Procedures for writing McIntire-Stennis Projects

A. General Information

1. Background:

a.) The USDA-National Institute of Food and Agriculture requires that all expenditures of USDA federal funds (Hatch, McIntire-Stennis, and Animal Health) occur under an approved plan of work and that annual progress is reported through a standardized reporting framework (formerly CRIS). The Current Research Information System (CRIS) was the U.S. Department of Agriculture’s documentation and reporting system for ongoing agricultural, food and nutrition, and forestry activities. In 2013 the CRIS system was replaced with REEport. Upon official deployment of REEport in 2013, there are four modules, or report types, supported by the software: Project Initiation, Progress Report, and Final Termination Report.

b.) The Administrative Manual for the McIntire-Stennis Cooperative Forestry Program

Administrative Manual for the McIntire-Stennis Cooperative Forestry Program defines McIntire Stennis projects as projects whose “scope of forestry research which may be conducted under the McIntire-Stennis Act includes investigations relating to (1) reforestation and management of land for the production of timber and other related products of the forest; (2) management of forest and related watershed lands to improve conditions of water flow and to protect against floods and erosion; (3) management of forest and related rangeland for production of forage for domestic livestock and game and improvement of food and habitat for wildlife; (4) management of forest lands for outdoor recreation; (5) protection of forest land and resources against fire, insects, diseases, or other destructive agents; (6) utilization of wood and other forest products; (7) development of sound policies for the management of forest lands and the harvesting and marketing of forest products; and (8) such other studies as may be necessary to obtain the fullest and most effective use of forest resources.”

c.) The College of Forest Resources and McIntire-Stennis

Scientists conducting research fiscally linked to MAFES (fund numbers 16, 32, 26, 82) and FWRC (fund numbers 17, 33, 27, 83) are required to operate under an approved and active Hatch, McIntire-Stennis, or Animal Health project.

The College of Forest Resources (CFR) receives McIntire-Stennis funds which are divided among, Forestry, Forest Products, Wildlife, Fisheries, and Aquaculture, and the Dean’s office. The McIntire-Stennis projects at CFR are not written for a specific proposal/project, rather they are written to encompass and describe ones major thrust of research being conducted and project durations are usually 2 to 4 years in length.
In accordance with 7 CFR 3015.200 the following acknowledgement of NIFA support must appear in the publication of any material which is based upon or developed under NIFA support:

“This material is based upon work supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, under Project No. XXXXXXX.”

In addition, all publication and other materials, except scientific articles or papers published in scientific journals, must contain the following statement:

“Any opinions, findings, conclusions, or recommendations expressed in the publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture.”

2. Preparation and Submission of Projects

a.) Project Proposals

Principal Investigators should always discuss their project plans and the project’s duration with their Department Heads before writing a proposal.

Project proposals should be written in the format of Appendix A-Essentials of a Project Proposal. Specific instructions for each heading are also found in Appendix A. Please follow these instructions as deviating is likely to cause delay in submitting your proposal.

Upon completion of the written proposal the Department Head should send the proposal out for a merit review.

b.) Merit Review

As described in the Administrative Manual for McIntire-Stennis, the merit review should assure the research project proposals are scientifically sound, relevant to society’s forestry and fiber needs, not duplicative of efforts undertaken elsewhere, and been evaluated in terms of the National priorities. The merit review should accomplish the following:

1. Insure completeness of the project proposal
2. Evaluate relevance of the proposed research.
3. Evaluate quality and scientific value of the proposed research.
4. Consider opportunities for cooperation with other individuals or units.
5. Provide opportunity for the project leader to interact with reviewers and make adjustments as appropriate.
6. Provide proof, project by project that the process was followed.
Therefore all proposals should be sent out for two external reviews and one internal review. When sending the proposal out for review a Forest and Wildlife Research Center Review Form-Appendix B should accompany the proposal. Upon completing their review, the reviewer should complete and sign the review form sending the original back along with the proposal. It is important that we have the original review form on file for audit purposes.

