## Navigating a Hatch or Animal Health Project (4-8 weeks)

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Develop and Review</strong></td>
<td><strong>Revise and Finish the Proposal</strong></td>
<td><strong>Initiate the Project</strong></td>
<td><strong>Navigate Research Compliance</strong></td>
<td><strong>Submit for NIFA Review</strong></td>
<td><strong>Report Annual Progress</strong></td>
</tr>
</tbody>
</table>

### YOU
- Develop a project proposal using the template and instructions provided by AES.
- Ask three to four faculty members from Iowa State University to review the proposal.
- If human or animal subjects are used in your research, ensure that you have a current IRB or IACUC in place that applies to your research.

### AES
- Performs a preliminary review; may send back for edits. AES sends the proposal, instructions and feedback form to the peer reviewers.

### Peer Reviewers
- Reviews the proposal, and provides written feedback, to the PD(s) and AES.
- Recommend one action:
  - Accept as prepared
  - Major revision required (review again)
  - Accept after minor revision
  - Reject proposal

### YOU
- Respond to reviewer’s recommendations and comments by revising the proposal.
- Provide written rationale to AES for not revising the proposal where suggestions are not suitable.

### AES
- Conducts a final review and may request or offer additional edits.
- Assigns a project number and creates a project initiation in NRS.
- After the proposal has been edited, PD(s), co-PD(s), Department Chair, and the Associate Director for IAHEES will electronically sign a PDF of the project proposal.
- Retain digital copies of the proposal for future reference.

### AES
- Sends YOU an initiation template and instructions.
- If the research requires oversight (human subjects, living vertebrate animals, health/safety hazards, or radioactive materials), provide the identifier of current approval(s) that cover the planned research objective(s).
- Complete the Project Initiation form and return it to AES.
- Works with YOU to finalize the project initiation.
- Retain digital copies of the project initiation for future reference.

### AES
- Prepares the NRS initiation with oversight documentation as necessary to ISU’s Office of Research Ethics (ORE).
- Methodology information provided during the initiation will be reviewed by ORE to ensure approval(s) apply to your research methods.
- Complete the Project Initiation form and return it to AES.
- Works with YOU and AES soliciting additional information as needed.
- Submits the project initiation for NIFA Review in NRS after approval from ORE.

### NIFA
- Takes action:
  - If approved, this will establish the project timeline. AES will send YOU a PDF of the Initiation, and assist with access to NRS.
  - OR
  - If the initiation is not approved, NIFA will send it back to YOU with recommendations and revisions.

### YOU
- Respond to NIFA comments by revising the initiation.

### AES
- Reviews the project initiation and works with YOU to write needed content. Resubmits it to NIFA.
- Communicates information to Budget and Finance.

### AES
- Ag Experiment Station (https://www.cals.iastate.edu/about/experiment-station)
- IACUC - Institutional Animal Care and Use Committee (https://www.compliance.iastate.edu/committees/iacuc)
- IRB - Institutional Review Board (https://www.compliance.iastate.edu/committees/irb)
- IAHEES - Iowa Agriculture and Home Economics Experiment Station (https://www.iahees.iastate.edu/)
- NIFA - National Institute of Food and Agriculture (https://www.nifa.usda.gov/)
- NIMSS - National Information Management & Support System for multistate research (https://www.nimss.org/)
- NRS - NIFA Reporting System (https://nrs.nifa.usda.gov/)
- ORE - Office of Research Ethics (https://www.compliance.iastate.edu/)
- PD - Project Director
- More information can be found at: https://www.iahees.iastate.edu/
## Navigating a Hatch Multistate Project (2-3 weeks)

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Find the right Multi-State Project</strong></td>
<td><strong>Join the Project</strong></td>
<td><strong>Initiate the Project</strong></td>
<td><strong>Navigate Research Compliance</strong></td>
<td><strong>Submit for NIFA Review</strong></td>
<td><strong>Report Annual Progress</strong></td>
</tr>
</tbody>
</table>

