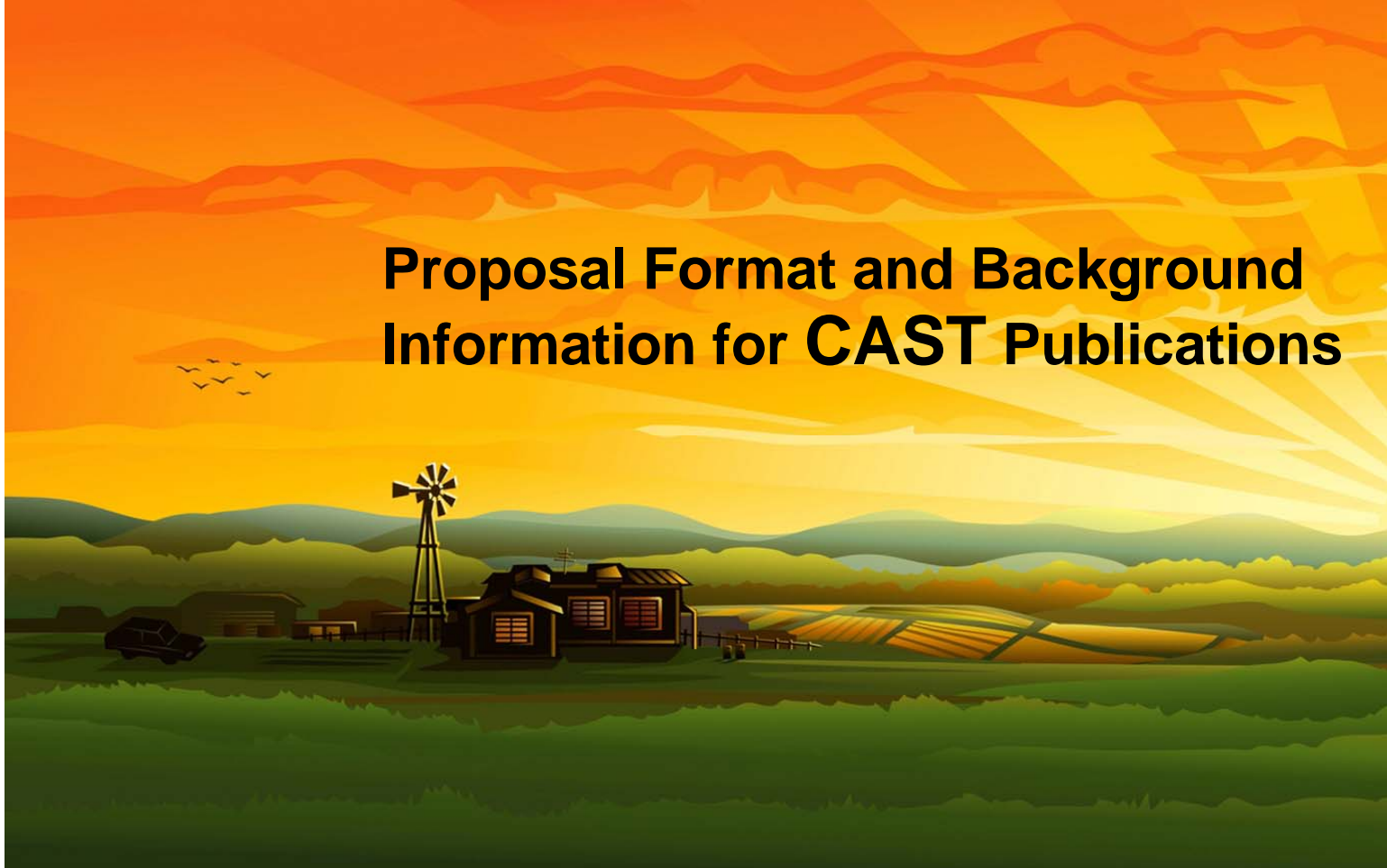


Proposal Format and Background Information for CAST Publications



Submit completed proposals to:

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Council for Agricultural Science and
Technology (CAST)
4420 West Lincoln Way
Ames, Iowa 50014
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Criteria for CAST Consideration

1 The topic should be of broad national concern, and there should be a compelling need for the information. Topics on which legislative or regulatory decisions are pending, are likely to be made in the near future, or are perceived as being seriously needed should be given highest priority. Regional and state issues may be considered if they have evident potential for national concern.

2 The topic should benefit from a multidisciplinary approach and

should relate to one or more of the scientific disciplines represented in CAST member societies. CAST does not normally address topics that fall within the boundaries of a single member society.

3 For topics dealing with products, the perspective should be broad (e.g., explaining the impacts of agricultural mechanization rather than building a case for public funding of research on agricultural mechanization).





All proposals must include the following information.

1. **Title** (*Brief, but descriptive.*): _____

Submitted by: _____

Date Submitted: _____

2. **Type of Project.** Indicate the type of project proposed by checking box.

- Task Force Report.* Comprehensive reports, ranging in length from 40–200+ printed pages. May require up to 2 years to complete.
- Issue Paper.* Preferred length of 12–20 printed pages. May require up to 1 year to complete.
- Commentary.* Preferred length of 4–8 printed pages. May require up to 4 months to complete.
- Special Publication.* Length and time required are variable depending on the project.

3. **Justification and Potential Impact.** Provide a narrative justification or rationale for the report. This section should provide a general overview for the report as well as specific justification for addressing the issue. Indicate pending or future legislation, policy changes, or regulations that might be enacted that relate to the issues of the proposed report. (*Attach additional pages labeled Question #3 if required.*)



- 4. Objectives and Key Issues to be Addressed.** A clear and complete statement of the specific issues that should be considered in the report. *(Attach additional pages labeled Question #4 if required.)*

- 5. Intended Audiences and Potentially Impacted Stakeholders for the Report.** Indicate the concerned groups to whom the report should be addressed. Indicate whether the audience is primarily state, regional, or national and if the group is legislative, policymaking, or regulatory. In addition, provide a list of affected stakeholders, to whom the publication would be of particular interest, from a marketing viewpoint. *(Attach additional pages labeled Question #5 if required.)*

- 6. Disciplines or Fields Affected by the Topic Being Addressed.** List disciplines that can contribute to the report and indicate those that would be impacted by, or have an interest in, the report. *(Attach additional pages labeled Question #6 if required.)*

- 7. Selected Background Information.** Include carefully selected pertinent existing literature. Reference to material that is similar in scope to the proposed publication would be helpful. *(Attach additional pages labeled Question #7 if required.)*



10. Possible Venues for Launch of Publication. Suggest names and dates of possible meetings or other venues for public release of the document. *(Attach additional pages labeled Question #10 if required.)*

For CAST Office Use Only:

CAST Work Group Oversight

Animal Sciences

Food Sciences and Agricultural Technology

Plant Protection Sciences

Plant, Soil, and Environmental Sciences

Work Group Liaison:

Is this a revision of an earlier proposal? Yes No

Date approved by Work Group _____

Date approved by National Concerns Committee or Exec Committee _____

Date approved by Board _____