 **Hatch Proposal Checklist**

Put an X in the blue box for the checklist below that applies to your Project Outline situation.   
Faculty, notice your PI responsibilities.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PUT X IN BOX** | |  |  | **PUT X IN BOX** | |  |
|  | | **New Hatch Project** |  |  | | **New Multistate Project** |
| **✓** | **Who** | **Step** |  | **✓** | **Who** | **Step** |
|  | PI | Prepare Project Outline |  |  | PI | Get Dept Head Approval to Join MRP |
|  | PI | Peer-Review Approval of Project Outline |  |  | PI | Petition MRP Committee to Participate |
|  | DH | Dept Head Reviews/Approves  Project Outline |  |  | PI | Request AD Office Submit Appendix E |
|  | PI | Submit Project Outline & Dept Head Approval to ABO |  |  | PI | Submit Project Outline & Dept Head Approval to ABO |
|  | AD | AD Research Reviews/Approves Project Outline |  |  | AD | AD Research Reviews Project Outline |
|  | ABO | ABO Submits Project Outline in NIFA NRS |  |  | ABO | ABO Submits Project Outline in NIFA NRS |
|  | NIFA | NIFA Reviews/Approves Project |  |  | NIFA | NIFA Reviews/Approves Project |
|  | PI | Submit Progress Report Annually to ABO |  |  | PI | Submit Progress Report Annually to MRP Committee |
|  | ABO | ABO Submits Progress Report in NIFA NRS |  |  | PI | Submit Progress Report Annually to ABO |
|  | PI | Submit Final Report to ABO |  |  | ABO | ABO Submits Progress Report in NIFA NRS |
|  | ABO | ABO Submits Final Report in NIFA NRS |  |  | PI | Submit Final Report to ABO |
|  |  |  |  |  | ABO | ABO Submits Final Report in NIFA NRS |
|  |  |  |  |  |  |  |
| **PUT X IN BOX** | |  |  | **PUT X IN BOX** | |  |
|  | | **Renewing Hatch Project** |  |  | | **Renewing Multistate Project** |
| **✓** | **Who** | **Step** |  | **✓** | **Who** | **Step** |
|  | PI | Make Minor Updates to Existing Approved Project |  |  | PI | Make Minor Updates to Existing Approved Project |
|  | DH | Dept Head Reviews Updated Project |  |  | DH | Dept Head Reviews/Approves  Updated Project |
|  | PI | Submit Dept Head Approval & Updated Project Outline to ABO |  |  | PI | Submit Dept Head Approval & Updated Project Outline to ABO |
|  | AD | AD Research Reviews Updated Project |  |  | AD | AD Research Reviews Updated Project |
|  | ABO | ABO Submits Project Outline in NIFA NRS |  |  | ABO | ABO Submits Project Outline in NIFA NRS |
|  | NIFA | NIFA Reviews/Approves Project |  |  | NIFA | NIFA Reviews/Approves Project |
|  | PI | Submit Progress Report Annually to ABO |  |  | PI | Submit Progress Report Annually to ABO |
|  | ABO | ABO Submits Progress Report in NIFA NRS |  |  | ABO | ABO Submits Progress Report in NIFA NRS |
|  | PI | Submit Final Report to ABO |  |  | PI | Submit Final Report to ABO |
|  | ABO | ABO Submits Final Report in NIFA NRS |  |  | ABO | ABO Submits Final Report in NIFA NRS |
|  |  |  |  |  |  |  |

**ACRONYM KEY:**

ABO Ag Business Office Accountability & Reporting

AD Associate Dean of Research

DH Dept Head

MRP Multistate Research Project

NIFA National Institute of Food and Agriculture

PI Principle Investigator

**HATCH PROJECT OUTLINE**

**GEORGIA AGRICULTURAL EXPERIMENT STATIONS**

Submit completed form to: **nifahelp@uga.edu**

**NOTE:** CAES’s ABO Accountability & Reporting submits your proposal into NIFA’s National Reporting System on your behalf.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Choose one:** |  | Hatch |  |  |  |  |
|  | | | | | | |
|  |  | Hatch Multistate Multistate # from NIMSS |  | | | |
|  | | Find # at[**www.nimss.org**](http://www.nimss.org/)*.* | | | | |
|  | | **NOTE:** For Multistate Projects, [**Appendix E**](https://abo.caes.uga.edu/content/dam/caes-subsite/ag-business-office/reporting/Hatch-Appendix-E-Form-and-Instructions.pdf) must be processed for Project Director and an Co-PIs  with the Associate Dean for Research Office **BEFORE** submitting this form. | | | | |

**Primary Critical Issue** – Choose ONLY ONE that most closely aligns with your research. (These are the primary reporting categories used for CAES and CFACS NIFA reporting.) [**See Critical Issues here for descriptions**](https://abo.caes.uga.edu/content/dam/caes-subsite/ag-business-office/reporting/Project-Initiation-Form-Help-Doc.pdf)**.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Animal Production |  | Plant Production |
|  | Food Safety & Quality |  | Sustainability, Conservation & the Environment |
|  | Health & Wellness |  | Urban Agriculture |
|  | Community, Home & Life Skills |  | Youth & Family Development |