### AES - Ag Experiment Station (https://www.cals.iastate.edu/about/experiment-station)
IACUC - Institutional Animal Care and Use Committee (https://www.compliance.iastate.edu/committees/iacuc)
IRB - Institutional Review Board (https://www.compliance.iastate.edu/committees/irb)
IAHEES - Iowa Agriculture and Home Economics Experiment Station (https://www.iahees.iastate.edu/)
NIFA - National Institute of Food and Agriculture (https://www.nifa.usda.gov/)
NIMSS - National Information Management & Support System for multistate research (https://www.nimss.org/)
NRS - NIFA Reporting System (https://nrs.nifa.usda.gov/)
ORE - Office of Research Ethics (https://www.compliance.iastate.edu/)
PD - Project Director

More information can be found at: https://www.iahees.iastate.edu/

---

AES

Receives notifications from multistate committees inviting participation. Sends to the appropriate department Chair of the invitation OR, visit NIMSS.org and search for projects that align with your research interests.

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 fit with at least one of the defined objectives, obtain approval from your Department Chair to participate in the committee as a representative of the AES.

In the Appendix E (next step), YOU will select which objectives that YOU (and any ISU Co-PDs) will address.

If YOU are **new** to the multistate committee project process, YOU will receive an email from NIMSS, asking YOU to sign in and set a password. This will ensure YOU will receive multistate project communications regarding committee activities, events, and requests for progress reports.

AES

Enters information from the Appendix E into NIMSS.

**YOU**

Complete an Appendix E (https://go.iastate.edu/26CADB) and email it to AES (aes_research@iastate.edu), with acknowledgment that your department chair (cc’d) has approved your participation.

AES

Sends YOU an initiation template and instructions that will integrate the research YOU (and other co-PDs) will be conducting with the multistate committee objective(s).

**YOU**

If the research requires oversight (human subjects, living vertebrate animals, health/safety hazards, or radioactive materials), provide the identifier of current approval(s) that cover the planned research objective(s).

Complete the Project Initiation form and return it for AES.

AES

Works with YOU to finalize the project initiation.

Retain digital copies of the project initiation for future reference.

AES

Prepares the NRS initiation with oversight documentation as necessary to ISU’s Office of Research Ethics (ORE).

Methodology information provided during the initiation will be reviewed by ORE to ensure approval(s) apply to your research methods.

**Note:** Research may not begin until proper oversight approvals have been secured and reviewed by ORE.

ORE will work with YOU and AES soliciting additional information as needed.

Submits the project initiation for NIFA Review in NRS after approval from ORE.

AES

Reviews the project initiation and works with YOU to write needed content. Resubmits it to NIFA.

Communicates information to Budget and Finance.

NIFA

Takes action:

If approved, this will establish the project timeline, AES will send YOU a PDF of the Initiation, and assist with access to NRS.

**OR**

If the initiation is not approved, NIFA will send it back to YOU with recommendations and revisions.

**YOU**

Respond to NIFA comments by revising the initiation.

AES

Announces participation to the committee.

AES - Ag Experiment Station (https://www.cals.iastate.edu/about/experiment-station)
IACUC - Institutional Animal Care and Use Committee (https://www.compliance.iastate.edu/committees/iacuc)
IRB - Institutional Review Board (https://www.compliance.iastate.edu/committees/irb)
IAHEES - Iowa Agriculture and Home Economics Experiment Station (https://www.iahees.iastate.edu/)
NIFA - National Institute of Food and Agriculture (https://www.nifa.usda.gov/)
NIMSS - National Information Management & Support System for multistate research (https://www.nimss.org/)
NRS - NIFA Reporting System (https://nrs.nifa.usda.gov/)
ORE - Office of Research Ethics (https://www.compliance.iastate.edu/)
PD - Project Director

More information can be found at: https://www.iahees.iastate.edu/

---

"Official Representatives" are eligible for annual meeting travel support.