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<tbody>
<tr>
<td><strong>Proposal Development</strong></td>
<td><strong>Peer Review</strong></td>
<td><strong>Proposal Completion</strong></td>
<td><strong>Signatures</strong></td>
<td><strong>Initiation</strong></td>
<td><strong>NIFA Review</strong></td>
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<td><strong>YOU</strong>&lt;br&gt;Develop a project proposal using the template and instructions provided by AES (example proposals are also available).&lt;br&gt;Get agreement from three, qualified peers to review your proposals.&lt;br&gt;Email the proposal, including contact information for the peer reviewers, in a Word document to AES.&lt;br&gt;If using human or animal subjects are used in your research, send facesheets of current protocol approvals.</td>
<td><strong>AES</strong>&lt;br&gt;AES conducts preliminary review; may send back to you for edits. When ready, AES sends the proposal to peer reviewers with instructions and the peer review form.</td>
<td><strong>AES</strong>&lt;br&gt;Emails you the anonymous results of the peer review.</td>
<td><strong>YOU</strong>&lt;br&gt;Provide the final proposal to your department Chair and any Co-PIs, obtaining signatures from each on the proposal cover page. Sign the cover page and send the original or a PDF to AES.&lt;br&gt;Respond to all reviewer concerns and comments by either revising the proposal as suggested or by providing written rationale to AES for not making a change.</td>
<td><strong>YOU</strong>&lt;br&gt;Completes the Project Initiation online in REEport and submit for AES review.&lt;br&gt;Obtains Dr. MacDonald's signature on the cover page.</td>
<td><strong>NIFA</strong>&lt;br&gt;Approves; finalizes start date (cannot be before approval date); emails YOU and AES a PDF of the finalized Initiation; puts project report shell in your REEport folder.</td>
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Starting a Hatch Multistate Project

If your research is a good match for the Hatch Multistate Project, you will receive an email from AES notifying you that your project has been approved for participation in the committee.

You will need to follow the instructions provided in the approval email to begin the process.

AES will then complete the project initiation and submit the project for approval.

NIFA will review the project and provide any necessary feedback.

You will then be notified of the status of your project.

AES will provide any updates or changes to the project.

You will need to follow the instructions provided in the NIFA approval letter to begin the process.

AES will then complete the project initiation and submit the project for approval.

NIFA will review the project and provide any necessary feedback.

You will then be notified of the status of your project.

AES will provide any updates or changes to the project.

You will need to follow the instructions provided in the NIFA approval letter to begin the process.

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<td><strong>Initiation</strong></td>
<td><strong>NIFA</strong></td>
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<td>AES</td>
<td>NIFA</td>
<td>NIFA</td>
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<tr>
<td>Receives an email from NIFA, asking that the grant be claimed. Sends reply email to claim for AES. Sends email to the Project Director (YOU), notifying them of the award and the need to watch REEport for a project initiation, which NIFA will place in their draft folder. AES may attach a blank project initiation form and instructions to the email, so you can begin writing the needed text.</td>
<td>Within a few working days from the time the grant is claimed by AES, NIFA places a project initiation template in the Project Director’s draft folder. AES Sends you an email, notifying you that the template is now in your draft folder in REEport. If not sent to you previously, AES will include instructions on how to complete the Project Initiation.</td>
<td>Approves; puts project report shells in your REEport folder.</td>
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<td><strong>YOU</strong></td>
<td><strong>YOU</strong></td>
<td></td>
</tr>
<tr>
<td>Check REEport daily for the project initiation. May get started writing, using the blank template sent to you by AES.</td>
<td>Complete the Project Initiation online in REEport and submit for AES review.</td>
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<tr>
<td><strong>AES</strong></td>
<td><strong>AES</strong></td>
<td></td>
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<tr>
<td>Works with you to finalize your Project Initiation; can help with editing. Submits the finalized Project Initiation to NIFA, via REEport.</td>
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AES July 2017
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**YOU**

- Develop a project proposal using the template and instructions provided by AES (example proposals are also available).
- Work with your department chair and grants administrator to develop a 5-year budget, as is now required for McIntire-Stennis proposals.
- Get agreement from three, qualified peers to review your proposals.
- Email the proposal, including contact information for the peer reviewers, in a Word document to AES.
- If using human or animal subjects are used in your research, send facesheets of current protocol approvals.

**AES**

- AES conducts preliminary review; may send back to you for edits. When ready, AES sends the proposal to peer reviewers with instructions and the peer review form.
- Review the proposal, provide written feedback, and makes one of 4 recommendations:
  - Accept as prepared
  - Major revision required (review again)
  - Accept after minor revision
  - Reject proposal

**Peer Reviewers**

- Email you the anonymous results of the peer review.

**YOU**

- Respond to all reviewer concerns and comments by either revising the proposal as suggested or by providing written rationale to AES for not making a change.

**AES**

- If the proposal has been revised, conducts a final review. May request additional edits from YOU, if needed, or offer additional edits.
- Assigns a project number and creates a project initiation shell in REEport, in your Project Initiation Draft folder.
- Sends you a final PDF version of the proposal and a list of next steps, with detailed “how-to” instructions and a Project Initiation template.

**YOU**

- Provide the final proposal to your department Chair and any Co-PIs, obtaining signatures from each on the proposal cover page. Sign the cover page and send the original or a PDF to AES.

**AES**

- Obtains Dr. MacDonald’s signature on the cover page. Creates a PDF version of proposal plus cover page to upload as a part of the Project Initiation in REEport.

**YOU**

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

**AES**

- 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 YOL to gather additional information.
- Once approved by ORR, AES submits the Project Initiation and proposal to NIFA, via REEport.

**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.