The Iowa Agriculture and Home Economics Experiment Station (AES)

Established at Iowa State in 1888, the Ag Experiment Station fulfilled a Congressional charge for Land Grant Universities to develop research projects to advance practical science for the citizens of their states. The Experiment Station is not a building or location – it’s more like a multidisciplinary research center. It is a program of research that is supported in part with funding from the U.S. Department of Agriculture’s (USDA) National Institute of Food and Agriculture (NIFA) and from the State of Iowa. At ISU, these public investments support foundational, translational, and applied research aimed at solving pressing challenges in agriculture, natural resources, and the life sciences for Iowa Communities and our nation’s citizens.

What is a Capacity Project?

A capacity project is a general framework for research efforts, regardless of the funding source. The project plan describes the long-term (up to five-year) research goals, objectives, anticipated results, and stakeholder impacts. It is adaptable to your research and will evolve and develop with your expanding areas of interest.

The funding from NIFA is provided to CALS (and not directly to you) and is referred to as Capacity funding. These funds are used to increase the University’s research capacity, e.g., by hiring and supporting people who work in the areas that advance ISU’s research agenda.

Each project has one Project Director (PD), and Umbrella Projects have one or more co-PDs. Some projects cross multiple departments because the work is multidisciplinary in nature. Hatch Multistate projects involve groups working together on specific projects from multiple Agricultural Experiment Stations. Faculty are encouraged to create or join umbrella projects to reduce the burden of reporting. They also serve as a mechanism for people working in the same general area to be knowledgeable of each others’ research and to support collaboration.

How does Being on a Project Help Me?

Having all CALS faculty on a project gives CALS the flexibility for the use of capacity funds for internal funding opportunities, e.g., equipment and infrastructure seed grants, travel to meetings, research coordination efforts, training opportunities, and more.

When you are on a project and your reports are up-to-date, these funding opportunities become available for you to request. Visit the CALS website and navigate to the “Research”→“For Researchers” page to learn about the opportunities offered by CALS.

What are the Requirements?

Projects require a Project Director and can have multiple co-PDs. Projects must be initiated, peer reviewed, and reported on annually. A project renewal is started in the final year of the project life cycle to make sure there is never a lapse in your “active” status. To join a Hatch Multistate project, return a completed project participation form (“Appendix E”) and create a new (or join an existing) local project.

CALS Budget and Finance will reach out to you annually or as your project changes to confirm how the percentage of your research appointment is split across all AES projects.
Annually report research results in NRS.
Each November for the prior FY

Submit for NIFA approval
Requests for edits go to PD, revisions back to NIFA via NRS

Initiate the project
(enter project in NRS)
assign IOW0 number

Research Oversight
Proposal and Initiation to ORE
ORE may reach out to PD

Umbrella projects have one Project Director and more than one Co-Director with similar and related research interests (no limit on number.)

A task or event that may start over (re-write or revise proposal), or reoccur (reporting), or an opportunity for edits or clarification e.g., ORE or NIFA review.

Download this document: https://go.iastate.edu/N3GLJU
## Hatch or Animal Health capacity projects

*May take up to 12+ weeks to become an active project*

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<tr>
<td>Develop and Review</td>
<td>Revise and Finish the Proposal</td>
<td>Initiate the Project</td>
<td>Navigate Research Compliance</td>
<td>Submit for NIFA Review</td>
<td>Report Annual Progress</td>
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### 1. Develop and Review

**A**
Develop a project proposal using the template and instructions provided by AES.

Ask three to four faculty members from Iowa State University to review the proposal.

If human or animal subjects are used in your research, ensure that you have a current IRB or IACUC in place that applies to your research.

**B**
AES
Perform a preliminary review; may send back for edits. AES sends the proposal, instructions and feedback form to the peer reviewers.

