

ties s/he will have. There must be a clear reason for including each person. Sufficient and credible detail is needed for each request. No one should be included as ‘window dressing,’ i.e., because of their prominence, especially if that person’s expertise overlaps someone else’s on the team who is less well known. No one should be included out of respect, e.g., a former mentor who the applicant would like to acknowledge. Such relationships can be described in the Biographical Sketch if it is helpful to do so.

EXAMPLES

Sheldon, Connie J., Co-Investigator, 2 academic + 1 summer person months. Dr. Sheldon has been included in the investigative team to head the molecular biological approaches associated with the proposed research (see her Biographical Sketch), especially the activities that are associated with Specific Aim #2. She will work closely with the PI to design and execute experiments in this area, interpret resultant data and contribute to publication / dissemination of results. In this capacity she will supervise a full-time molecular biology technician (Sandoval – see Other Personnel) and one graduate student (James – see Other Personnel).

Jennings, Alfred F., Collaborator, no measurable effort. Dr. Jennings has agreed to provide us with access to a specimen collection that is critical to completion of Specific Aim 3. His letter of support accompanying this application confirms his willingness to provide us with access to this material.

Section B of the Research & Related Budget Component, “Other Personnel,” grouped such individuals and listed them numerically by “Project Role.” Detail that was missing in section B must be provided here. Exactly the same approach that was described in the preceding paragraph should be applied here for each individual. With respect to justifying a request for personnel who might otherwise be considered ‘general purpose’ and, therefore, not allowable, additional guidance regarding how to justify their inclusion can be found at the following URL: http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html. Remember to use titles for their positions that will not raise a ‘red flag,’ such as ‘secretary’ or ‘clerk’.

Members of the “Other Personnel” set will not have biographical sketches accompanying the application. If someone has particularly attractive credentials that you want to highlight, e.g., a technician with an extraordinary and difficult-to-find skill or a post-doctoral scholar with background and training that are especially relevant to the project that is being proposed, use the justifications of such individuals to highlight those features. Do not do this for members of the research team who have a Biographical Sketch in the proposal.

EXAMPLE

Post-Doctoral Associate #1: Mallaby, Curtis R., 12 person months. Dr. Mallaby will be working closely with the PI to undertake the field sampling and laboratory analysis of all specimens required for Objectives 1 and 2. These are expected to total 250-300 cows per year, both in our own research herds and those of collaborating producers who have agreed to participate (see accompanying letters of commitment). He is superbly qualified for this role, having both grown up on a dairy farm and done his post-graduate training with one of the leading figures in cattle reproduction, Dr. Seymour Cantrell. One of Dr. Mallaby’s publications with Cantrell (Reproduction 2010: **74**, 296-312) is considered a landmark in the field. Dr. Mallaby has had both formal training and practical experience needed for the work proposed in this application.