Project GREEEN

Frequently Asked Questions

1) **Anything I should remember from last year?**
   Yes, please remember Project GREEEN has established limits on the number of submissions by lead Principal Investigators. The limits are as such:

   Applied Science – limit 2 submissions
   Basic Science – limit 1 submission
   Extension/Outreach – limit 1 submission
   Seed Funding – limit 1 submission

2) **What is required for proposal submission (new or continued)?**
   Proposals must include a cover page, be single-spaced with indented paragraphs, double-spaced between sections, in 12-point type with 1-inch margins and no more than 4 pages long (Sections II-VII).

   Letters of support should not be sent directly to the AgBioResearch office. They must be uploaded as one document SEPARATE from the proposal upload.

   See Guidelines & Templates 2018 for further information.

3) **My proposal was rejected. Why?**
   It could possibly be one of several reasons. It is a requirement that a cover page be included as the first page, the project submitted did not have a valid Proposal Development Number -or- the formatting guidelines were not met. If you're still unsure, contact Jackie DeSander Lindsey @ 517-884-3862 or JLindsey@msu.edu.

4) **I am a research assistant/graduate student, may I submit a proposal for the Principal Investigator (PI)?**
   Yes you may; however, you will need to use the lead PI's MSU NetID and Password.

5) **My research benefits more than one commodity, do I have the ability to choose more than one commodity online?**
   Yes, you may choose up to three. For multiple commodities, go to that particular commodity and hit the "ctrl" button then click on the desired commodity.

6) **I see the two same projects listed, are they duplicates?**
   No, these are not duplicates. If you scroll to the very right you will see each project is time stamped, this is for archiving purposes.

7) **Does my department chair/institute director need to sign off on my proposal(s)?**
   No, however, each department chair/institute director will receive a thumb drive with all proposals submitted from their respective area as well as award and rejection letters.

8) **I have contacted a commodity group for a letter of support and I do not believe I will receive it before the Project GREEEN deadline, what do I do?**

We ask that you give commodity groups ample lead time in order to meet the deadline. If your letter of support is not included in your electronic upload, it will not be considered during the review.

9) **Who should my letters of support be addressed to?**
Please address letters of support to Doug Buhler, Project GREEEN.

10) **I decided to make a change to my proposal but have already uploaded the old one, what do I do?**
Follow the same steps and upload the amended proposal. The new upload overrides the old one.

11) **It's 5:00 p.m. on January 8th and I am having trouble uploading my proposal. Will you still accept my proposal?**
One of the main reasons we release the RFP in October and request proposals in January is to give everyone ample time. We understand everyone's commitments and this is why we target the release and submission date around the same time each year. We also understand that an extreme circumstance may arise personally or work-wise. If a circumstance out of your control occurs, please contact Jackie DeSander Lindsey at 517-884-3862 or email JLindsey@msu.edu as soon as possible. She will be happy to assist you.