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# Pre-Proposal Guidelines: Summary Budget

## PROPOSED SUMMARY BUDGET for YEAR

**for All Participating Institutions** (additional budget pages should be prepared for each year of proposed project)

## Project Title:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Institution (PI name) | Institution (PI name) | Institution (PI name) | Institution (PI name) | PROJECT TOTAL |
| Salaries |  |  |  |  |  |
| Benefits |  |  |  |  |  |
| Supplies |  |  |  |  |  |
| Equipment |  |  |  |  |  |
| Other |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |

***Notes:***

Include specific breakdown of any **salary funds** required (i.e., who will receive the salary: Principal Investigators, Graduate Student/Research Assistant, etc.). ***Payment of percentages of faculty salaries from WRAC funds is strongly discouraged by the Board of Directors, although it is recognized that in some cases it is essential for the success of the project.***

In addition to the summary budget (example above), Pre-Proposals **must contain** itemized budget breakdowns for each budget item for each PI. The budget sheets **must be generated using the spreadsheet format** that is available on the WRAC website for download at: https://wracuw.org/current-funding-opportunities. (Samples of blank and filled-in itemized budget spreadsheets are included at the end of this document).

# Pre-Proposal Guidelines: Biography

(One page per person)

## NAME:

**TITLE:**

**DEPARTMENT:**

**INSTITUTION:**

**ADDRESS:**

**TELEPHONE/FAX:**

**EMAIL:**

**EDUCATION:** (degree, name of institution, year; ***please list most recent first***)

**POSITIONS HELD:** (title, name of institution, employment dates; ***please list most recent first***)

## PROFESSIONAL MEMBERSHIPS:

**SELECTED PUBLICATIONS:** (***please list most recent first***)

# Pre-Proposal Guidelines: Outreach and Evaluation Plan

**Extension Outreach Criteria for WRAC Project Objectives**

One of the principal goals of the Regional Aquaculture Center program is the application of project results for the benefit of industry; yet, without adequate and early attention to the outreach component of WRAC projects, research results and outcomes may be of limited value, or completely unknown to producers. The Board recognizes that a more detailed account of outreach plans at the proposal stage

helps to identify project audiences, outcomes, and evaluation methods. This essential information ensures that results meet industry needs and that producers receive pertinent information that might be applied in their operations.

All Pre-Proposals must contain a comprehensive outreach plan containing the following information for

***each*** research objective:

**Objective:** [state research objective]

1. **Target Audience:** Who will receive the information generated?
2. **Intended Learning Outcomes:** What will be learned?
3. **Intended Management and/or Behavioral Outcomes:** What will be the management or behavioral outcomes?

## Procedures to Achieve Intended Outcomes Inputs

* + Who will do what and at what cost?
  + How will target audience be contacted?

## Outputs (Outcomes?)

* + What products will be developed and at what cost?
  + What publications, workshops, demonstrations, etc. will be developed?

1. **Evaluation Plan:** What methods will be used to measure what learning or behavioral changes have occurred?

## Outreach Publications

* The required outreach publication(s) portion of WRAC grants is funded through WRAC core funds and WRAC receives primary acknowledgment.
* The core funding for the WRAC outreach publication(s) may be supplemented by other funding sources, but WRAC should be acknowledged.
* Ancillary funding may be applied in support of additional outreach activities.
* A minimum of one outreach publication must be produced for any multi-year grant award, and the publication must address the associated research component.
* The primary outreach publication should cover the project in depth (a flyer or fact sheet is not sufficient). The publication should clearly indicate the benefits to the targeted audience.

**Sample of Blank Required Itemized Budget Spreadsheet**

Excel sample: https://wracuw.org/current-funding-opportunities