Writing a New Hatch, McIntire-Stennis, or Animal Health Project

If you have a 20% or more research appointment, a new 5-year project needs to be submitted by TBD.

Easy Steps for submitting a Hatch, McIntire-Stennis, or Animal Health Project:

1. **WRITE** Write your Project Outline – (Please use the attached Project Outline template)
   - **Problem Statement:** (not to exceed ¼ page)
   - **Objectives:** (not to exceed ½ page)
   - **Products:** (not to exceed ½ page)
   - **Outcomes:** (not to exceed ½ page)
   - **Audience:** (not to exceed ¼ page)
   - **Methods:** (not to exceed 8,000 characters)
   - **Rationale and Significance to Society** (not to exceed 1 page)
   - **Literature Review** (not to exceed 1 page)
   - **References** (not to exceed 2 pages)

2. **IDENTIFY** Identify 5 potential reviewers (three from within your department and two from outside your department).

3. **EMAIL** Email the list of 5 potential reviewers, the above completed Project Outline, and, if applicable, your Assurance Statement (Purdue IRB and/or Animal Care Approval Form) to Julie Estrada (estradaja@purdue.edu) in Ag Research & Graduate Education (ARGE) by TBD.

4. **REVIEW** Your Project Outline, along with an evaluation form, will be sent to 3 reviewers. After the reviewers have read the project they will fill out the evaluation form and return it to ARGE. You will receive their written comments/feedback via email. Once all of the written comments have been received, a virtual meeting will be scheduled between the PD (and Co-PDs), Dr. Shawn Donkin and Julie Estrada to discuss the comments, review the project initiation form and answer any questions/concerns.

5. **REVISE** If revisions are needed on your Project Outline, please make the corrections on your original Project Outline document and send it back as an email attachment (Word document) to Julie Estrada at estradaja@purdue.edu.

6. **COMPLETE** Once all revisions have been made, email Julie Estrada (estradaja@purdue.edu) in the ARGE office the final Project Outline (attached template), Assurance Statement (a copy of your Purdue IRB and/or Animal Care Approval form must accompany the project, if applicable) and the Project Initiation form.

Once received by the Ag Research & Graduate Education office, the revised Project Outline will be reviewed and approved by Dr. Shawn Donkin. Once approved, Julie Estrada will submit the Project to USDA-NIFA for their review and approval.

Resource documents and information about Hatch, McIntire-Stennis, and Animal Health projects can be found on the Ag Research & Graduate Education website at: https://ag.purdue.edu/arge/Pages/HATCHAndREEport.aspx