STEPS TO WRITING AND SUBMITTING A HATCH PROJECT

1.) The Hatch proposal should be written using the templates found on the following website: https://www.mafes.msstate.edu/faculty-staff/forms_promotions.asp and choose the Hatch template.

2.) When you have written your proposal and are happy with the content your proposal must be sent for Peer Review. Your proposal must be Peer reviewed by your Department Head and 2 other internal reviewers. (Some department heads prefer to choose the reviewers; this varies by department so be sure to ask you DH)

3.) When the reviewers have been chosen, send the proposal and a Reviewer's Comment form to the reviewer by email, and request a date with which the form and proposal should be returned.

4.) Upon receiving the Reviewer Comments', you will need to make any suggested changes to the proposal.

NOW YOU ARE READY TO CREATE THE PROJECT IN THE NIFA Reporting System (NRS) PORTAL

6.) You must have an active EAuthentication login and password.   If you do not already have one, please complete the registration by going to http://go.usa.gov/xG8xE and click LAUNCH.   Additionally, you may find the instructions on the https://www.mafes.msstate.edu/faculty-staff/forms_promotions.asp and choose Registration Guide-NIFA Reporting System.

7.) Upon completion of step 6, you are now ready to sign in to the NIFA NRS portal and submit your Hatch project.

8.) Proceed to Login to the NIFA NRS Portal at the following website: https://nifa.usda.gov/tool/pow-nifa-reporting-system and choose LAUNCH.

9.) Under the "Dashboard" go to the Projects & Programs box and choose the Add button.

10.) Use the drop-down boxes and choose the appropriate information.

11.) Under the Organizational Project number, the prefix will be MIS and, in the number, please enter a dash and your last name.   (example: -bullman) The 6-digit number will be assigned in the MAFES office.

12.) The Start Date should be a future date as the system does not allow backdating.   (When selecting a start date please allow time for internal approvals.)

13.) The End Date should 4 years later. This will allow a 1-year extension, and time for a new proposal to be written, reviewed, and approved prior to the current project's termination date.

14.) Under performing department choose your department name from the drop-down box.

15.) In the Non-Technical Summary and the Methodology boxes (limited to 8000 characters) copy and paste the information from your peer reviewed Hatch proposal template.

16.) Select the appropriate information for each of the remaining sections. *(Integrated Activities, Research Effort Categories, Animal Health Percentage, Multistate Activities, Classifications, Assurances)* Choose Save.

15.) Complete and secure Department Head approval on the Project Initiation Coversheet which can be found on the MAFES website: http://mafes.msstate.edu/faculty-staff/forms_promotions.asp

16.) Return all copies to LaDonna Bullman in MAFES Administration (l.bullman@msstate.edu) who will secure the Deans Approval and complete the final submission to NIFA for approval.   *(This step is imperative, as LaDonna will not know you have entered a project and the project will remain unsubmitted until copies are received.*)

 If you encounter problems or have questions, please contact LaDonna Bullman at 662.325.0785 or by email l.bullman@msstate.edu