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)*
     - **Non-Technical Summary:** (not to exceed 7,500 characters w/spaces)
       - The issue and why it is important
       - Your goal and objectives
       - The target audience and how they will benefit
       - How your activities will lead to the outcomes described in the goal statement or objectives
     - **Methods:** (not to exceed 7,500 characters w/spaces)

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 and the completed project outline 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. Once all of the written comments have been received by ARGE you will receive an email with the reviewers written comments/feedback and a meeting request with the Senior Associate Dean and Director of ARGE 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, 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. A final review will be completed on the project revisions and once approved submitted to USDA-NIFA.

Once approved by the Ag Research & Graduate Education office, 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](https://ag.purdue.edu/arge/Pages/HATCHAndREEport.aspx)