INTERNAL FORMS

SCHOOL OF AGRICULTURE AND ENVIRONMENTAL SCIENCES
AGRICULTURAL RESEARCH PROGRAM

AG-01 (Collaboration with Cooperative Extension and Others)
AG-02 (Intent to Use A&T Farm Land, Facilities, Livestock, Personnel)
AG-03 (Involvement of Human Subjects)
AG-04 (Intent to Use Laboratory and Equipment)
AG-05 (Personnel Requirements)
AG-06 (Communications Items)
AG-07 ( Appropriateness of Budget to Objectives/Available Funds)
(to be completed by ARP accountant)

Purpose and Directions:

The purpose of the attached forms is to allow for a systematic review of various aspects of your proposal to the Evans-Allen program. These forms must be completed and submitted to the Agricultural Research Program office before final evaluation of your proposal can be completed. These forms are internal to the Agricultural Research Program.

Once the project and the forms are reviewed and approved, any changes in the plans as described must be approved in writing through the Agricultural Research Office.
TITLE OF PROPOSAL: __________________________________________________

PRINCIPAL INVESTIGATOR: ____________________________________________

DATE: ________________________________________________________________

Directions: Answer all questions and obtain appropriate signatures. *Double click on the appropriate box to insert a check mark.*

1. Have you collaborated with persons from Cooperative Extension on our campus?
   - [ ] YES
   - [ ] NO

2. If yes, describe the nature of your collaboration with the Cooperative Extension personnel. (see description of collaboration below)

3. If no, explain why not.

4. Have you collaborated with persons from Cooperative Extension from other campuses?
   - [ ] YES
   - [ ] NO

5. If yes to question 4, describe the nature of your collaboration with the Cooperative Extension personnel from other campuses.

6. Describe the extent of collaboration with persons across campus, within SAES, and industry/agencies.
*Collaboration can vary in type and degree:*

**Networking:** General discussion of topic, confirming that topic is driven by need of audiences

**Partnering:** Jointly producing a product or event such as a bulletin, workshop, etc.

**Cooperating:** Sharing resources and results, working together.

**Collaboration:** Working cooperatively on an activity where both parties share responsibility and credit for the outcome.

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Signature of PI: ____________________________________________

Signature of Collaborators: __________________________________
(or attach letter documenting their involvement)
SCHOOL OF AGRICULTURE AND ENVIRONMENTAL SCIENCES
AGRICULTURAL RESEARCH PROGRAM

INTERNAL REVIEW FORM AG-02
Intent to Use A&T Farm Land, Facilities, Livestock, Personnel

TITLE OF PROPOSAL: __________________________________________________
PRINCIPAL INVESTIGATOR: ____________________________________________
DATE: ________________________________________________________________

Directions: Answer all questions and obtain appropriate signatures. Double click on the appropriate box to insert a check mark.

1. Indicate if you plan to use any of the following at the A&T farm, please check:
   - Land
   - Facilities
   - Livestock
   - Personnel
   - Do not plan to use the farm

   For each checked item, answer the related questions:

2. LAND

   a. Explain the amount and location of land you plan to use. Refer to A&T map for location of plots. (Map is on wall in B17 C. H. Moore).

   b. How will the land be used? Describe the plantings, location of building, etc.

   c. Will the land be usable when the project is finished?

   d. If you plan to locate a building, is the infrastructure available to handle the building (electricity, water, etc).

   e. Is the building and related costs contained in the proposal? If not, how will this be accomplished?

   f. Will you require assistance in tilling, etc. of the plots?
g. What is the timeline on plantings, or use of space by animals?

h. Do you have a technical assistant written into the proposal to assist with this project? If so, explain.

3. FACILITIES
   a. What facility do you plan to use?
   b. For what purpose?
   c. Does the facility currently exist?
      
      YES □  NO □  Are funds included in the proposal or coming from some other source?
   d. Do you have a technical assistant written into the proposal to assist with this project? If so, explain.

