

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 NRS site and then once you are awarded Animal Health Funds, the project will be submitted to NIFA for final approval.

- **Contact Project Records:** 979-314-5706 or Chad.Houston@ag.tamu.edu. You will be assigned a project number and provided 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 NRS (sign on at the NIFA reporting system (nrs.nifa.usda.gov))** Complete all the required fields at the NRS web site for your project.
 - Project Director (you), Performing Department, and other basic information.
 - Non-Technical Summary: a short, clear account of the project written in language understandable to the general public.
 - Goals/Objectives: What are major achievements you plan to accomplish?
 - Methodology: ways in which the project will be conducted.
 - Research Effort Categories: Percentage of your research that is basic, applied, and developmental.
 - Classification: Animal Health, Integrated Activity, Research Effort, Knowledge Area, Subject of Investigation, Field of Science, Associated Planned Programs.
 - Assurance Statements.
- **Submission:** Once you have completed the NRS web form, click on submit. After you submit make sure to email chad.houston@ag.tamu.edu. 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.