Instructions for Initiating a New Hatch, McIntire-Stennis, or Animal Health Project

The following outlines steps for preparing a new Texas A&M AgriLife Research/Hatch, McIntire- Stennis, or Animal Health Project. Your finished project should serve as a general statement of your research plans for the next 5 years and should serve as an umbrella to include grants that you already have or might apply for.

- *Contact Project Records:* 979-314-5706 or Chad.Houston@ag.tamu.edu .You will be assigned a project number and provided information on the required documents.

- *Write Your Draft Research Proposal/5 Year Plan:* See Hatch Research Project Proposal Outline or McIntire-Stennis Forestry Project Proposal Outline under Details Section (http://agrilifeas.tamu.edu/fiscal/project-records/) for items to be included in proposal. Limit your text to no more than 8,000 characters, including spaces, for both your Non-Techncial Summary and Methodology sections. This proposal is NOT a detailed proposal like those submitted to NIH/NSF etc.

- *Review Process:* USDA requires that our projects go through a review process before they are submitted. Once you have a draft copy of your proposal/plan, send it out for review. Choose 3 reviewers, preferably two people from another university and one on-campus/center person. With email, this process can be much faster. Attach your proposal to each request for review and request reviewers return their comments within 2-3 weeks. Note: A Texas A&M AgriLife Research Reviewer Comment Form is available under Details Section (http://agrilifeas.tamu.edu/fiscal/project-records/), but is optional. We will accept review comments on memo/letter, email, or fax.

- *Risk Assessments and Assurance Statements:* Approvals are required by federal law for research involving animal welfare and human subjects. If required, the IRB approval date, Human Subject Assurance Number, IACUC Approval Date and/or Animal Welfare Assurance Number must be submitted. If any are used, a recent approval date is required (not one from 3 years ago and title must be the same). Note: Approvals must be obtained or be pending before your project can be submitted to USDA/NIFA. If approvals are not in place at the time of submitting the project to NIFA REVIEW, then you can expect an additional 3 to 4 month delay before a project has the possibility of being approved by USDA NIFA. Information for University Compliance for Risk Assessments and Assurance Statements are available at the Texas A&M University Research Compliance & Biosafety Web site: http://vpr.tamu.edu/compliance.

  o For Human Subjects inquiries please visit: Human Research Protection Program (HRPP)

  o For Animal Use inquiries please visit: Animals in Research and Teaching.

- *Proposal and Submission to Project Records/AG-905 Form:* Once your reviews are returned, incorporate suggestions, changes, or ideas that are beneficial into your final document. Complete, sign, and have your department head/resident director sign the AG-905 form. Return the form to project records via email.

- *Contact Project Records to initiate your project at NRS (sign on at the NIFA Reporting System (https://nrs.nifa.usda.gov/authcheck)* Complete all the required fields at the NRS web site for your project. (You will need to have a valid, active USDA eAuthentication account. Please contact Chad Houston for any questions.) Chad will provide step-by-step guidelines.

- **Submission**: Once you have completed the NRS web forms, click on "Save" and then click "Submit for Organization Review". It will be reviewed in Project Records and then submitted to NIFA for final approval. You will be notified by NIFA once the project has been reviewed.