### Starting a Hatch Multistate Project

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>2</strong></td>
<td><strong>3</strong></td>
<td><strong>4</strong></td>
<td><strong>5</strong></td>
</tr>
<tr>
<td><strong>Department Chair Approval</strong></td>
<td><strong>Appendix E</strong></td>
<td><strong>Research Compliance Approval</strong></td>
<td><strong>Initiation</strong></td>
<td><strong>NIFA Review</strong></td>
</tr>
</tbody>
</table>

#### 1. Department Chair Approval

**AES**

Receives emails from multistate committees inviting Iowa State AES participation. Notifies appropriate departments Chairs of the invitation.

**Dept. Chair**

If the committee issue is a priority for the department, the Chair shares the committee information with appropriate faculty.

**YOU**

If your research is a good match with at least one of the objectives, seek approval from your Department Chair to participate in the committee as a representative of the Iowa State University Agriculture Experiment Station.

Decide on the committee objectives that you (and any ISU Co-PIs) will address.

#### 2. Appendix E

**AES**

Complete an Appendix E form and email it to AES, along with notification that your department chair has approved your participation.

**AES**

Enters information from your Appendix E into NIMSS (National Information Management & Support System for multistate research).

**YOU**

If you have current approval(s) from the appropriate research compliance review committee(s), for your research associated with the committee objectives, send a copy of the facesheet(s) and date(s) of approval to AES.

If you need approval(s), obtain the approval(s) from ISU’s Office for Responsible Research (ORR) and send a copy of the facesheet(s) and date(s) of approval to AES.

#### 3. Research Compliance Approval

**YOU**

Works with you to finalize your Project Initiation; can help with editing.

Sends finalized Project Initiation to the Office for Responsible Research for review.

ORR may work with AES and/or YOU to gather additional information, if needed.

Once approved by ORR, AES submits the Project Initiation to NIFA, via REEport.

#### 4. Initiation

**AES**

Sends you an email with a template and instructions on how to complete a Project Initiation online that will represent the work you (and any ISU co-PIs) will be conducting that is associated with committee objectives.

**YOU**

Complete the Project Initiation online in REEport and submit for AES review.

**AES**

Reviews the Project Initiation; makes any needed additional edits or works with you to write needed content. Resubmits it to NIFA.

#### 5. NIFA Review

**NIFA**

Approves; finalizes start date (cannot be before approval date); emails YOU and AES a PDF of the finalized Initiation; puts project report shells in your REEport folder.

**OR**

Defers; sends back to your Draft folder, along with an email to YOU and AES, with requested revisions to your Project Initiation.

**YOU**

Respond to all NIFA concerns and comments by revising the initiation and submitting it to AES for review.

**AES**

Reviews the Project Initiation; makes any needed additional edits or works with you to write needed content. Resubmits it to NIFA.