When the reviews are returned any suggested additions, corrections, etc. requested by the reviewers should be considered and the proposal revised. The corrected proposal and reviews should then be forwarded to the department head for his/her review and approval.

c.) Approval and Submission

Upon approval of the Department Head, the Principal Investigator should then complete the Project Initiation screens on the NIFA Reporting Portal at the following Website:

http://portal.nifa.usda.gov/portal/front/login

a.) Initial set up of your Login information-Appendix C

a. Once you have entered the above website, you will be asked for your Email address and password.

b. Enter your Email address.

c. Select Reset Password.

d. You will then receive an email from USDA asking you to enter and confirm a new password.

e. Enter and Confirm your New Password.

f. Sign in by entering your email address and your confirmed password.

a. The Site Administrator has the authority to add all Project Directors. If you experience difficulty signing in to REEport with your Login ID please contact the MAFES/FWRC Contracts and Grants office at 662-325-0473 for assistance.

b.) Entering your Proposal In the REEPORT Portal (Appendix D):

a. Select FRST-MISSISSIPPI STATE UNIVERSITY-FORESTRY SCHOOL

b. Select Project Initiation

c. Select Create New Project

c.) Items to be completed in the NIFA REEport Portal (Appendix E)

a. Source of Funding (McStennis or State)

b. Cover Page

c. Participants (Anticipated FTE's)

d. Goals

e. Products

f. Outcomes
g. Target Audience
h. Methods
i. Summary
j. Keywords
k. Classification
l. Proposal (PDF of the actual Proposal should be uploaded – McStennis ONLY)
m. Assurance Statements

**d.) Cover Sheet to be completed (Appendix F)**

a. The Cover Sheet must be completed and signed by PI and Department Head. We will not accept proposals without the coversheet.

3. **Appendices are attached. These are for reference only.** All related forms should be completed on line at the above website. FWRC instructions, templates and other internal forms are available on the FWRC website at: [http://home.cfr.msstate.edu/forms.asp](http://home.cfr.msstate.edu/forms.asp)

4. **Additionally a complete NIFA REEport Project Directors Manual is available at the following website:** [http://www.nifa.usda.gov/business/pdfs/fnl_reeporpd.pdf](http://www.nifa.usda.gov/business/pdfs/fnl_reeporpd.pdf)
APPENDIX A

FORMAT FOR PROJECT PROPOSALS

FOREST AND WILDLIFE RESEARCH CENTER

RESEARCH PROJECT PROPOSAL

A. **Title**: A brief description of the subject of the research. The title, as clearly as possible, should reflect the objectives and scope of the project.

   **Department:**

   **Project Leader:**

   **Project Number**: MISZ – (your last name)

   **Time Schedule**: Initiation Date:

   Termination Date:

B. **Executive Summary**: Insofar as possible, the Executive Summary should be written in lay language.

C. **Statement of Problem and Justification**: Present (1) description of the problem, (2) who is confronted with the problem, (3) the importance of the problem to agriculture, wildlife and fisheries, forestry or forest products, and rural life of the state or region, (4) how will a solution to the problem change this situation, and (5) ways in which public welfare or scientific knowledge will be advanced.

   If the proposed project replaces a related previous or current project, statements of justification for continuation of the work are required.

D. **Previous Work and Present Outlook**: A brief summary of the previous research (citing important publications); status of current research; and the additional knowledge needed which the project is expected to provide. *(List complete literature citations at the end of the project outline).*

E. **Statement of Objectives**: A clear, complete, and logically arranged statement of the specific results to be achieved by the project.

F. **Experimental Design, Research Methods, and Procedures**: A statement of the essential working plans and methods to be used in attaining each of the stated objectives. Procedures should correspond to the objectives and follow the same order. Phases of the work to be undertaken currently should be designated. Location of the work and the facilities and equipment needed and available should be indicated. Wherever appropriate, the procedure should produce data suitable for statistical analysis. The procedure should reflect careful planning and should provide flexibility for changes if changes become necessary.
G. **Timetable and Probable Duration:** A table and estimate of the maximum time likely to be required to complete the project and publish results. This section should account for each objective/procedure and the expected date that it will be finished. You will need clear cut objectives or sub-objectives and at the least, every year should be accounted for.

