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<tr>
<th></th>
<th>Develop and Review</th>
<th>Revise and Finish the Proposal</th>
<th>Initiate the Project</th>
<th>Navigate Research Compliance</th>
<th>Submit for NIFA Review</th>
<th>Report Annual Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>YOU</td>
<td>AES</td>
<td>AES</td>
<td>AES</td>
<td>NIFA</td>
<td>YOU</td>
</tr>
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<td></td>
<td></td>
<td>Develop a project proposal using the template and instructions provided by AES.</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 with oversight documentation as necessary to ISU's Office of Research Ethics (ORE).</td>
<td>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. OR If the initiation is not approved, NIFA will send it back to YOU with recommendations and revisions.</td>
</tr>
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<td></td>
<td></td>
<td>Ask three to four faculty members from Iowa State University to review the proposal.</td>
<td>Respond to reviewer’s recommendations and comments by revising the proposal.</td>
<td>YOU</td>
<td>YOU</td>
<td>YOU</td>
</tr>
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<td></td>
<td></td>
<td>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.</td>
<td>OR</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>Complete the Project Initiation form and return to for AES.</td>
<td>Respond to NIFA comments by revising the initiation.</td>
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<td>Performs a preliminary review; may send back for edits. AES sends the proposal, instructions and feedback form to the peer reviewers.</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>Reviews the proposal, and provides written feedback, to the PD(s) and AES.</td>
<td>Reviews the project initiation and works with YOU to write needed content. Resubmits it to NIFA.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Peer Reviewers</td>
<td>You</td>
<td>Retain digital copies of the project initiation for future reference.</td>
<td>You</td>
<td>You</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reviews the proposal, and provides written feedback, to the PD(s) and AES.</td>
<td></td>
<td>Retain digital copies of the proposal for future reference.</td>
<td>AES - Ag Experiment Station (<a href="https://www.cals.iastate.edu/about/experiment-station">https://www.cals.iastate.edu/about/experiment-station</a>)</td>
<td>Communications information to Budget and Finance.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Recommend one action: - Accept as prepared - Major revision required (review again) - Accept after minor revision - Reject proposal</td>
<td></td>
<td>Retain digital copies of the proposal for future reference.</td>
<td>IACUC - Institutional Animal Care and Use Committee (<a href="https://www.compliance.iastate.edu/committees/iacuc">https://www.compliance.iastate.edu/committees/iacuc</a>)</td>
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</table>

Failure to submit reports may impact the availability of future funds.
**Navigating a McIntire-Stennis Project** (4-8 weeks)

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<tr>
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<th>4</th>
<th>5</th>
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<td><strong>Develop and Review</strong></td>
<td><strong>Revise and Finish the Proposal</strong></td>
<td><strong>Initiate the Project</strong></td>
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<td><strong>Submit for NIFA Review</strong></td>
<td><strong>Report Annual Progress</strong></td>
</tr>
</tbody>
</table>

**A**  
**YOU**  
Contact Stephen Dinsmore  
cooljr@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.

**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

**A**  
**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.

**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 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.

**B**  
**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 AES.

**C**  
AES  
Works with YOU to finalize the project initiation.  
Retain digital copies of the project initiation for future reference.

**A**  
**AES**  
Prepares the NRS initiation with oversight documentation as necessary 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 your research methods.

Complete the Project Initiation form and return to AES.

**B**  
**AES**  
Reviews the project initiation for NIFA Review in NRS after approval from ORE.

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

**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.  

**OR**  
If the initiation is not 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 write needed content. Resubmits it to NIFA.

Communicates information to Budget and Finance.

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Essentials of a McIntire-Stennis Project Proposal: [https://www.nifa.usda.gov](https://www.nifa.usda.gov)  
AES - Ag Experiment Station [https://www.cals.iastate.edu/about/experiment-station](https://www.cals.iastate.edu/about/experiment-station)  
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)  
IAHEES - Iowa Agriculture and Home Economics Experiment Station  
IACUC - Institutional Animal Care and Use Committee [https://www.cals.iastate.edu/aes]  
NIFA - National Institute of Food and Agriculture [https://www.nifa.usda.gov/]  
NIMSS - National Information Management & Support System for multistate research  
NRS - NIFA Reporting System [https://nrs.nifa.usda.gov/](https://nrs.nifa.usda.gov/)  
ORE - Office of Research Ethics [https://www.compliance.iastate.edu/committees/ore](https://www.compliance.iastate.edu/committees/ore)  
PD - Project Director  
More information can be found at: aes.cals.iastate.edu

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**Failure to submit reports may impact the availability of future funds.**
# Navigating a Hatch Multistate Project (2-3 weeks)

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<tbody>
<tr>
<td><strong>Find the right Multi-State Project</strong></td>
<td><strong>Join the 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>
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</tr>
<tr>
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<td><strong>A</strong></td>
<td><strong>A</strong></td>
<td><strong>A</strong></td>
</tr>
<tr>
<td>AES</td>
<td>Dept. Chair</td>
<td>YOU</td>
<td>AES</td>
<td>AES</td>
<td>NIFA</td>
</tr>
<tr>
<td>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.</td>
<td>If the committee issue is a priority for the department, the Chair shares the committee information with appropriate faculty.</td>
<td>You need to review the project objective(s). If your research is a fit with the defined objectives, obtain approval from the Chair to participate in the committee as a representative of the AES.</td>
<td>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).</td>
<td>Prepares the NRS initiation with oversight documentation as necessary 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 your research methods.</td>
<td>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. <strong>OR</strong> If the initiation is not approved, NIFA will send it back to YOU with recommendations and revisions.</td>
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<td><strong>C</strong></td>
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<td>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 it for AES.</td>
<td>Works with YOU to finalize the project initiation. Retain digital copies of the project initiation for future reference.</td>
<td>AES</td>
</tr>
<tr>
<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 will ensure YOU will receive multistate project communications regarding committee activities, events, and requests for progress reports.</td>
<td>Reviews the project initiation for approval.</td>
<td>Reviews the project initiation for NIFA Review in NRS after approval from ORE.</td>
<td>Sends to the ORE.</td>
<td>Respond to NIFA comments by revising the initiation.</td>
</tr>
<tr>
<td><strong>C</strong></td>
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<td>AES</td>
</tr>
<tr>
<td>In the Appendix E (next step), YOU will select which objectives that YOU (and any ISU Co-PDs) will address.</td>
<td>Prepares the NRS initiation for NIFA Review in NRS after approval from ORE.</td>
<td>Preparations for AES.</td>
<td>Reviews the project initiation and works with YOU to write needed content. Resubmits it to NIFA.</td>
<td>Guides the development of a comprehensive multistate project report that will include your research and how it contributed to the project.</td>
<td>Communicates information to Budget and Finance.</td>
</tr>
</tbody>
</table>

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

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

# 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.

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

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**More information can be found at:**

- 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/)
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- NRS - NIFA Reporting System (https://nrs.nifa.usda.gov/)
- ORE - Office of Research Ethics (https://www.compliance.iastate.edu/)
- PD - Project Director

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**AES - Ag Experiment Station**

**IACUC - Institutional Animal Care and Use Committee**

**IRB - Institutional Review Board**

**IAHEES - Iowa Agriculture and Home Economics Experiment Station**

**NIFA - National Institute of Food and Agriculture**

**NIMSS - National Information Management & Support System for multistate research**

**NRS - NIFA Reporting System**

**ORE - Office of Research Ethics**

**PD - Project Director**

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**More information can be found at:**

aes.cals.iastate.edu

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**Failure to submit reports may impact the availability of future funds.**

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aes_research@iastate.edu - Ver20221005