

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>