**C**
Peer Reviewers
Reviews the proposal, and provides written feedback, to the PD(s) and AES.

Recommend one action:
- Accept as prepared
- Major revision required (review again)
- Accept after minor revision
- Reject proposal

### 2. Revise and Finish the Proposal

**A**
AES
Emails YOU the anonymous recommendations from the peer reviewers

**B**
YOU
Respond to reviewer’s recommendations and comments by revising the proposal.

**OR**
Provide written rationale to AES for not revising the proposal where suggestions are not suitable.

**C**
AES
Conducts a final review and may request or offer additional edits.

Assigns a project number and creates a project initiation in NRS.

After the proposal has been approved by NIFA, PD(s), co-PD(s), Department Chair, and the Associate Director for AES will electronically sign a PDF of the project proposal.

### 3. Initiate the Project

**A**
AES
Sends YOU an initiation template and instructions.

**B**
YOU
If the research requires oversight (human subjects, living vertebrate animals, health/safety hazards, or radioactive materials), provide the identifier of current approval(s) that cover the planned research objective(s).

Complete the Project Initiation form and return.

**C**
AES
Works with YOU to finalize the project initiation.

Retain digital copies of the project initiation for future reference.

### 4. Navigate Research Compliance

**A**
AES
Prepares the NRS initiation and sends it to ISU Office of Research Ethics (ORE).

Methodology information provided during the initiation will be reviewed by ORE to ensure approval(s) apply to the research methods.

**Note:** Research may not begin until proper oversight approvals have been secured and reviewed by ORE and approved by NIFA.

ORE will work with YOU and AES by soliciting additional information as needed.

Submits the project initiation for NIFA Review in NRS after approval from ORE.

### 5. Submit for NIFA Review

**A**
NIFA
Takes action:
If approved, this establishes the project life cycle, AES will send YOU a PDF of the Initiation, and assist with access to NRS.

**OR**
If the initiation is not approved, NIFA will send it back to YOU with recommendations and revisions.

### 6. Report Annual Progress

Each fall, submit a progress report through the NRS system. The report should detail progress towards achieving your research objectives. These reports are used to provide information when scientific inquiries are requested of USDA-NIFA.

**A**
YOU
Develop and Review

Revise and Finish the Proposal

Initiate the Project

Navigate Research Compliance

Submit for NIFA Review

Report Annual Progress

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AE - Ag Experiment Station ([https://www.cals.iastate.edu/about/experiment-station](https://www.cals.iastate.edu/about/experiment-station))

IAHEES - Iowa Agriculture and Home Economics Experiment Station ([https://aes.cals.iastate.edu/](https://aes.cals.iastate.edu/))

IACUC - Institutional Animal Care and Use Committee ([https://www.compliance.iastate.edu/committees/iacuc](https://www.compliance.iastate.edu/committees/iacuc))

IRB - Institutional Review Board ([https://www.compliance.iastate.edu/committees/irb](https://www.compliance.iastate.edu/committees/irb))


NIMSS - National Information Management & Support System for multistate research ([https://www.nimss.org/](https://www.nimss.org/))


ORE - Office of Research Ethics ([https://www.compliance.iastate.edu/](https://www.compliance.iastate.edu/))

PD - Project Director

More information can be found at: [aes.cals.iastate.edu](https://aes.cals.iastate.edu)

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Failure to report results may impact the availability of future funds.
### Hatch Multistate capacity projects