H. **Financial Support:** Estimated annual allotments to (1) salaries, and (2) maintenance, based on analysis of requirements for labor, equipment, supplies, travel, and other operating expenses. Or, as an alternative, the estimated total scientist – years (SY) effort proposed for the project. Show funding needed to complete the project over the duration stated whether funds are from McSt/state/other. Show salary/fringes and any operating amounts it truly costs to run your base program of research.

I. **Recommended Organization:** The leader(s) and other technical workers assigned. Name any other units of the institution contributing essential services or facilities. The responsibilities of each should be indicated. If there is an advisory, coordinating, or directing committee for the project, the official title of the committee should be listed. A statement listing the U.S. Department of Agriculture or other station, institutions, or agencies expected to cooperate formally or informally on the projects.

J. **Plans for Publication:**

Significant Progress to Date.

**NOTE:** Whenever a material change in the objectives of a project is advisable, a new or revised project outline should be prepared and submitted at the NIFA Reporting Portal by choosing Project Change. A major change in procedure might also necessitate a revision of the project outline.
MAFES/FWRC REVIEWER FORM
MISSISSIPPI AGRICULTURE AND FORESTRY EXPERIMENT STATION
FOREST AND WILDLIFE RESEARCH CENTER
MISSISSIPPI STATE UNIVERSITY

The proposal should be peer reviewed by at least three scientists, two of which must be external and one internal to the University. Scientists may be selected from the faculty, appropriate industry or university personnel. It is expected that the Unit Head will review the proposal prior to transmittal to the Director for approval.

Title of Proposed Project:

Principal Investigator(s):

Department:

Proposed Starting Date: Proposed Ending Date:

Subject Matter Reviewer Date Received Date Returned

A. Statement of problem justification and review of literature. [    ] good; [   ] adequate
[   ] requires more detail; [    ] inadequate. If either of the last two boxes are checked, please
give details below.

B. Objectives
[    ]Well stated.
[   ]Specific objectives of the project are not stated.
[    ]Objective does not appear to be attainable.
[   ]Objective overlaps objective(s)____________.
[    ] Remarks
C. Experimental Design, Research Methods and Procedures
   [ ] good;   [ ] adequate;   [ ] inadequate. If the last box is checked, supply a summary of the shortcomings below:


D. If either the proposed organization or plan for publication is unsatisfactory, please supply details.


E. Reviewer’s recommendation:
   [ ] Overall appraisal of the proposal is good, submit in present form.
   [ ] Acceptable with minor revisions noted herein or on the manuscript.
   [ ] Proposal needs major revision and resubmitted for additional review.
   [ ] Remarks


Other
Remarks:__________________________________________________________________________


Date:______________  Reviewer’s Signature: ______________________________________________


Title:___________________________________________________________________________


Contact Information:________________________________________________________________


Appendix C

INITIAL SET OF YOUR LOGIN INFORMATION
Appendix E

ITEMS TO BE COMPLETED IN THE NIFA REEPORT PORTAL
## Appendix F
### Cover Sheet

MISSISSIPPI AGRICULTURAL AND FORESTRY EXPERIMENT STATION  
MISSISSIPPI STATE UNIVERSITY

### INTERNAL REVIEW AND APPROVAL OF REEport PROJECT PROPOSALS

<table>
<thead>
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<th>Type of Project:</th>
<th>Hatch</th>
<th>McIntire-Stennis</th>
<th>Multi-State Hatch</th>
<th>Animal Health</th>
<th>Special Grant</th>
<th>Competitive Grant</th>
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<td>For Director's Office Use:</td>
<td>REEport No.: MIS-____________________</td>
<td>MISV-____________________</td>
<td>MISZ-____________________</td>
<td>Date Received: _____________________</td>
<td>Starting Date: _____________________</td>
<td>Duration (Max. 48 Mo.): _____________________</td>
<td>Replacement for: MIS-____________________</td>
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**Are Child Activity Codes Required:**  
- **YES**  
- **NO**

