

### Hatch Proposal Guidelines

A research Proposal must be submitted when a Hatch Project is initiated. The proposal is a research plan for the next five years. Your proposal must have clear and documented relevance to agricultural science. This proposal is NOT a detailed proposal like those submitted to NIH/NSF etc. Your finished proposal 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.

**Step 1:** Include in your 5-year research plan/proposal the following:

- **Title:** A brief description of the subject of the research project. The title should indicate the essence of the objectives and scope of the project.
- **Non-Technical Summary:** Limit to 10,000 characters, *including spaces* (not 10,000 words)
  - In lay terms describe the following:
    - The issue and why it is important
    - Your goals and objectives
    - The target audiences and how they will benefit
    - How your activities lead to outcomes described in the goal statement or objectives.
- **Methodology:** Limit to 10,000 characters total, *including spaces* (not 10,000 words):
  - Describe the ways in which the project will be conducted, with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods.
- **Probable duration:** 5 years.

#### **USDA NIFA Assurances/Compliance.**

- In consideration of your proposed research please answer the two following questions:
- Are Human Subjects Involved? (If yes, IRB approval date, or exemption, will be required)
- Are Vertebrate Animals Used? (If yes, IACUC date required with at least 1 year remaining at the time of NIFA Review)
- If the answer is yes, possibly, or not sure it is the PI's responsibility to ensure any required approvals are in place prior to submitting their paperwork to Project Records and USDA NIFA.
- For Human Subjects inquiries please visit: [Human Research Protection Program \(HRPP\)](#)
- For Animal Use inquiries please visit: [Animals in Research and Teaching](#).

**Step 2. Review:** Each PI assumes responsibility for getting their project peer reviewed. Please choose 3 people who are knowledgeable to review the proposal. AgriLife requires that you choose at least one out-side the university person. (An optional review comment is available on the website <http://agrififeas.tamu.edu/fiscal/project-records/>).

**Step 3. Form AG-905:** Complete, sign, and have your department head/resident director sign the AG-905 form.

**Step 4:** Email final proposal *and* signed/completed AG-905 form to [kylie.daniels@ag.tamu.edu](mailto:kylie.daniels@ag.tamu.edu).  
**Make sure your project number is documented on the proposal.**

**Questions: Contact Project Records:** Kylie Daniels (979-314-8199 or [kylie.daniels@ag.tamu.edu](mailto:kylie.daniels@ag.tamu.edu))