

**SUPPLEMENTARY GUIDELINES  
FOR  
WESTERN MULTISTATE RESEARCH  
AND  
INTEGRATED RESEARCH/EXTENSION/TEACHING**

ALASKA  
AMERICAN SAMOA  
ARIZONA  
CALIFORNIA  
COLORADO  
GUAM  
HAWAII  
IDAHO  
MICHIGAN  
MONTANA  
NEVADA  
NEW MEXICO  
N. MARIANA ISLANDS  
OREGON  
UTAH  
WASHINGTON  
WYOMING



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**WESTERN ASSOCIATION OF AGRICULTURAL EXPERIMENT STATION DIRECTORS  
COLORADO STATE UNIVERSITY FORT COLLINS, COLORADO 80523**

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## **PREFACE**

The four regional associations of State Agricultural Experiment Station Directors (Northeast, North Central, South, and West), in cooperation with the National Institute for Food and Agriculture (NIFA)/USDA, have developed Multistate Research Guidelines for organizational and operational procedures that are common to all regions. These guidelines, however, recognize that there are some regional differences in procedures and policies relative to the conduct of multistate activities, and are sufficiently important as to require the regional associations to develop supplements to the National Guidelines.

These Western Regional Supplementary Guidelines apply to the multistate research projects (MRP) and regional coordinating activities (WCC/WERA) that are, or will be, sponsored by the Western Association of Agricultural Experiment Station Directors, the Western Extension Directors Association, and the Western Academic Program Directors Association. In all cases, where guidance is provided in the National Guidelines, that guidance will take priority over these procedures. However, consistent with the nature of guidance, exemptions are permitted, and these supplementary guidelines reflect the operational procedures for the Western region.

### **I. DEFINITIONS AND DESCRIPTIONS**

- Western Association of Agricultural Experiment Station Directors (WAAESD)

The Western Association of Agricultural Experiment Station Directors (WAAESD) – or shortened to WDA) was established in conformity with the constitution of the Association of Public and Land-Grant Universities (APLU). It represents the administrators of the State Agricultural Experiment Stations in the Western Region in their collective dealings.

- Western Extension Directors Association (WEDA)

The Western Extension Directors Association (WEDA) was established in conformity with the constitution of APLU. It represents the administrators of the State Cooperative Extension Service (SCES) in the Western Region in their collective dealings.

- Western Academic Program Directors Association (WAPDA)

The Western Academic Program Directors Association (WAPDA) was established in conformity with the constitution of APLU. It represents the administrators of the Academic Program Directors (APD) in the Western Region in their collective dealings.

- SAES

State Agricultural Experiment Stations

- SCES

State Cooperative Extension Service

- National Information Management Support System (NIMSS)

The National Information Management Support System (NIMSS) is an electronic project management tool that allows the Directors to perform all functions relative to the development, submission, review, and approval of multistate projects.

- Multistate Review Committee (MRC - formerly RCIC)

In the Western Region, the WDA, WEDA and WAPDA have established the Multistate Review Committee (MRC), which has been delegated the responsibility for development, review, evaluation and recommendations to the SAES, SCES, and APD on all aspects of western regional research and integrated research/extension/academic programs.

- Administrative Advisor (AA)

The Administrative Advisor (AA) is the key person in the development and management of a multistate research or an integrated research and extension activity. All western Administrative Advisors are appointed by the MRC with the approval of the WDA.

- Office of the Western Executive Director (OWDA)

The OWDA is the office of the Executive Director and the recording secretary of the WDA and coordinates all aspects of the western multistate research and multistate integrated programs. The OWDA is an information resource for Administrative Advisors (AA), committee chairs, and committee members and should be contacted for assistance in developing and implementing multistate research and extension activities and coordinating committees.

The address of the OWDA is:

Western Association of Agricultural Experiment Station Directors  
4040 CAMPUS DELIVERY  
Colorado State University  
Fort Collins, Colorado 80523-3001  
Telephone: (970) 491-6280  
Fax: (970) 491-6250  
E-Mail: [waaesd@lamar.colostate.edu](mailto:waaesd@lamar.colostate.edu)  
Web Page: <http://www.waaesd.org/>

## II. MULTISTATE REVIEW COMMITTEE

The Multistate Review Committee (MRC) is responsible for development, review, evaluation and recommendations to the SAES, SCES, and APD on all aspects of western regional research and integrated research/extension/academic programs.

