



Navigating a Hatch or Animal Health Project (4-8 weeks)

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
<p>A YOU Develop a project proposal using the template and instructions provided by AES.</p> <p>Ask three to four faculty members from Iowa State University to review the proposal.</p> <p>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.</p> <p>B AES Performs a preliminary review; may send back for edits. AES sends the proposal, instructions and feedback form to the peer reviewers.</p> <p>C Peer Reviewers Reviews the proposal, and provides written feedback, to the PD(s) and AES.</p> <p>Recommend one action: - Accept as prepared - Major revision required (review again) - Accept after minor revision - Reject proposal</p>	<p>A AES Emails YOU the anonymous recommendations from the peer reviewers</p> <p>B YOU Respond to reviewer's recommendations and comments by revising the proposal.</p> <p>OR Provide written rationale to AES for not revising the proposal where suggestions are not suitable.</p> <p>C AES Conducts a final review and may request or offer additional edits.</p> <p>Assigns a project number and creates a project initiation in NRS.</p> <p>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.</p> <p>Retain digital copies of the proposal for future reference.</p>	<p>A AES Sends YOU an initiation template and instructions.</p> <p>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).</p> <p>Complete the Project Initiation form and return to for AES.</p> <p>C AES Works with YOU to finalize the project initiation.</p> <p>Retain digital copies of the project initiation for future reference.</p>	<p>A AES Prepares the NRS initiation with oversight documentation as necessary to ISU's Office of Research Ethics (ORE).</p> <p>Methodology information provided during the initiation will be reviewed by ORE to ensure approval(s) apply to your research methods.</p> <p>Note: Research may not begin until proper oversight approvals have been secured <u>and</u> reviewed by ORE.</p> <p>ORE will work with YOU and AES soliciting additional information as needed.</p> <p>Submits the project initiation for NIFA Review in NRS after approval from ORE.</p>	<p>A NIFA Takes action: If approved, this will establish the project timeline, AES will send YOU a PDF of the Initiation, and assist with access to NRS.</p> <p>OR If the initiation is <u>not</u> approved, NIFA will send it back to YOU with recommendations and revisions.</p> <p>B YOU Respond to NIFA comments by revising the initiation.</p> <p>C AES Reviews the project initiation and works with YOU to write needed content. Resubmits it to NIFA.</p> <p>Communicates information to Budget and Finance.</p>	<p>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.</p> <p>B AES Annual progress reports are reviewed and compiled into the IAHEES AES Annual Report.</p> <div style="text-align: center;">  <p>Failure to submit reports may impact the availability of future funds.</p> </div>
<p>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</p>					



Navigating a McIntire Stennis Project (4-8 weeks)

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
<p>A 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.</p> <p>Recruit three to four faculty members to review the proposal.</p> <p>Ensure that you have the necessary research oversight in place that applies to your research.</p> <p>B AES Performs a preliminary review; may send back for edits. AES sends the proposal, instructions and feedback form to the peer reviewers.</p> <p>C Peer Reviewers Reviews the proposal, and provides written feedback, to the PD(s) and AES.</p> <p>Recommend one action: - Accept as prepared - Major revision required (review again) - Accept after minor revision - Reject proposal</p>	<p>A AES Emails YOU the anonymous recommendations from the peer reviewers</p> <p>B YOU Respond to reviewer's recommendations and comments by revising the proposal.</p> <p>OR Provide written rationale to AES for not revising the proposal where suggestions are not suitable.</p> <p>C AES Conducts a final review and may request or offer additional edits.</p> <p>Assigns a project number and creates a project initiation in NRS.</p> <p>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.</p> <p>Retain digital copies of the proposal for future reference.</p>	<p>A AES Sends YOU an initiation template and instructions.</p> <p>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).</p> <p>Complete the Project Initiation form and return to for AES.</p> <p>C AES Works with YOU to finalize the project initiation.</p> <p>Retain digital copies of the project initiation for future reference.</p>	<p>A AES Prepares the NRS initiation with oversight documentation as necessary to ISU's Office of Research Ethics (ORE).</p> <p>Methodology information provided during the initiation will be reviewed by ORE to ensure approval(s) apply to your research methods.</p> <p>Note: Research may not begin until proper oversight approvals have been secured <u>and</u> reviewed by ORE.</p> <p>ORE will work with YOU and AES soliciting additional information as needed.</p> <p>Submits the project initiation for NIFA Review in NRS after approval from ORE.</p>	<p>A NIFA Takes action: If approved, this will establish the project timeline, AES will send YOU a PDF of the Initiation, and assist with access to NRS.</p> <p>OR If the initiation is <u>not</u> approved, NIFA will send it back to YOU with recommendations and revisions.</p> <p>B YOU Respond to NIFA comments by revising the initiation.</p> <p>C AES Reviews the project initiation and works with YOU to write needed content. Resubmits it to NIFA.</p> <p>Communicates information to Budget and Finance.</p>	<p>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.</p> <p>B AES Annual progress reports are reviewed and compiled into the IAHEES AES Annual Report.</p> <div style="text-align: center;">  <p>Failure to submit reports may impact the availability of future funds.</p> </div>
<p>Essentials of a McIntire-Stennis Project Proposal: (https://www.nifa.usda.gov) 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</p>					



Navigating a Hatch Multistate Project (2-3 weeks)

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
<p>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.</p> <p>B Dept. Chair If the committee issue is a priority for the department, the Chair shares the committee information with appropriate faculty.</p> <p>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.</p> <p>In the Appendix E (next step), YOU will select which objectives that YOU (and any ISU Co-PDs) will address.</p>	<p>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.</p> <p>B AES Enters information from the Appendix E into NIMSS.</p> <p>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 will ensure YOU will receive multistate project communications regarding committee activities, events, and requests for progress reports.</p>	<p>A AES Sends YOU an initiation template and instructions that will integrate the research YOU (and other co-PDs) will be conducting with the multistate committee objective(s).</p> <p>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).</p> <p>Complete the Project Initiation form and return to for AES.</p> <p>C AES Works with YOU to finalize the project initiation.</p> <p>Retain digital copies of the project initiation for future reference.</p>	<p>A AES Prepares the NRS initiation with oversight documentation as necessary to ISU's Office of Research Ethics (ORE).</p> <p>Methodology information provided during the initiation will be reviewed by ORE to ensure approval(s) apply to your research methods.</p> <p>Note: Research may not begin until proper oversight approvals have been secured <u>and</u> reviewed by ORE.</p> <p>ORE will work with YOU and AES soliciting additional information as needed.</p> <p>Submits the project initiation for NIFA Review in NRS after approval from ORE.</p>	<p>A NIFA Takes action: If approved, this will establish the project timeline, AES will send YOU a PDF of the Initiation, and assist with access to NRS.</p> <p>OR If the initiation is <u>not</u> approved, NIFA will send it back to YOU with recommendations and revisions.</p> <p>B YOU Respond to NIFA comments by revising the initiation.</p> <p>C AES Reviews the project initiation and works with YOU to write needed content. Resubmits it to NIFA.</p> <p>Communicates information to Budget and Finance.</p>	<p>A Administrative Advisor Guides the development of a comprehensive multistate project report that will include your research and how it contributed to the project.</p> <p>B YOU Submit a progress report through the NRS system, that will include your research contribution to the multistate project.</p> <p>Multistate projects require two progress reports, your information could be the same for each.</p> <p>Your contribution to both is critical to meet the Project Objectives.</p> <p>C AES Annual progress reports are reviewed and compiled into the IAHEES AES Annual Report.</p>

"Official Representatives" are eligible for [annual meeting travel support](#).



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 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](https://www.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

