

# University of Maryland Eastern Shore Work Unit Description AD-416

For assistance, please contact Tracie Bishop  
6383 or [tjbishop@umes.edu](mailto:tjbishop@umes.edu)

Start at the CRIS Forms Assistance homepage located at <http://cwf.uvm.edu/cris/>  
*You can bookmark this page if you wish, but **no subsequent pages** should be bookmarked.*

Select **Work Unit Description AD-416/417/2008** (left hand side, under Enter Forms)

Click on **MD** on the map  
Select: **MD.X - Univ of Maryland Eastern Shore**  
Enter the password and then click the **[Proceed]** button.  
Contact Tracie Bishop for password

Enter your last name and **[Proceed]** to the work list of projects for you as the principal investigator. If you have AD-416 forms in progress, you can select this form from the project work list, choose **[AD-416]** to edit the form.

-- **OR** -- If you are initiating a new AD-416 form, select the funding type and then click the **[New]** button at the bottom.

If you are revising an existing project, click the **[Revision]** button, select the project to be revised, then **[Proceed]**. Contact Tracie Bishop if you are not sure whether this project should be revised or new.

Enter the following information:

**Project Number:**

If you are **not** normally the one to assign this number, enter your last name. If you are to assign this number, enter the Work Unit/Project No., up to 20 characters without punctuation, always beginning with your institution code (e.g. LAB, WNP, etc.), and, depending on your institution's convention, may include a "-" or a "0" (e.g. VT- or IOW0).

**Title:** Enter the title for this project. Titles are limited to 140 characters, including spaces.

**Integrated Activity:** Check this box only if this project fits the definition displayed for the funding type selected.

**Performing / Cooperating Departments:**

Select the home department of the Principal Investigator for the Performing Department, and select up to 2 departments participating significantly in the project.

**Multistate Project Number:**

The Multistate Project number identifies Hatch projects that are supported by Multistate Research funds, or those formally on record as contributing to a Multistate Research project. This number combines the region (NE, NC, S, W, or NRSP) and the project number in the format: **region###** (for example, NE999).

**Cooperating States:**

Indicate any other states participating in the project **if this is NOT a Multistate Project.**

**Investigator Names:**

A total of twelve can be listed. List the Principal Investigator on Line 1. Lines 2 through 12 are used for co-investigators.

**Project Contact:**

A project contact name (or office), phone #, and email address are required.

**Project Type:** Select the CSREES funding program if not already correctly selected.

**This section is for Grants and Cooperative Agreements only:**

**Proposal Number:** A proposal number is assigned by the granting agency. Enter the assigned proposal number found on the proposal acknowledgement letter, award letter, or Agreement Face Sheet if one is available.

**for SERD grants, refer to instructions provided by the SERD office**

**Start Date:** Enter date work will begin as Month, Day, Year in the format 10/01/2007.

**Termination Date:** Enter the estimated termination date for the project as Month, Day, Year in the format 09/30/2010.

**CHECK and SAVE** Screen 1

View the displayed information carefully. Corrections or additional edits can be made by using the **BACK** button on your browser toolbar. After each edit, **CHECK and SAVE** again.

**Go to Screen 2**

**Goals/Objectives/Outputs:**

Provide a clear, concise statement of the goals and objectives of the project as stated in the approved application or as approved by CSREES. The goals and objectives should be specific and attainable within the duration of the project and with the available resources. If the application lists milestones/target dates for important activities or phases of the project, include this information. Include a description of the expected outputs (or deliverables) from the project. For multistate projects, enter the objective(s) exactly as defined in the multistate project outline

**Methods:**

Describe the ways in which the project will be conducted with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods. Include a description of how the results will be analyzed, evaluated, or interpreted. If applicable, describe the intervention strategy and the intended audience(s). Include a description of how the output(s) will be evaluated and/or quantified for its impact on the intended audience(s).

Do Not exceed 3200 characters (counting spaces). \*\*

\*\* We recommend that you paste in the text from your word processor (spell-check there), but **do not** include formatting such as tab, indent, bold, underline, super/subscript, nor any graphic symbols.

**Non-technical Summary:**

Describe the situation that creates a need for this project as well as the purpose or rationale for the project. Also include general statements describing the methods to be used, the expected outcomes/impacts, and the anticipated benefits. Provide information at a level that most citizens can

understand. This nontechnical summary is designed to enhance the usefulness of the information in the database, especially to legislative and other public audiences.  
Limit to 3200 characters (counting spaces).

**Keywords:**

Enter **one per line** in the entry field. Not to exceed 29 characters per line and 345 characters total. It is important to assign appropriate keywords for automated information retrieval of project information. Generally, keywords should be limited to one- or two-word terms.

**CHECK and SAVE** Screen 2

View the displayed information carefully. Corrections or additional edits can be made by using the **BACK** button on your browser toolbar. After each edit, **CHECK and SAVE** again.

When the information is correct and complete, **Confirm information**. You should see a *Confirmation Screen* displaying all your entered text.

You may want to print a copy from this page to keep for your records.

**Use the [Return] button provided (and NOT your browser's Back button) to return to an updated project selection list.**