MRC will annually develop a portfolio of approved, active regional efforts that are maintained on the NIMSS. These projects may be accessed by logging on to NIMSS (<http://www.nimss.umd.edu>) and searching for active projects in the Western Region. MRC will review and recommend the disposition of proposed multistate research projects and coordinating committees to the directors. MRC will provide oversight and accountability in compliance with the Agricultural Research, Extension, and Education Reform Act (AREERA) requirements for accomplishments and resource commitment reporting. MRC will annually conduct a survey and report to the directors on newly emerging issues that require multistate coordination. MRC will serve as a clearinghouse for acute problems and issues that require multistate consideration. MRC will develop strategies to encourage multistate integrated efforts. MRC will utilize the services of OWDA for logistical support, administrative oversight and record keeping.

The MRC membership consists of four members each from WDA and WEDA, and one member each from WAPDA, NIFA, USDA Agricultural Research Service (ARS), Forest Service (FS), National Association of Professional Schools of Forestry (NAPFSC), Veterinary Sciences, National Resource Conservation Service (NRCS), and the Western Committee on Agriculture, Research, Extension and Teaching (CARET).

### III. WESTERN MULTISTATE PROJECTS

#### A. Research Projects (W)

Multistate Research Projects involve cooperative, jointly planned research employing multidisciplinary approaches in which SAESs, working with the ARS, or other colleges or universities, cooperate to solve problems that concern more than one state and, usually, more than one region. Cooperative Extension and academic faculty are encouraged to participate if and where appropriate to meeting joint objectives.

#### B. Coordinating Committees (WCC)

Coordinating Committees provide a mechanism for addressing critical regional issues where multistate coordination or information exchange is appropriate *within* a function (i.e. research, education or extension); have expected outcomes; convey knowledge; and are peer reviewed. The work of Western Coordinating Committees can be classified into the following categories:

- Multistate research, education or extension programs with clearly established, outcome oriented, goals where research results are already available. Knowledge is conveyed utilizing methodology which results in increased understanding and effective resolution of identified needs.
- Multistate research, education or extension coordination resulting in increased communication between faculty, avoidance of unnecessary duplication and gained efficiencies in the use of resources and shared ideas.

#### C. Education/Extension and Research Activity (WERA)

These activities serve to integrate two or more functions (i.e., education, extension and research) on a particular topic where multistate coordination or information exchange is appropriate; have expected outcomes; convey knowledge; and are peer reviewed. The work of Western Education/Extension and Research Activity Committees can be described as follows:

- Fully integrated research, education and extension program coordination with clearly defined, impact oriented objectives, where results are effectively embodied in educational efforts to assist those in need.

#### D. Initial Steps in Project Development

##### 1. Development

The development of a multistate research project or a coordinating committee generally proceed on identical tracks with the exception of the initial step as described below.

a. Multistate Research Project

An SAES director with at least one other SAES director as co-sponsor, or a cooperating federal agency director with at least two SAES directors as co-sponsors, submits a request to develop a multistate research project to the MRC through the OWDA.

b. Coordinating Committee or Education/Extension/Research Activity  
An SAES, SCES, or AP director with at least one other director from one of the functional areas as co-sponsor, or a cooperating affiliate group director with at least two functional directors as co-sponsors, submits a request to develop a WCC or WERA to the MRC through the OWDA.

2. MRC Review

The MRC will consider the proposal as soon as it is received, if urgent. If the problem appears suitable for a multistate project or activity, the MRC appoints an interim Administrative Advisor and authorizes the establishment of a development committee.

3. The interim Administrative Advisor will:

- Convey the description of the concept proposed for development into a multistate research proposal to all SAES, SCES Directors, AP directors and cooperating federal agency directors, and invite them to identify research teaching and extension faculty to participate in final proposal development. In addition, the AA will use the "Participants" - "Invite" function in the NIMSS to notify all Directors of the intention to create a new multistate research project or activity.
- Organize a meeting of the development committee for the purpose of developing a multistate research proposal or activity.
- Facilitate development of the proposal as described in Attachment I "Western Region Guide to Using the NIMSS."
- Insure that the project proposal conforms to the appropriate project outline format.
- Insure that peer reviewers' comments and suggestions are appropriately incorporated into the proposal.
- Insure that the proposal is completed in advance of established deadlines (January 15 and May 15 in 2011 - and January 15 beginning in 2012).

