

## Instructions for Initiating a Multistate Project

The following outlines steps for initiating a new Texas A&M AgriLife Research Multistate Hatch Project. Before you initiate the project you must become an official participant of the Project.

- **Contact Project Records:** 979-845-7987. Stacy Cantu will guide you through the process and provide information on the required documents.
- **Submit an Appendix E to become an official participant of a multistate project:**
  - Go to National Information Management Support System (NIMSS): <http://nimss.umd.edu/>
  - Enter login and password (if you don't have one, you can register at the NIMSS site).
  - Select "Project" then "View Projects" from the top menu bar.
  - Enter the project number (or keywords in title).
  - Click on the Project number.
  - Read the proposal and select the objectives you plan to work on.
  - Contact Ree Kenerley (979-845-6199) to submit Appendix E.
  - Once you are approved as an official member, you will need to initiate the Multistate Hatch Project if you are the lead member for AgriLife Research.
- **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>.
- **AG-905 Form:** 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 REEport (sign on at the NIFA reporting portal ([portal.nifa.usda.gov/portal/](http://portal.nifa.usda.gov/portal/)))** Complete all the required fields at the REEport web site for your project. See detailed list under Details: 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: Select from the dropdown list the objectives you plan to work on.
  - 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.
  - 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.