

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 in NIMSS.

- **Contact Project Records:** Kylie Daniels (kylie.daniels@ag.tamu.edu). You will be guided through the process and provided with 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://www.nimss.org/>
 - Enter login and password (if you don't have one, you can register at the NIMSS site).
 - Select "Project" then "View All Projects" or "Project Search" from the side menu bar.
 - Enter the project number (or keywords in title).
 - Click View for the Project number.
 - Read the outline and select the objectives you plan to work on.
 - Contact Project Records (kylie.daniels@ag.tamu.edu) to receive and submit Appendix E.
 - Once you are approved as an official member, you will need to initiate the Multistate Hatch Project with NRS if you wish to qualify for Multistate funds.
- **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](#)
- **AG-905 Form:** Complete, sign, and have your department head/resident director sign the AG-905 form. Since it is a Multistate project, you may leave the Reviewers section blank. 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. Please be aware that you will need to have an active USDA eAuthentication account in order to log into NRS. Contact Chad Houston with any questions.
- **Submission:** Once you have completed the NRS web forms, click on "Save" and then you may submit it for Organizational 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.