E. Development and Approval of a Revised Multistate Project or WCC/WERA

1. Research project

At the end of its authorized duration, a committee may decide to seek a revision of a multistate project, building the new effort on the results of the previous project. In such a case, the Administrative Advisor should follow the same procedure as described in Attachment I "Western Region Guide to Using the NIMSS." except that the current committee will serve as the development committee for a revised project outline. The multistate research project number identifier will be terminated at the end of the approved period unless specifically approved by the sponsoring regional association and NIFA.

A review is required for all revised research projects providing a summary of: (1) work accomplished under the original project; (2) the degree to which objectives have been accomplished; (3) incomplete work or areas needing further investigation. This review should be incorporated into the "Related, Current, and Previous Work" section of the outline.

## 2. WCC/WERA

It is assumed that the activity coordinated by a WCC/WERA is ongoing and the group may wish to continue coordination beyond the assigned duration of a WCC/WERA. There is no limit on the number of renewals of a WCC/WERA that may be granted. In such a case, the Administrative Advisor should follow the same procedure as described in Attachment I "Western Region Guide to Using the NIMSS." except that the current committee will serve as the development committee of a revised project petition.

## F. Development of a Request for Extension of a Multistate Project or WCC/WERA

At least two years in advance of the date for scheduled termination of a multistate project, the technical committee should consider whether the project will be terminated on schedule or whether it may not be able to complete work on all the project objectives during the allotted time (five years or less) and may wish to extend the life of the current project in order to finish the remaining research and publish the results. Note: The need for additional time to prepare a revised project outline is not an appropriate justification for extension.

1. If an extension is desired, the Administrative Advisor should
  - Prepare a justification letter requesting extension of the project with the assistance of the committee. This request is usually made for one, but not more than two years. The letter should contain the reasons for the requested extension (i.e., a discussion of the work already accomplished and remaining work to be done); and the objectives of the project that will be realized (i.e., the work planned for the period of the extension to complete the project).
  - Electronically transmit the letter to MRC through the OWDA in advance of established deadlines (January 15 and May 15 in 2011 - and January 15 beginning in 2012).
2. MRC reviews the request and makes a recommendation to the WDA.



3. If approved, the request is transmitted to NIFA by the OWDA.
4. NIFA notifies the states, agencies, and institutions listed as participants in the project of the extension.

#### **IV. Regional Approval of Projects**

All multistate approved projects, project submissions, reviews, and all other documentation are located on the NIMSS. A short guide to the use of the NIMSS has been developed to assist with the input of a new or project renewal into the NIMSS. (See Attachment 1). Detailed information on using the NIMSS is found in the User Manual [http://www.lgu.umd.edu/lgu\\_v2/pages/Manual/NIMSSUserManual2005.pdf](http://www.lgu.umd.edu/lgu_v2/pages/Manual/NIMSSUserManual2005.pdf)

The WDA, WEDA, and WAPDA have delegated the oversight of reviews to the Multistate Review Committee (MRC). All proposed multistate and integrated research, education, and extension activities will be reviewed to assess or assure the:

- Conceptual and technical soundness of the proposed activity
- Degree of integration and multi-disciplinary collaboration
- Project addresses a high priority issue of stakeholders
- Project has identified appropriate target audiences
- Potential outcomes and impacts of the activity

##### **A. Multistate Research Projects**

1. The initiation of the peer review process is the responsibility of the OWDA with support from Administrative Advisor. The Administrative Advisor provides to the OWDA the names and contact information for at least four (4) scientists, who have previously agreed to serve as peer reviewers for the proposal. These individuals should be qualified to judge the worthiness of the proposal based on the criteria on which they are being asked to comment. Please note that identification of reviewers is needed as soon as the outline is completed on the NIMSS.
2. If the proposal is for a replacement project, in the "Related, Current, and Previous Work:" section of the proposal, the accomplishments achieved under the previous project should be reviewed with identification of those areas requiring further investigation. Specific reference should be made to related multistate research projects or other multistate activities. If there is any apparent duplication, the proposed work should be justified.
3. The OWDA contacts the designated peer reviewers to request a review of the proposal and also provides instructions on submission of comments via the NIMSS. The peer reviewers will evaluate the proposal using Appendix G.
4. After peer reviews are submitted, the MRC will review the project, as well as peer reviewers' comments, and make the appropriate recommendation(s) to the Association.

