

Instructions for Initiating an Animal Health Project

The following outlines steps for preparing a new Texas A&M AgriLife Research Animal Health Project. You will need to fill out the information at the REEport site and then once you are awarded Animal Health Funds, the project will be submitted to NIFA for final approval.

- **Contact Project Records:** 979-845-7987. Stacy Cantu will assign you a project number and provide information on the required documents.
- **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>.
- **Contact Project Records to Initiate your project at REEport (sign on at the NIFA reporting portal (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://agrilifeas.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 five (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.