The Iowa **A**griculture and Home **E**conomics **E**xperiment **S**tation (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.
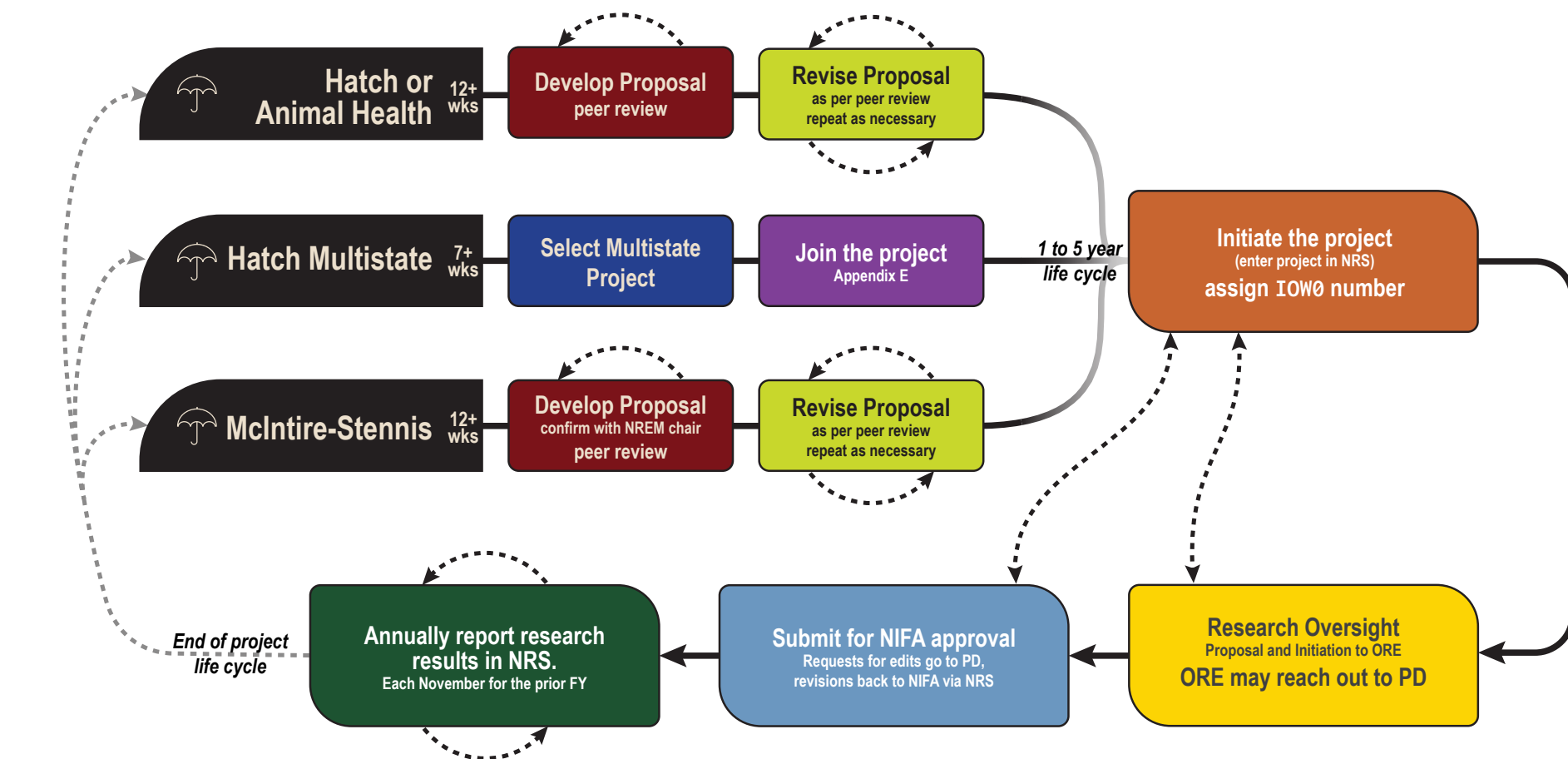
When you are on a project and your reports are up-to-date, these funding opportunities become available for you to request. Visit the CALS website and navigate to the "Research" → "For Researchers" page to learn about the opportunities offered by CALS.

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.

Capacity Research Project Pathway

Hatch or Animal Health — 12+ wks
- **Develop Proposal** — peer review
- **Revise Proposal** — as per peer review, repeat as necessary

Hatch Multistate — 7+ wks
- **Select Multistate Project**
- **Join the project** — Appendix E

McIntire-Stennis — 12+ wks
- **Develop Proposal** — confirm with NREM chair, peer review
- **Revise Proposal** — as per peer review, repeat as necessary

1 to 5 year life cycle

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

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

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

Annually report research results in NRS. Each November for the prior FY

End of project life cycle

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/N3GIJA

Hatch Research   Animal Health   Multistate Research Hatch   McIntire-Stennis Hatch Project
AES - Ag Experiment Station
NIFA - National Institute of Food and Agriculture
NIMSS - National Information Management & Support System for multistate research
NREM - Natural Resource Ecology and Management
NRS - NIFA Reporting System   ORE - Office of Research Ethics   PD - Project Director

Hatch or Animal Health capacity projects

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

1	2	3	4	5	6
Develop and Review	**Revise and Finish the Proposal**	**Initiate the Project**	**Navigate Research Compliance**	**Submit for NIFA Review**	**Report Annual Progress**

1 — Develop and Review

A — YOU

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

Performs 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 <u>and</u> 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 <u>not</u> approved, NIFA will send it back to YOU with recommendations and revisions.

