

HOW FACULTY PARTICIPATE IN REGIONAL PROJECT ACTIVITIES AT THE IOWA AGRICULTURE AND HOME ECONOMICS EXPERIMENT STATION

REGIONAL PARTICIPATION

Faculty can participate in regional projects either as a representative (one voting member per experiment station) or as a participant (more than one person per experiment station). For either the representative or the participant, the procedures for confirming membership in NC, S, NE, and W Regional Projects are the same.

- DEOs are sent a request by the IAHEES Projects Office to complete the Resource Verification form, indicating faculty time commitments to the regional activities. This is usually done at the time the regional project outline is prepared by the committee as a New or Revised project.
 - The IAHEES returns the verification to the Administrative Advisor of the regional committee. Subsequently, investigator(s) are included in the proposed regional outline. (Sometimes the representative is indicated as the voting member, with an * on the proposed outline; other regional outlines do not identify the voting member).
- Faculty prepare an addendum to be added as a representative or participant to the regional project, by way of an addendum. See REGIONAL ADDENDUM PROCEDURES.
- A minimum of 0.1 SY per participation station is required and the total resources allocated to the project must be sufficient to accomplish the recommended objectives.
- Faculty authorized to travel are listed in the “Regional technical Committees” list that is updated annually by the Station Projects Office.

Faculty are listed as the PI or Investigator on the CRIS forms (AD-416/AD-417)

- If the faculty participates in the project as the Iowa representative or participant, with a time committee.
- Only those faculty who have time commitments (approved by the IAHEES) will be listed on the AD-416.

REGIONAL TRAVEL FUNDS

Ordinarily there is one authorized representative who attends the annual regional committee meeting.

1. The Station will normally fund no more than one per department and no more than two representatives for Iowa State. Exceptions can be made. Requests for more than one representative are sent to the IAHEES Projects Office, 26 Curtiss Hall, for approval.
2. When authorized representatives/ participants are unable to attend the committee meeting, a written request for an alternative representative, knowledgeable in the subject matter area, to represent the Station can be approved to travel provided a request has been submitted to the IAHEES Projects Office, 26 Curtiss. If an alternate is approved, attach this documentation to the Travel Authorization.
3. Authorized representatives/participants are listed in the “Regional Technical Committees” list distributed by the IAHEES Projects Office.
4. There is a maximum of \$1,000 coverage per committee meeting.

REGIONAL ADDENDUM PROCEDURES

To join a regional project in which the Iowa Station does not officially participate, i.e., not listed in the Official Regional Outline:

1. Faculty complete the addendum, using the format for Addendum, thus describing the proposed work and listing the objectives. The Addendum is signed by the DEO and forwarded to the IAHEES Associate Director/Projects Office.
2. The IAHEES Associate Director signs the Addendum and forwards it to the Administrative Advisor of the regional committee, requesting approval by the regional technical committee.
3. If the technical committee/Administrative Advisor accepts the Addendum, the Administrative Adviser signs it and forwards it to the Regional Research partnerships Office, while notifying the Director of the originating station (Iowa).
4. CSREES Partnerships Office reviews the Addendum and notifies the petitioning station administrator and the Administrative Adviser of approval.
5. The IAHEES Director is notified that CRIS forms are required. The IAHEES Projects Office asks the PI to prepare the AD-416/AD-417 and CSREES-662 forms to document the PIs participation.
6. After the IAHEES Director signs CRIS forms, the IAHEES Projects Office notifies the investigator and the DEO of the assigned project number. AD-421 progress reports are required annually.
7. The Addendum is made a part of the official regional project outline.

To join a regional project in which the Iowa Station participates, but the PI plans to participate in other stated regional objectives:

Follow steps 1 and 2.

3. The Administrative Adviser notifies the IAHEES Director when the investigator has been accepted/approved to participate as a member of the regional project.
4. At the Iowa Station, the IAHEES Projects Office notifies the investigator of the approval. The investigator is then added (a) to the CRIS AD-416 and a notice of this change is sent to the CRIS office; and (b) to the listing of departmental projects.