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| --- | --- | --- | --- | --- | --- | --- |
| **Project Title** |  |  | | | | |
|  | | | | |
|  | | | | | | |
| **Date of Initiation** |  |  | |  | **Estimated Date of Completion** |  |
|  | | (MM/DD/YYYY) | |  |  | (MM/DD/YYYY) Not to exceed 5 years |
|  | | | | | | |
| **Project Director** |  |  | | | | |
|  | | List first and last name | | | | |
|  | | | | | | |
| **UGA Co-Project Directors** | | |  | | | |
|  | | If applicable, provide first and last name of co-project directors. | | | | |
|  | | | | | | |
| **Department** |  |  | | | | |

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| **Non-Technical Summary** — In lay terms, briefly describe the following: (1) the issue and why it is important, (2) your goal and objectives, (3) the target audiences and how they will benefit, and (4) how your activities lead to the outcomes described in the goal statement or objectives. *Limit of 8,000 characters (including spaces).* |
|  |
| **Methodology** — Describe the ways in which the project will be conducted, with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods. *Limit of 8,000 characters (including spaces).* |
|  |

**Integrated Activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is this an **integrated** research and extension project? |  | YES |  | NO |
| *AREERA 204 (Integrated Research-Extension activities: A jointly planned, funded, and interwoven activity between research and extension to solve a problem; this includes the generation of knowledge and the transfer of information and technology.)* | | | | |
|  | | | | |
| If **YES**, leave below statement unedited or provide a brief description of **what makes this an integrated activity.** Explain how research findings/tools will be shared with farmers, industry, homeowners, etc. *(1-2 sentences/limit of 4,000 characters including spaces)* | | | | |

|  |
| --- |
| Research findings will be shared through in-service trainings and field days for extension personnel. Once appropriately trained, extension personnel will disseminate information via workshops, presentations, e-studies, educational materials, and audio-visual mediums. |

**Research Effort Categories** *(Applies to this project specifically, not your overall appointment —* ***Must total 100%.)***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Basic Research |  | % | Applied Research |  | % | Developmental Research |  | % |

|  |  |  |  |
| --- | --- | --- | --- |
| **Animal Health Component** |  | % | This is subject to PI’s discretion.[**See Animal Health Research explanation here**](https://abo.caes.uga.edu/content/dam/caes-subsite/ag-business-office/reporting/Project-Initiation-Form-Help-Doc.pdf)***.*** |

|  |  |  |  |  |  |
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| **Multistate Activities** | | | | | |
| Is this a multistate project? *AREERA 104 (Research multistate project)* | |  | YES |  | NO |
| If **YES**, leave the statement below unedited or provide a brief description of what makes this a multistate activity. *(1-2 sentences/limit of 4,000 characters including spaces)* | | | | | |
| This project is made up of collaborative efforts of programs from institutions located in at least two or more states. Our state collaborates towards objectives and outcomes. Evidence of this multistate collaboration is documented in the NIMSS system (see Multistate# referenced). | | | | |

**Classifications** — Your project must have **at least one row filled** with KA, SOI, and FOS. **Only one number per field**. Extra rows are provided, if you wish to break down your classifications further. ***Must total 100%.***[**See this reference guide**](https://abo.caes.uga.edu/content/dam/caes-subsite/ag-business-office/reporting/Project-Initiation-Form-Help-Doc.pdf) to identify the appropriate classification areas for your project. **NOT required for multistate project** *since already reported on NIMSS project.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Knowledge Area** |  | **Subject of Investigation** |  | **Field of Science** |  | **Percent** |
|  |  |  |  |  |  |  |
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**Assurances**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are **human** subjects involved? | | | |  | | YES | | |  | | NO | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| If **YES**, is the project exempt from Federal Regulations? | | | |  | | YES | | |  | | NO | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| If **YES**, select the appropriate exemption category. | | | |  | 1 | |  | 2 | |  | | 3 |  | 4 |  | 5 |  | 6 |
|  | | | [**See this Exemption Category descriptions**](https://abo.caes.uga.edu/content/dam/caes-subsite/ag-business-office/reporting/Project-Initiation-Form-Help-Doc.pdf) here. | | | | | | | | | | | | | | | |
| IRB approval date |  |  | | | | | | | | | | | | | | | | |
|  | (MM/DD/YYYY) |  | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| Are **vertebrate animals** used? | | |  | YES |  | NO |
|  | | | | | | |
| If **YES**, IACUC approval date |  |  | | | | |
|  | (MM/DD/YYYY) |  | | | | |

Submit your **completed** **Project Outline** and   
**approved Department Head Approval Form** to:

**nifahelp@uga.edu**