

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>