B — YOU

Respond to NIFA comments by revising the initiation.

C — AES

Reviews the project initiation and works with YOU to add requested content. Resubmit to NIFA.

Communicates information to Budget and Finance.

6 — Report Annual Progress

A — YOU

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.

B — AES

Annual progress reports are reviewed and compiled into the AES Annual Report.

!

Failure to report results may impact the availability of future funds.

AES - Ag Experiment Station (https://www.cals.iastate.edu/about/experiment-station)
IAHEES - Iowa Agriculture and Home Economics Experiment Station (https://aes.cals.iastate.edu/)
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)
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/)
PD - Project Director
More information can be found at: aes.cals.iastate.edu

Hatch Multistate capacity projects

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

1	2	3	4	5	6
Find the right Multi-State Project	**Join the Project**	**Initiate the Project**	**Navigate Research Compliance**	**Submit for NIFA Review**	**Report Annual Progress**

1 — Find the right Multi-State Project

A — AES

Receives notifications from multistate committees inviting participation. Sends to the appropriate department Chair of the invitation OR visit NIMSS.org and search for projects that align with your research interests OR visit https://go.iastate.edu/JYIKGD for a list of multistate projects with participants from ISU.

B — Department Chair

If the committee issue is a priority for the department, the Chair shares the committee information with appropriate faculty.

C — YOU

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. https://go.iastate.edu/8KBUKJ

2 — Join the Project

A — YOU

Complete an Appendix E (https://go.iastate.edu/26CADB) and email it to AES (aes_research@iastate.edu), with acknowledgment that your department chair (cc'd) has approved your participation.

B — AES

Enters information from the Appendix E into NIMSS.

C — YOU

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.

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 to for AES.

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's 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 <u>and</u> 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 <u>not</u> approved, NIFA will send it back to YOU with recommendations and revisions.

B — YOU

Respond to NIFA comments by revising the initiation.

C — AES

Reviews the project initiation and works with YOU to add requested content. Resubmit to NIFA.

Communicates information to Budget and Finance.

6 — Report Annual Progress

A — Administrative Advisor

Guides the development of a comprehensive multistate project report that will include your research and how it contributed to the project.

B — YOU

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.

C — AES

Annual progress reports are reviewed and compiled into the AES Annual Report.

Failure to report results may impact the availability of future funds.

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/)
PD - Project Director
More information can be found at: aes.cals.iastate.edu

McIntire-Stennis capacity projects

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

1	2	3	4	5	6
Develop and Review	**Revise and Finish the Proposal**	**Initiate the Project**	**Navigate Research Compliance**	**Submit for NIFA Review**	**Report Annual Progress**

1 — Develop and Review

Ⓐ YOU

Contact Stephen Dinsmore cootjr@iastate.edu or 515-294-1348 about developing a project proposal. After his approval, AES will provide you the proposal template and instructions.

Recruit three to four faculty members to review the proposal.

Ensure that you have the necessary research oversight in place that applies to your research.

Ⓑ AES

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

Ⓒ 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

Ⓐ AES

Emails YOU the anonymous recommendations from the peer reviewers

Ⓑ 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.

Ⓒ 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 edited, PD(s), co-PD(s), Department Chair, and the Associate Director for IAHEES will electronically sign a PDF of the project proposal.

Retain digital copies of the proposal for future reference.

3 — Initiate the Project

Ⓐ AES

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

Ⓑ 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 to for AES.

Ⓒ AES

Works with YOU to finalize the project initiation.

Retain digital copies of the project initiation for future reference.

4 — Navigate Research Compliance

Ⓐ AES

Prepares the NRS initiation and sends it to ISU's 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

Ⓐ 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.

Ⓑ YOU

Respond to NIFA comments by revising the initiation.

Ⓒ AES

Reviews the project initiation and works with YOU to add requested content. Resubmit to NIFA.

Communicates information to Budget and Finance.

6 — Report Annual Progress

Ⓐ YOU

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.

Ⓑ AES

Annual progress reports are reviewed and compiled into the AES Annual Report.

! *Failure to report* results may impact the availability of future funds.

Essentials of a McIntire-Stennis Project Proposal: (https://www.nifa.usda.gov/mcintire-stennis-project-proposal-essentials)
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 (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/)
PD - Project Director
More information can be found at: aes.cals.iastate.edu

aes_research@iastate.edu - Ver20230202

IOWA STATE UNIVERSITY
Agriculture Experiment Station

513 Farm House Lane
Ames, IA 50011-3260
Tel: (515) 294-2573

We hope this tool for navigating Ag Experiment Station projects is helpful to you.

Thanks for all you do!