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**MEMORANDUM**

**Date:** 15 November 2004

**To:** NCR-134 Project Proposal Reviewers

**From:** Stephen R. Koontz

**Re:** Attachment Guide

Greetings. The purpose of this memo is to explain the content of the project proposal attachments. This is an information sharing and communication facilitation project. The first attachment is a list of papers – what the committee considers as measures of output and accomplishments. The papers are published on the University of Minnesota Libraries web site entitled: AgEcon Search. The project has used an all electronic forum since 2000 and the published proceedings are available at this web site.

The next three attachments are reports from the 2004, 2003, and 2002 meetings. The reports list the participants, the papers presented, summarize the industry speaker, and summarize the committee business meeting. The main points to attaching these documents are to communicate the level of national participation in the conference and communicate that this project is output oriented through the presentation and discussion of research.

Last, because of the long history of the project, documented productivity, and degree with which the project is a well-known institution, we would like to request the project keep the NCR-134 number.

Thank you.