*(May take up to 7+ weeks to become an active project)*

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<tr>
<td><strong>Find the right Multi-State Project</strong></td>
<td><strong>Initiate the Project</strong></td>
<td><strong>Navigate Research Compliance</strong></td>
<td><strong>Submit for NIFA Review</strong></td>
<td><strong>Report Annual Progress</strong></td>
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<tr>
<td><strong>A</strong></td>
<td>AES</td>
<td>YOU</td>
<td>AES</td>
<td>AES</td>
<td>NIFA</td>
<td>Administrative Advisor</td>
</tr>
<tr>
<td>Receives notifications from multistate committees inviting participation. Sends to the appropriate department Chair of the invitation OR visit <a href="https://www.nimss.org">NIMSS.org</a> and search for projects that align with your research interests OR visit <a href="https://go.iastate.edu/JYIKGD">https://go.iastate.edu/JYIKGD</a> for a list of multistate projects with participants from ISU.</td>
<td>Complete an Appendix E (<a href="https://go.iastate.edu/26CADD">https://go.iastate.edu/26CADD</a>) and email it to AES (<a href="mailto:aes_research@iastate.edu">aes_research@iastate.edu</a>), with acknowledgment that your department chair (cc'd) has approved your participation.</td>
<td>Sends YOU an initiation template and instructions</td>
<td>Prepares the NRS initiation and sends it to ISU’s Office of Research Ethics (ORE).</td>
<td>Takes action: If approved, this establishes the project life cycle, AES will send YOU a PDF of the Initiation, and assist with access to NRS. OR If the initiation is not approved, NIFA will send it back to YOU with recommendations and revisions.</td>
<td>Guides the development of a comprehensive multistate project report that will include your research and how it contributed to the project.</td>
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<td><strong>B</strong></td>
<td>Department Chair</td>
<td>AES</td>
<td>YOU</td>
<td>AES</td>
<td>AES</td>
<td>YOU</td>
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<td>If the committee issue is a priority for the department, the Chair shares the committee information with appropriate faculty.</td>
<td>Enters information from the Appendix E into NIMSS.</td>
<td>If YOU are new to the multistate committee project process, YOU will receive an email from NIMSS, asking YOU to sign in and set a password. This ensures YOU will receive multistate project communications regarding committee activities, events, and requests for progress reports.</td>
<td>YES If the research requires oversight (human subjects, living vertebrate animals, health/safety hazards, or radioactive materials), provide the identifier of current approval(s) that cover the planned research objective(s). Complete the Project Initiation form and return to AES.</td>
<td>Works with YOU to finalize the project initiation. Retain digital copies of the project initiation for future reference.</td>
<td>Respond to NIFA comments by revising the initiation.</td>
<td>Submit a progress report through the NRS system, that will include your research contribution to the multistate project. Multistate projects require two progress reports, your information could be the same for each. Your contribution to both is critical to meet the Project Objectives.</td>
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<td><strong>C</strong></td>
<td>YOU</td>
<td>AES</td>
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<td>If your research is a fit with at least one of the defined objectives, obtain approval from your Department Chair to participate in the committee as a representative of the AES. In the Appendix E (next step), select the objectives YOU (and any Co-PDs) will address. “Official Representatives” are eligible for annual meeting travel support. <a href="https://go.iastate.edu/8KBUKJ">https://go.iastate.edu/8KBUKJ</a></td>
<td>Works with YOU to finalize the project initiation. Retain digital copies of the project initiation for future reference.</td>
<td>AES</td>
<td>Reviews the project initiation and works with YOU to add requested content. Resubmit to NIFA.</td>
<td>Communicates information to Budget and Finance.</td>
<td>Annual progress reports are reviewed and compiled into the AES Annual Report.</td>
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AES - Ag Experiment Station (https://www.cals.iastate.edu/about/experiment-station)
IACUC - Institutional Animal Care and Use Committee (https://www.compliance.iastate.edu/committees/iacuc)
IRB - Institutional Review Board (https://www.compliance.iastate.edu/committees/irb)
IAHEES - Iowa Agriculture and Home Economics Experiment Station (https://aes.cals.iastate.edu/)
NIFA - National Institute of Food and Agriculture (https://www.nifa.usda.gov/)
NIMSS - National Information Management & Support System for multistate research (https://www.nimss.org/)
NRS - NIFA Reporting System (https://nrs.nifa.usda.gov/)
ORE - Office of Research Ethics (https://www.compliance.iastate.edu/ORE)
## McIntire-Stennis Capacity Projects

(May take up to 12+ weeks to become an active project)

