Procedures for writing Hatch and Multi-State 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 Hatch Act Research Program

Administrative Manual for the Hatch Act Research Program defines Hatch projects as "research on all aspects of agriculture, including soil and water conservation and use; plant and animal production, protection and health; processing, distributing, safety, marketing and utilization of food and agricultural products; multiple use of forest and rangelands, and urban forestry; aquaculture; home economics and family life, human nutrition; rural and community development; sustainable agriculture; molecular biology; and biotechnology. Research may be conducted on problems of local, State, regional, or national concern."

The administrative manual further states "State Agricultural Experiment Stations are expected to propose and conduct Research projects, supported with Hatch formula and matching funds, which comply with the purpose of the Hatch and the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended, which have relevance to the special conditions and needs of the respective States. Consideration of the priorities and objectives of the Joint Council on Food and Agricultural Sciences and the National ESCOP/CSRS Strategic Plan is to be included in the project selection process. To maximize the research effort, States and parent institutions are encouraged to supplement Federal allotments and the required State matching funds wherever possible."

c.) MAFES and the Hatch Act

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. MAFES Hatch funds are

distributed among all MAFES/CALS departments. The Hatch projects may be written for a specific proposal/project/research, and some are written to encompass and describe ones major thrust of research being conducted. Project durations are usually 2 to 4 years in length, and can be extended for one year without prior approval.

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 (*Not Required for Multi-State Projects*). Please follow these instructions as deviating is likely to cause delay in submittal and approval of your proposal.

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

***Multi-State Projects do not require a project proposal as noted in above. The multi-state project has been previously written and you are working under either one or more of goals/objectives listed in multi-state projects scope of work. ***

b.) Merit Review – *(Not Required for Multi-State Projects)*

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 with an indication, 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 MAFES/FWRC Review Form, which can be found in Appendix B of this document, 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 when revising the proposal. 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

d.) 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.
   g. 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.

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

    a. Select SAES-MISSISSIPPI STATE UNIVERSITY

    b. Select Project Initiation

    c. Select Create New Project

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

    a. Source of Funding (Hatch, Hatch/Multi-State, 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 – HATCH ONLY)

    m. Assurance Statements

g.) 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 cover sheet.

3. *Appendices are attached. These are for reference only. All related forms should be completed on line at the above website.   For Multi-State Projects see Appendices C through E.*

4. **Complete NIFA REEport documents are available on the MAFES and FWRC websites at:**
   http://mafes.msstate.edu/faculty-staff/forms_promotions.asp

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APPENDIX

FORMAT FOR HATCH, MCSTENNIS, & STATE PROJECT PROPOSALS

MAFES

RESEARCH PROJECT PROPOSAL

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

    <u>Department</u>:

    <u>Project Leader</u>:

    <u>Project Number</u>: MIS – (your last name)

    <u>Time Schedule</u>: Initiation Date:

        Termination Date:

B. <u>Executive Summary</u>: Insofar as possible, the Executive Summary should be written in lay language.

C. <u>Statement of Problem and Justification</u>: 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. <u>Previous Work and Present Outlook</u>: 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. <u>Statement of Objectives</u>: A clear, complete, and logically arranged statement of the specific results to be achieved by the project.

F. <u>Experimental Design, Research Methods, and Procedures</u>: 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. <u>Timetable and Probable Duration</u>: 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. <u>Financial Support</u>: 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 Hatch/state/other. Show salary/fringes and any operating amounts it truly costs to run your base program of research.

I. <u>Recommended Organization</u>: 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. <u>Plans for Publication</u>:

List any plans for publications here.

* NIFA Support Acknowledged

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."

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 and choose Project Change.   A major change in procedure might also necessitate a revision of the project outline.

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MAFES/FWRC REVEIWER 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

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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:*_____
                      _____

MISSISSIPPI AGRICULTURAL AND FORESTRY EMPERIMENT STATION
MISSISSIPPI STATE UNIVERSITY

INTERNAL REVIEW AND APPROVAL OF REEport PROJECT PROPOSALS

Type of Project:
   Hatch

   McIntire-Stennis

   Multi-State Hatch

   Animal Health

   Special Grant

   Competitive Grant

   State

Are Child Activity Codes Required:

   YES   **NO**

For Director's Office Use:
REEport No.: MIS-_____

             MISV-_____

             MISZ-_____

Date Received: _____

Starting Date: _____

Duration (Max. 48 Mo.): _____

Replacement for: MIS-_____

             MISV-_____

             MISZ-_____

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** _____/_____/_____

Subject Matter Reviewer   **Date Received**   **Date Returned**

_____
_____
_____

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.)   o Yes   o 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.)   o Yes   o 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.)   o Yes   o 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.)   o Yes   o 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.)   o Yes   o 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.)   o Yes   o 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?   o Yes   o No

8. Will the proposed project deal with recombinant DNA? (If yes, confer with the Chairman, Institutional Biosafety Committee, regarding reporting requirements.)
   IBC #_____   Approval Date _____   o Yes   o 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.)
   IACUC # _____   Approval Date _____   o Yes   o No

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

11. Has the Project Leader completed the training in Financial Conflict of Interest?
   Approval Date_____   Expiration Date _____   o Yes   o No

12. Has the Project Leader completed the training for Responsible Conduct of Research?
   Approval Date_____   o Yes   o 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	**Date**
Project Leader	_____	_____
Other Investigator(s)	_____	_____
	_____	_____
Department Head	_____	_____
Cooperating Department Head(s)	_____	_____
Other Unit Administrator	_____	_____
Director – MAFES	_____	_____

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.

Revised: November 13, 2014