



## Proposal Format and Background Information for CAST Publications

### 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 or organization.
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

(Use additional sheets as necessary)

**Proposal Tracking Code:** \_\_\_\_\_ (to be assigned by CAST office)

1. **Title.** (Brief, but descriptive.)  
**Submitted by:**  
**Date Submitted:**
2. **Type of Project.** (Indicate the type of project proposed.)  
*Task Force Report.* Comprehensive reports, ranging in length from 40 to 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.
4. **Objectives and Key Issues to be Addressed.** A clear and complete statement of the specific issues that should be considered in the report.

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.
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.
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.
8. **Key Resource Personnel.** Include names and contact information of persons who are knowledgeable and well qualified to address this topic as an author or reviewer; also include the area of expertise of each person. Consider U.S. and international experts.
9. **Suggested Sources of Funding.** Provide suggested sources of funding, including specific contact information of responsible parties, for each publication being proposed.
10. **Possible Venues for Launch of Publication.** Suggest names and dates of possible meetings or other venues for public release of the document.
11. **New Topic or Update.**
  - A. Has CAST done a paper on this topic before? If so, when?
  - B. Is this an update to a previous paper on a similar topic (i.e., is previous material out of date)?

**Submit completed proposals to:**

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 Ames, Iowa 50014  
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 E-mail: kschescke@cast-science.org

**For CAST Office Use Only: PROPOSAL ACTIONS**

**CAST Work Group Oversight**

\_\_\_\_\_ Animal Ag & Environmental Sciences  
 \_\_\_\_\_ Food Science & Safety  
 \_\_\_\_\_ Plant Ag & Environmental Sciences

**Work Group Liaison:** To be determined if the proposal is approved.

**Is this a revision of an earlier proposal?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Date approved by Work Group:** \_\_\_\_\_

**Date forwarded to CAST Office:** \_\_\_\_\_

**Date considered by Board of Trustees:** \_\_\_\_\_

**Trustees' recommendation:** Approve \_\_\_\_\_ Reject \_\_\_\_\_ Revise proposal \_\_\_\_\_

**Date considered by Board of Directors:** \_\_\_\_\_

**Board of Directors' action:** Approve \_\_\_\_\_ Reject \_\_\_\_\_