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<td><strong>Report Annual Progress</strong></td>
</tr>
<tr>
<td><strong>A</strong> YOU</td>
<td>AES</td>
<td>AES</td>
<td>AES</td>
<td>NIFA</td>
<td><strong>A</strong> YOU</td>
</tr>
<tr>
<td>Contact Stephen Dinsmore <a href="mailto:coolr@iastate.edu">coolr@iastate.edu</a> or 515-294-1348 about developing a project proposal. After his approval, AES will provide you the proposal template and instructions.</td>
<td>Emails YOU the anonymous recommendations from the peer reviewers</td>
<td>Sends YOU an initiation template and instructions.</td>
<td>Prepares the NRS initiation and sends it to ISU’s Office of Research Ethics (ORE).</td>
<td>Takes action: If approved, this establishes the project life cycle, AES will send YOU a PDF of the Initiation, and assist with access to NRS. OR</td>
<td>Each fall, submit a progress report through the NRS system. The report should detail progress towards achieving your research objectives. These reports are used to provide information when scientific inquiries are requested of USDA-NIFA.</td>
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<tr>
<td><strong>B</strong> AES</td>
<td>YOU</td>
<td>YOU</td>
<td>AES</td>
<td>AES</td>
<td>AES</td>
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<tr>
<td>Performs a preliminary review; may send back for edits. AES sends the proposal, instructions and feedback form to the peer reviewers.</td>
<td>Respond to reviewer’s recommendations and comments by revising the proposal.</td>
<td>If the research requires oversight (human subjects, living vertebrate animals, health/safety hazards, or radioactive materials), provide the identifier of current approval(s) that cover the planned research objective(s).</td>
<td>Completes the Project Initiation form and return to AES.</td>
<td>Reviews the project initiation for AES by soliciting additional information as needed.</td>
<td>Reviews the project initiation and works with YOU to add requested content. Resubmit to NIFA.</td>
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<td><strong>C</strong> Peer Reviewers</td>
<td>AES</td>
<td>AES</td>
<td>AES</td>
<td>AES</td>
<td><strong>B</strong> AES</td>
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<tr>
<td>Reviews the proposal, and provides written feedback, to the PD(s) and AES.</td>
<td>Conducts a final review and may request or offer additional edits.</td>
<td>Works with YOU to finalize the project initiation.</td>
<td>Retain digital copies of the project initiation for future reference.</td>
<td>Reviews the project initiation for AES by soliciting additional information as needed.</td>
<td>Annual progress reports are reviewed and compiled into the AES Annual Report.</td>
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<td>Recommend one action:</td>
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<td>- Accept as prepared</td>
<td>- If the research requires oversight (human subjects, living vertebrate animals, health/safety hazards, or radioactive materials), provide the identifier of current approval(s) that cover the planned research objective(s).</td>
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<td>Note: Research may not begin until proper oversight approvals have been secured and reviewed by ORE and approved by NIFA.</td>
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<td>- Major revision required (review again)</td>
<td>Provides written rationale to AES for not revising the proposal where suggestions are not suitable.</td>
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<td>ORE will work with YOU and AES by soliciting additional information as needed.</td>
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<tr>
<td>- Accept after minor revision</td>
<td>Assigns a project number and creates a project initiation in NRS.</td>
<td></td>
<td>Submits the project initiation for NIFA Review in NRS after approval from ORE.</td>
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<td>- Reject proposal</td>
<td>After the proposal has been edited, PD(s), co-PD(s), Department Chair, and the Associate Director for IAHEES will electronically sign a PDF of the project proposal.</td>
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<td>Retain digital copies of the proposal for future reference.</td>
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### Essentials of a McIntire-Stennis Project Proposal:
- [AES - Ag Experiment Station](https://www.cals.iastate.edu/about/experiment-station)
- [IACUC - Institutional Animal Care and Use Committee](https://www.compliance.iastate.edu/committees/iacuc)
- [IRB - Institutional Review Board](https://www.compliance.iastate.edu/committees/irb)
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- [NIMSS - National Information Management & Support System for multistate research](https://www.nimss.org/)
- [NRS - NIFA Reporting System](https://nrs.nifa.usda.gov/)
- [ORE - Office of Research Ethics](https://www.compliance.iastate.edu/)
- [PD - Project Director](https://aes.cals.iastate.edu/index.php)

More information can be found at: [aes.cals.iastate.edu](https://aes.cals.iastate.edu)
We hope this tool for navigating Ag Experiment Station projects is helpful to you.

Thanks for all you do!