*Project Title (can be broad to encompass multiple parts or specific to a single manuscript)*

1. Specific Project Aims to be addressed
   1. *Aim 1*
      1. *Part 1*
      2. *Etc.*
   2. *Aim 2*
      1. *Part 1*
      2. *Etc.*
2. Number of samples of each matrix expected, including quality control samples such as replicates, field blanks, method blanks, positive and negative controls, and instrument blanks
   * *samples*
   * *field blanks*
   * *method blanks*
   * *etc*
3. Manuscript to be written, including working title and expected authors
   * *Working Title:*
   * *Expected authors: student or postdoc lead author, support staff, Keri and the Project PIs*
   * *Anticipated acknowledgements for personnel not contributing at an authorship level:*
4. Major equipment and instrument(s) needed

* *Eg GC-MS-MS*
* *Eg ASE*
* *Eg TurboVap*

1. Personnel to do the work

* *Quality Assurance plan (typically includes someone from Keri’s or Hans’ lab):*
* *Training on SOP*
* *Instrument method development:*
* *Extraction method development:*
* *Model development and application:*
* *Field sampling:*
* *Sample extraction:*
* *Quality Control data analysis:*
* *Sampling data analysis:*
* *Manuscript preparation:*

1. Proposed Timeline, including any of the following:
   * *Method development*
   * *SOP training*
   * *Field sampling*
   * *Sample extraction*
   * *Data analysis*
   * *Manuscript preparation*