

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:** Kylie.Daniels@ag.tamu.edu. Unless we hear otherwise, we will establish a project number for your Hatch project once we're ready to initiate the project in the NIFA Reporting System (aka NRS). You'll need to submit a Hatch proposal within the next 6 to 9 months (this timeframe may change depending on the circumstances), but it can be submitted sooner, once you have all of the required paperwork turned in to Project Records. **Please see Page 2 for things to consider when starting your project.**
- **Write Your Draft Research Proposal/5 Year Plan:** See Hatch, Multistate Hatch, Animal Health Proposal guidelines or McIntire- Stennis Forestry Project Proposal Outline under Initial & Renewal Project Section for items to be included in proposal. Limit your text to no more than 10,000 characters, including spaces, for both your Non-Technical Summary and Methodology sections. This proposal is NOT a detailed proposal like those submitted to NIH/NSF etc. The idea is that once your final proposal is submitted and you are ready to complete the project initiation in NIFA, you will be able to copy and paste the information directly into those 2 sections (Non-Technical Summary and Methodology). Unlike REEport, NRS does not have the ability to upload any attachments and therefore it is not necessary for your written proposal to include pictures, diagrams, publications, citations, or anticipated budgets, 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, two people from on-campus/center and one person from a different University. 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://agrileafeas.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>.
 - For Human Subjects inquiries please visit: [Human Research Protection Program \(HRPP\)](#)
 - 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.

- **Considerations when starting a formula funded project:**

It's important to note, to be eligible for AgriLife Research seed funding, or future RFP announcements from AgriLife, you'll need to have your project active and approved by USDA NIFA before you will be considered eligible for those funding opportunities. As soon as your project is APPROVED by USDA NIFA you will be eligible for these funding opportunities when they are announced.

You may also want to consider the time frame for NIFA REVIEW and APPROVAL, once a project gets submitted in the NIFA Reporting System. The NIFA REVIEW and APPROVAL process can take as little as a few days. But I've also seen it take up to 6 to 8 weeks. Most recently it's been taking USDA NIFA about 2 to 3 weeks before we are receiving notices for project approvals...but that is subject to change at any given time.