**Project Leader:** ______________________  
**MSU ID#:** _____________  
**Org.:** ____________

**Co-PI:** ______________________  
**MSU ID#:** _____________  
**Org.:** ____________

**CO-PI:** ______________________  
**MSU ID#:** _____________  
**Org.:** ____________

**CO-PI:** ______________________  
**MSU ID#:** _____________  
**Org.:** ____________

**Department(s):** ___________________________  
____________________________  
____________________________  
____________________________

**Project Title:**  
____________________________  
____________________________  
____________________________  
____________________________

**Proposed Starting/Termination Date(s):** From ___/___/_____ to ___/___/_____
1. Will the proposed research require the use of MAFES or MSU facilities other than those currently allocated to the department(s) (e.g., PSRF, LARC, Branch Station, MSU forest(s), etc.)? (If yes, attach an explanation and obtain written acknowledgement of Department Head or Manager.)
   - Yes
   - No

2. If the proposed research is to be conducted at off-campus locations, will currently available vehicular equipment satisfy your needs? (If no, special vehicular requirements must be included in the proposed budget.)
   - Yes
   - No

3. Will the proposed research require purchases of major equipment items other than vehicular equipment? (If yes, submit a list of equipment items with cost estimates, justification statements, and identity of source(s) of funds.)
   - Yes
   - No

4. Will the proposed research require renovation or alteration of physical plant, electrical wiring, plumbing, etc? (If yes, attach an explanation with identity of source(s) of funds.)
   - Yes
   - No

5. Will the proposed project involve the use of hazardous substances? generate hazardous wastes?...involve biological hazards?...require any safety considerations? (If yes, attach explanation.)
   - Yes
   - No

6. Will the proposed project involve the use of radioscopes? (If yes, forward an information copy of the proposal to the Radiological Safety Officer.)
   - Yes
   - No

7. Will the project involve proprietary research?...do all investigators understand and agree?...have questions of patent rights, copy rights, etc., been resolved to everyone’s satisfaction?
   - Yes
   - No

8. Will the proposed project deal with recombinant DNA? (If yes, confer with the Chairman, Institutional Biosafety Committee, regarding reporting requirements.)
   - Yes
   - No

9. Will the proposed project involve research on animals? (If yes, confer with the Chairman, Institutional Animal Care and Use Committee, regarding the need for special protocol statements and approvals.)
   - Yes
   - No

10. Will the proposed project involve research on human subjects? (If yes, the Chairman, Institutional Review Board must review/approve the proposal.)
    - Yes
    - No

11. Has the Project Leader completed the training in Financial Conflict of Interest?
    - Yes
    - No

12. Has the Project Leader completed the training for Responsible Conduct of Research?
    - Yes
    - No
Signatures of the Project Leader, Other Project Participants, and Department Head(s) on MAFES/FWRC Form ("Internal Review of Project Proposals") serve to acknowledge and affirm: (1) the terms and conditions related to patents, inventions, and copyrights (intellectual properties) as stated in MSU’s policies regarding same; (2) the contractual obligation of the project leader and other project participants to produce scholarly and/or other creative works from this research project; and, (3) the Experiment Station’s annual report of project expenditures to USDA/CSRS (AD-419) as the primary source of fiscal data in all matters related to intellectual properties.

**Proposal Review and Approval**

<table>
<thead>
<tr>
<th></th>
<th>Proposal Review and Approval</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Project Leader</td>
<td></td>
<td></td>
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<tr>
<td>Other Investigator(s)</td>
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<td></td>
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<tr>
<td>Department Head</td>
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<tr>
<td>Cooperating Department Head(s)</td>
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<td>Other Unit Administrator</td>
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<td>Director – MAFES</td>
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**REQUIRED DOCUMENTS SHOULD BE EMAILED ALONG WITH THE BELOW ATTACHMENTS:**

a. Standard project proposal in required format; or for grant supported projects, submit an official copy of the grant proposal as approved for funding.

b. Grant supported projects must include the budget sheet or a copy of the approved budget documents.

c. Completed Project Initiation REEport Form from the REEport website.

d. One copy of each Subject Matter Reviewer Form

e. All other required forms and acknowledgements per items 1-10 above.