

*Instructions for Revising a Hatch or  
McIntire-Stennis Project (1/11)*

### **Instructions for Revising a Hatch or McIntire-Stennis Project**

As you revise your project, remember that the 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. **Do not submit your old proposal.** Please update to reflect any changes in your research that have occurred over the last five years, and any changes you anticipate in the next 5 years.

Your revision needs to be completed before the termination date of your current project, so you should start revising at least 3 months before the termination date.

1. **Contact Project Records (979-845-4794) to notify them of your intent to revise project.**
2. **Write/Revise research Proposal/5-Year plan.** See CRIS Hatch Research Project Proposal Outline or McIntire-Stennis Forestry Project Proposal Outline (under Detail Link) for items to be included in proposal. Proposal need only be approximately 5 single spaced pages in length (exclusive of forms/citations/references). This proposal is NOT a detailed proposal like those submitted to NIH/NSF etc.
3. **Review Process:** USDA requires proposal to be reviewed. Choose 3 reviewers, preferably two out-side the university. Attach your proposal to each request for review and request reviewers to return comments within 3 weeks. (CRIS Research Project Evaluation Guidelines for Reviewer is available, but optional.) Please e-mail comments to Project Records. Documentation is kept for auditing purposes.
4. **Final Proposal & Submission.** Once reviews are returned, incorporate any suggestions you feel are beneficial. E-mail final proposal to Project Records.
5. **Enter AD-416 and Ad-417 forms.** Go to USDA/NIFA/CRIS web site (<http://cwf.uvm.edu/cris/>) This is the CRIS Forms Assistance page.
  - a. On the Left side , under **Enter Forms** select **Work Unit Description (AD-416 /AD-417 /2008)**
  - b. Select Texas on the Map (Make sure TEX – Texas AgriLife Research, Texas A&M Univ) is selected. (Contact Project Records for password).
  - c. Type in last name and proceed.
  - d. You are at the TEX Project/Form Selection Page. Under '**Forms Currently in Progress**', your project should be listed. (If not contact Project Records).
  - e. Click on AD-416 or AD-417 button to complete forms. Make sure you indicate any integrated activity with extension on the AD-416 Form and any Animal Health or Forestry related research on the AD-417 Form.
6. **Risk Assessments & Assurance Statements.** Approvals are required by federal law for research involving animal welfare, human subjects, rDNA, hazardous chemicals and sustainable agriculture. Please provide an approval letter from the appropriate committee. (<http://vpr.tamu.edu>)
7. **Complete AG-905 form.** Must be signed by you, department head and then return to Project Records.