

### Instructions for Initiating a New Hatch or McIntire-Stennis Project

The following outlines steps for preparing a new Texas A&M AgriLife Research/Hatch or McIntire- Stennis 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:** 979-845-7987. Stacy Cantu will assign you a project number and provide 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://agriflifeas.tamu.edu/fiscal/project-records/>) for items to be included in proposal. Limit your text to no more than 5 single-spaced pages (exclusive of forms and citations or references). 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://agriflifeas.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. 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>.
- **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 REEport (sign on at the NIFA reporting portal ([portal.nifa.usda.gov/portal/](http://portal.nifa.usda.gov/portal/)))** Complete all the required fields at the REEport web site for your project. (See detailed list under Detail Section: REEport Initiation Fields (<http://agriflifeas.tamu.edu/fiscal/project-records/>))
  - Cover page: Project Director name (you) and other basic information.
  - Participants: Co-Project Directors and **estimated FTES for project duration** (if project is for 5 years and you are 100% on this project then you would enter 5 FTEs).
  - Goals/Objectives: What are major achievements you plan to accomplish?
  - Products/Outputs: activities, events, services, products from project.
  - Expected Outcomes: Changes in knowledge, action or condition.
  - Target Audience: Identify all audiences (individuals, groups, communities) your efforts will reach over the course of the project.
  - Methods: ways in which the project will be conducted.
  - Non-Technical Summary: sum up importance of project in terms general population can understand
  - Keywords/Key phrases: list for search capability.
  - Classification: Animal Health, Integrated Activity, Research Effort, Knowledge Area, Subject of Investigation, Field of Science, Associated Planned Programs.
  - Upload of PDF of Proposal
  - Assurance Statements
- **Submission:** Once you have completed the REEport web forms, click on submit. 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.