4. LIVESTOCK
   a. Are you planning to use existing livestock?
   b. Are you planning to buy livestock? If so, is there space to house the livestock? Is there feed and other care included in the proposal?
   c. If you are buying livestock, what will happen to the livestock once the project is over?
   d. Do you have a technical assistant written into the proposal to assist with this project? If so, explain.

5. PERSONNEL
   Will the project require assistance from the existing farm personnel? And if so, to what extent?
6. SPECIAL FARM EQUIPMENT

   a. Overall, will you need special farm equipment to complete the project?
   
   b. If so, how will you provide the equipment?
   
   c. What role will your project play in maintaining the equipment?

Signature of PI: __________________________________________________________

APPROVALS:

________________________________________________________________________

Signatures indicate that the above requests for A&T Farm land, facilities, livestock and related personnel are approved and can be provided if proposal is funded.

Farm Manager (Leon Moses)

Farm Supervisor: (Dr. Ralph Noble)

Department Chair

Associate Dean for Research: (Dr. Shirley Hymon-Parker)

or

Associate Dean for Extension/Extension Administrator: (Dr. M. Ray McKinnie)
TITLE OF PROPOSAL: __________________________________________________

PRINCIPAL INVESTIGATOR: ____________________________________________

DATE: ________________________________________________________________

Directions: Answer all questions and obtain appropriate signatures. Double click on the appropriate box to insert a check mark.

1. Does the proposal involve the use of human subjects?
   ☐ YES (if yes, answer questions below)
   ☐ NO

2. Have you obtained the Human Subjects Certification through the test on the Division of Research website?
   ☐ YES
   ☐ NO (must obtain before submitting proposal)

   If no, why not? ______________________________________________________

Signature of PI: ______________________________________________________
TITLE OF PROPOSAL: __________________________________________________

PRINCIPAL INVESTIGATOR: ______________________________________________

DATE: __________________________________________________________________

Directions: Answer all questions and obtain appropriate signatures. **Double click on the appropriate box to insert a check mark.**

1. Does this project require the use of a laboratory? YES □ NO □
2. If yes, where is the laboratory located? ________________________________
3. Does the laboratory require any type of renovations? YES □ NO □
4. If yes, give a brief explanation and an estimated cost. _____________________
5. Is this cost included in your proposal’s budget? YES □ NO □
6. Does the laboratory require additional equipment? YES □ NO □
7. If yes, what type of equipment is needed? ________________________________
8. Can this equipment be used for future research? YES □ NO □
9. What is the estimated cost for additional equipment? _____________________
10. Is this cost included in the proposal’s budget? YES □ NO □

Signature of PI: __________________________________________________________________
TITLE OF PROPOSAL: __________________________________________________

PRINCIPAL INVESTIGATOR: ____________________________________________

DATE: ________________________________________________________________

Directions: Answer all questions and obtain appropriate signatures.

1. List the persons who will be involved in this research. Give name, position title and percentage of time to be spent on project.
   a. EPA

   b. SPA

   c. Graduate Research Assistants

   d. Undergraduate Students

2. Will this project require the hiring of additional personnel? ________________

3. If yes, give position title and a brief job description.

4. Is this cost included in your proposal’s budget? ________________

Signature of PI: _________________________________________________________
Communications Products Included in Proposal

The Ag Communications check-up is available in electronic form at:
http://www.ag.ncat.edu/communications/communications_checkup.asp
INTERNAL REVIEW FORM AG-07

Appropriateness of Budget to Objectives and Available Funds
(TO BE COMPLETED BY ARP ACCOUNTANT)

TITLE OF PROPOSAL: __________________________________________________

PRINCIPAL INVESTIGATOR: ____________________________________________

DATE: ________________________________________________________________

Directions: Answer all questions and obtain appropriate signatures.

1. What is the total cost of the budget? _____________________

2. What is the amount of the proposal being replaced? _________________
   This is related to discontinuing projects within the department.

3. Are the costs in line with funding from Evans-Allen? _________________

4. Are there unknown costs not discussed in the narrative?

5. Is the budget in proper form?

6. What revisions are necessary?

7. What is the average project cost for the department? _________________

Signature of Accountant: _____________________________________________

(Shirl Hines)