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.

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

1. **WRITE**  
   Write your Project Outline – *(Please use the provided 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 (3 from within your department and 2 from outside your department)

3. **EMAIL**  
   Email the following to Christy Burden (cmburden@purdue.edu):
   - The above described Project Outline *(please use provided template)*
   - The list of 5 reviewers (from step 2 above)

4. **REVIEW**  
   Your Project Outline will be reviewed and discussed with you by a panel of reviewers *(see the Review & Final Submission Process section below for more details)*

5. **COMPLETE**  
   Complete a Project Initiation Form *(provided to you via email)* and submit it, along with any revisions to your project outline, to ARP

**Review & Final Submission 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. After the review panel meets, you’ll receive a follow up email from ARP asking you to complete one final form and submit any revisions discussed in the meeting. Once received by the ARP office, the revised Project Outline will be reviewed and approved by Marshall Martin and submitted to USDA-NIFA in Washington D.C. for their review and approval.

Detailed instructions are located on the ARP website at https://aq.purdue.edu/arp/Pages/HATCH-and-REEport.aspx