

*Instructions for Developing a New Hatch or
McIntire-Stennis Project (1/11)*

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As you develop your project, remember that the 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.

1. **Contact Project Records (979-845-4794) to initiate project.** You will be assigned a project number and be walked through the beginning steps to initiate your project, including forms AD-416 (research resume) and AD-417 (classification of research). Once you are assigned a project number, you have 6 months to write your proposal and finalize required documents.
2. **Fill out CRIS Forms with Project Records Help.** Go to USDA/NIFA/CRIS web site (<http://cwf.uvm.edu/cris/>) This is the CRIS Forms Assistance page.
 - a. On the Left side , under **Enter Forms** select **Work Unit Description (AD-416 /AD-417 /2008)**
 - b. Select Texas on the Map (Make sure TEX – Texas AgriLife Research, Texas A&M Univ) is selected. (Contact Project Records for password).
 - c. Type in last name and proceed
 - d. You are at the TEX Project/Form Selection Page. It will say there are no AD-416s in progress. You need to initiate a new project form at this point. Project records will indicate which type you should select.
 - e. After completing these steps you will be notified of your new RI (Research Initiative) Project Number. This project is valid for 6 months, during which you need to complete the necessary steps for approval as a Hatch Project.
3. **Write a research Proposal/5-Year plan.** See CRIS Hatch Research Project Proposal Outline (under Detail Link) or McIntire-Stennis Forestry Project Proposal Outline for items to be included in proposal. Proposal needs only to be approximately 5 single spaced pages in length (exclusive of forms/citations/references). This proposal is NOT a detailed proposal like those submitted to NIH/NSF etc.
4. **Review Process:** USDA requires the proposal to be reviewed. Choose 3 reviewers, preferably two outside the university. Attach your proposal to each request for review and request reviewers to return comments within 3 weeks. (CRIS Research Project Evaluation Guidelines for Reviewer is available, but optional.) Please e-mail comments to Project Records. Documentation is kept for auditing purposes.
5. **Final Proposal & Submission.** Once reviews are returned, incorporate any suggestions you feel are beneficial. E-mail final proposal to Project Records.
6. **Finalize AD-416 and AD-417 forms.** (<http://cwf.uvm.edu/cris/>).

7. **Risk Assessments & Assurance Statements.** Approvals are required by federal law for research involving animal welfare, human subjects, rDNA, hazardous chemicals and sustainable agriculture. Please provide an approval letter from the appropriate committee. (<http://vpr.tamu.edu>)
8. **Complete AG-905 form.** Must be signed by you, department head and then return to Project Records.