for each investigator, single-spaced) including name, title, education (undergraduate, professional, graduate, postdoctoral), research and professional experience, and up to 10 recent publications.

**F.  Budget and Budget Justification**(one page total; no indirect costs and no tuition)