

## 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.

**A complete project includes:** Project Outline (attached template) and Assurance Statement (a copy of your Purdue IRB and/or Animal Care Approval form must accompany the project when submitted to ARP, if applicable).

### 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 reviewers, the above completed Project Outline, and, if applicable, your Assurance Statement (Purdue IRB and/or Animal Care Approval form) to Julie Estrada in ARP ([estradaja@purdue.edu](mailto:estradaja@purdue.edu)).
- 4. REVIEW** Your Project Outline will be reviewed and discussed with you by a panel of reviewers. See the **Review Process** section below for more details.
- 5. COMPLETE** Once your final Project Outline has been approved by ARP, we will send you one last short form to complete so that we can submit your Project Initiation to NIFA via REEport.

### Review Process:

1. A copy of your completed Project Outline, along with an evaluation form, will be sent to the reviewers. After the reviewers have read the project, they will fill out the evaluation form and return it to ARP. If available, you will receive copies of the completed evaluation forms from ARP before the review panel meets.
2. The review panel, consisting of three reviewers, your department head, and Marshall Martin, Senior Associate Director of ARP, will meet with you and give you feedback on your project. The review panel will last about one hour. **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, to Julie Estrada at [estradaja@purdue.edu](mailto:estradaja@purdue.edu).** Once received by the ARP office, the revised Project Outline will be reviewed and approved by Marshall Martin. After Step 5 above is completed, Marshall Martin will submit the Project Initiation to USDA-NIFA in Washington D.C for their review and approval.

**Detailed instructions are located on the ARP website at <https://ag.purdue.edu/arp/Pages/HATCHAndREEport.aspx>**