**Management Plan**

**Instructions**

* A Management Plan (**three-page limit**), is required for all Integrated Project applications and encouraged for single function Research, Education, or Extension Project applications for AFRI [Foundational and Applied Sciences](https://www.nifa.usda.gov/sites/default/files/2024-06/AFRI-FAS-RFA-Additional-Information-for-Part-IV-C-FY24_remediated.pdf) (p. 10) and [Education and Workforce Development](https://www.nifa.usda.gov/sites/default/files/2024-05/AFRI-EWD-RFA-Additional-Information-for-Part-IV-C-FY24_0.pdf) ([p. 7](https://www.nifa.usda.gov/sites/default/files/2024-05/AFRI-EWD-RFA-Additional-Information-for-Part-IV-C-FY24_0.pdf)) programs; and all Integrated Projects applications for [AFRI Sustainable Agricultural Systems](https://www.nifa.usda.gov/sites/default/files/2024-04/AFRI-SAS-RFA-Additional-Information-for-Part-IV-C-FY24.pdf) (p. 7) program.
* FY2024 AFRI FAS/SAS/EWD Part IV C Other Information guidance is summarized below, but refer to the specific [FAS, SAS or EWD RFA document](https://www.nifa.usda.gov/grants/programs/agriculture-food-research-initiative/afri-request-applications-resources) for full instructions.
* The management plan is to be clearly articulated and include an organizational chart, administrative timeline, and a description of how the project will be governed, as well as a strategy to enhance coordination, collaboration, communication, and data sharing and reporting among members of the project team and stakeholder groups. The plan must also address how the project will be sustained beyond termination of an award.
* The management plan must also include an advisory group of principal stakeholders, partners, and professionals to assess and evaluate the quality, expected measurable outcomes, and potential impacts for the proposed research, education and extension. Please include rationale for their role, and how they will function effectively to support the goals and objectives of the project. The plan must demonstrate how partners and stakeholders contribute to project assessment on an annual basis.
* Title the attachment as “Management Plan” and save file as “ManagementPlan”.
* Below is template with suggested headings. **Delete these instructions before submitting.**

**Organizational Chart**

* Recommend working with a professional graphic designer to design this image (contact the [Office of Proposal Development](https://research.unl.edu/proposaldevelopment/home/) for a referral, if needed)
* Ask colleagues to share their organizational charts from previous submissions
* Include:
  + Leadership Team (names, titles, organizational affiliations, areas of responsibility)
    - Recommend five members and no more than seven
    - Recommend odd number of members to prevent ties in decision-making
    - Expect participation and engagement at all meetings
  + Sub-teams (names, titles, organizational affiliations, areas of responsibility)
    - Teams to complete each objective
    - Team for research, education, extension
    - Diagram how teams interact/report
  + Stakeholder Advisory Group (names, titles, organizational affiliations, areas of responsibility, if available)
  + Pillars/Thrusts/Areas of Emphasis to describe the system of study with goals
    - Diagram how objectives will address goals

**Administrative Timeline**

Include the following milestones and others as appropriate:

* Frequency of team meetings (virtual or in person; regular meetings with different subteams; retreats; etc.)
* Timeline for collecting progress reports
* Timeline for managing budgets

**Project Governance**

Include the following topics in this section:

* Leadership structure: Who is on the overall leadership team?
* Develop a team charter addressing how the team will operate together, including commitments to goals, transparency, diversity, equity, inclusion etc.
* How will decisions be made? Simple majority, Project Director has final say, etc.
* How will conflicts (over/under-spend budgets, authorship, intellectual property, changes in experiments or experimental designs, additional grants, etc.) be resolved?

**Communication, Data Sharing, and Reporting Strategy**

Include the following topics in this section:

* Who leads these efforts?
* Who provides project management or administrative support (develops agendas for meetings, takes notes and shares/archives notes, etc.?
* Plan to communicate with sponsor (who provides input to person who communicates directly with sponsor)?
* What platform is used to share documents and data? Google Docs, SharePoint, Teams, etc.
* Specify frequency of virtual team meetings and in-person meetings
* Develop calendar for meetings, reporting, etc., so everyone knows timelines

**Sustainability**

Options to consider and discuss as appropriate in this section:

* User fees for shared services
* Tuition/fees for new courses
* Partnership development
* Alignment/integration with existing institutional priorities/programs/centers
* Additional extramural grants
* NIFA capacity funds (research or extension)
* Private donors (NU Foundation)

**Stakeholder Advisory Group**

* ***Roles and Rationale for Inclusion of Individuals***
  + Select leaders from the private sector (across the system or value chain being studied, retail, wholesale)
  + Farmers, ranchers, producers, growers or commodity groups
  + Communities (e.g., rural, urban, suburban, etc.)
  + Elected officials or policy makers (local, county, state, region)
  + Educational institutions (e.g., community colleges, K-12, 4-year colleges, 4-H, etc.)
  + Composition of the Advisory Group should reflect the demographics of the end users as much as possible
* ***Plans for Functioning Effectively***
  + Describe how this group will interact with the Project Leadership Team and teams completing objectives to provide input on experimental design, data analysis and interpretation, and dissemination of results
  + Select someone with experience to serve as Chair, Vice-Chair, and Secretary/Recorder (set agenda for meetings, take notes, etc.)
  + Encourage in-person meeting at start of project followed by regular and frequent virtual meetings during first year. Annual in-person meeting thereafter
  + Record virtual meetings and archive for future reference
  + Include funds in budget for travel and per diem for in-person meetings
* ***Assessment of Project***
  + Format and frequency for sharing data with stakeholders
  + Describe how stakeholders will interact with the project evaluation team to assess the accomplishments and impacts of the project