

<b>RESEARCH PROJECT RECORD</b>		1. RESEARCH PROJECT NO.					
		2. LABORATORY					
5. TITLE		3. FISCAL YEAR(S)					
		4. PMS NO.					
6. SCIENTIST(S), NAME, SIGNATURE AND DATE							
7. CONTINUING RESEARCH		8. PROJECT PLAN		9. TIME			
<input type="checkbox"/> YES (If yes explain in item10) <input type="checkbox"/> NO		STARTING DATE		FISCAL YEAR	HOURS		
		COMPLETION DATE					
				TOTAL HOURS			
10. SUMMARY OF PROPOSED WORK							
11. OBJECTIVES				QUARTER			
				1st	2nd	3rd	4th
a.							
b.							
c.							
d.							
e.							
f.							
12. COMMENTS							
13. NAME OF SCIENCE ADVISOR (Date)		14. NAME OF SUPERVISOR (Date)		15. NAME OF APPROVING SUPERVISOR (Date)			

## INSTRUCTIONS FOR COMPLETING FORM 1609

### GENERAL

Prepare this form when a research project is being proposed. The form must be typed and suitable for photo-duplication. Attach additional pages, as necessary, to continue items, 10, 11, and 12. Identify continuation pages by project title and number in the upper right-hand corner of each page, and "page of pages" in the lower right-hand corner.

### SPECIFIC ITEMS

1. **PROJECT NUMBER.** Enter the HFC-140 assigned project number if it has been assigned. Contact HFC-140 for project numbers for local projects.
2. **LABORATORY.** Name and mailing symbol.
3. **\*FISCAL YEAR(S).** Enter the fiscal year or years you expect to work on the project. Also enter in block 8.
4. **PMS NO.** Enter Program Management System Number.
5. **TITLE.** Enter a concise descriptive title that contains the key words that might be used for publication.
6. **SCIENTIST(S).** Type name, sign, and date.
7. **CONTINUING RESEARCH.** If yes, explain clearly the most recent accomplishment and justify continuation.
8. Enter the starting and completion date for this research project when filing the initiation and termination of Form FDA 1609.
9. **\*Complete as indicated.** Enter the fiscal years shown in block 2 and the corresponding hours planned for each fiscal year.

\* For completed projects, use the actual years, dates, and times.

10. **SUMMARY.** For **PROPOSED PROJECT**, summarize the proposed work and background under the following headings:
  - a. **Purpose.** A statement that describes the problem that this research is intended to solve.
  - b. **Significance.** Relate this project to the FDA mission and to other related work.
  - c. **Plan of Work.** A description of the research to be done. This should include: (1) State-of-the-art in the problem area; (2) Reasons for selecting the proposed approach and rejecting others; and (3) planned steps to be taken to solve the problem. Include plans for collaborative study and publication.
  - d. **Literature Review.** List major references, with titles, that are related to the problem or to your approach.
  - e. **Budget.** List major equipment not available in the laboratory and justify each item. Exclude expendable supplies.

For **COMPLETED PROJECT**, summarize the work accomplished and include the following information: (1) Time spent (by fiscal year); (2) cost of special equipment; (3) whether or not a collaborative study was completed; (4) resulting publications; (5) adoption by any compendial organization (AOAC, USP, etc.) or inclusion of FDA program or assignment.

11. **OBJECTIVES.** Indicate the target quarter for completion of specific objective (for multi-year projects show fiscal year).
12. **COMMENTS.** Identify each comment with the reviewer's name or initials.
13. Science advisor is to sign here and date.
14. Supervisor is to sign here and date.
15. **Approvals.** Enter the signature, title and date of the official approving the project, e.g., Branch Director, Laboratory Director, etc.