



B A S I S

Guidelines for Annual Work Plan & Budget

Annual work plan and budget for the coming year should be submitted **no later than August 31**.

Please use the outline below to write your annual work plan proposal. Discuss every item. Your annual work plan should be an action-oriented work plan which describes planned activities to be undertaken during the next year, grouped by subject category, and related to program goals and objectives. A timetable for implementation of planned activities, key milestones, and expected results of activities need to be specified. All activities planned should be supported by a proposal or research plan that provides details of activities and budgets.

NOTE: By the end of September each year, you will be required to submit an Annual Activity Report summarizing progress and accomplishments of the previous year. The Annual Activity Report will address activities from the work plan. Any divergences from the work plan will need to be explained in that document.

INTERNATIONAL TRAVEL APPROVAL REQUEST: Also due on August 31 as part of your annual work plan and budget is the annual international travel approval request form (available on the BASIS website under [“Information for Researchers”](#)). BASIS approval of your annual work plan and budget (with this document included) is considered approval for all international travel included on the annual international travel approval form.

OUTLINE

- I. Introduction (one paragraph).
 - a. Dates covered by the work plan (1 October 20XX – 30 September 20XX)
 - b. Executive Summary of the work plan

- II. List of activities to be undertaken during the work plan period, including personnel and institutions involved (if known), and anticipated outputs.
 - a. Bulleted list with anticipated activities with dates of implementation and completion
 - b. Administrative, research and training activities
 - c. Be sure to include anticipated outputs (reports, policy papers, relationships developed, training, etc.)

- III. Detailed Description of Activities and Expected Results.

- a. Describe in greater detail each of the anticipated activities listed above
 - b. Include beginning and end dates for each anticipated activity
 - c. State how the activities relate to outputs and research priorities
 - d. State how the activities fit in with the long-term research plan
 - e. If activities build on existing projects, state the donor, funding levels, and other known details
- IV. Schedules for the life of the project.
- V. Publications, reports, seminars, proposals, and other dissemination activities planned by calendar quarter.
- VI. Full proposed budget, per template available on BASIS website, under the ["Information for Researchers"](#) section. State add-ons received and sources.
- VII. Anticipated international travel for the next year.
- a. List anticipated international travel for the next year, including as many details are currently available.
 - b. Fill out BASIS AMA's "International Travel Approval Request" form and attach to your annual work plan and budget.

Please submit via email to BASIS AMA Research Program.
If you have any questions, please feel free to contact us at (530) 752-7252 or
basis@ucdavis.edu.