##### **B. Coordinating Committees and Education/Extension/Research Activities**

1. The MRC has the responsibility for the review process for Coordinating Committees. The assigned reviewers will evaluate the WCC/WERA using Appendix J on the following elements:
  - Statement of goals and objectives;
  - Potential to attain the objectives;
  - Priority research, and not duplicative;
  - Collective and interdependent activity.
2. MRC will make the appropriate recommendation(s) to the Associations.

C. Revision of Project Outlines

Occasionally, a proposed project may require changes before being approved by the Association. In some cases these revisions are minor in which case the MRC will recommend provisional approval pending appropriate changes. The Regional System Administrator will change the proposal status on NIMSS to “draft” to allow changes to be made. When all materials have been revised according to the recommendations of the MRC, the AA again submits the draft as final. This notifies the Regional System Administrator that the changes have been made and the project is ready for final review by the MRC.

D. Project Numbers

The WDA has assigned the responsibility for determining the status of project numbers to the MRC. A research project number will be retained only if there is a strong and compelling justification for retaining the existing number. Committees desiring to retain the existing project number should fully justify the request in writing to the MRC via the OWDA at the time of the renewal request. This letter will be submitted to NIFA with the proposal. Either or both of the following two strong arguments must be made in order to retain a project number: 1) The project has established a unique relationship with stakeholders and clientele groups such that the project number has significant meaning to those groups; 2) The project has long term objectives such as variety trials that transcend a project cycle; or projects in which tracking and identification of samples are tied to the project number. Examples include plant breeding and animal genetics projects where products are referenced to the multistate project number. **Note: Identification of the project to the participants or a project’s publication history does not constitute strong justification.**

E. Assignment of Project Number

After Association approval, the System Administrator assigns a new number to the research project. WCC/WERA projects retain their number, unless MRC recommends otherwise.

V. **NIFA Approval of WR Projects**

- A. After Association approval the System Administrator assigns a new number to the project (or retains the old number, with valid justification) and the OWDA submits research projects to NIFA for consideration and approval. Note: CCs and ERAs do not require NIFA approval.

- B. NIFA sends a letter to the OWDA indicating approval or requesting further action.
- C. Upon approval by NIFA, NIFA notifies the states, agencies, and institutions listed as participants in the proposal. Projects are typically approved for up to five years.
- D. Each participating scientist prepares forms AD-416 (CRIS work units), AD-417 (research classification), and 662 (protection of human subjects) as required by NIFA and submits the forms through his or her research administrator to NIFA. In the case of federal scientists, all that may be required is an amendment to fields 22-23 of their existing AD-416's.

## **VI. COMMITTEE MEETINGS**

### **A. Meeting Authorization**

The Administrative Advisor must authorize all committee meetings using the "Reports/Meetings" - "Authorize Annual Meeting" function in the NIMSS. With this wide distribution, the announcement provides an opportunity for soliciting additional participation in the project or committee.

### **B. Frequency of Meetings**

Committees normally meet once each year. If necessary, the Administrative Advisor may authorize more than one meeting per federal fiscal year (October 1 – September 30). The announcement should indicate that it is an additional meeting and explain why it is needed.

### **C. Location of Meetings**

The meeting location is left to the discretion of the Administrative Advisor in consultation with the committee. The appropriateness of location and the conservation of time and travel funds should be considered in determining the location of meetings. If meetings are held in conjunction with professional society meetings, committees are encouraged to meet prior to the society meetings.

Authorizations for committee meetings to be held in Canada or Mexico must indicate prior authorization by a member of the WDA in those cases where the Administrative Advisor is not a member of the Western Directors Association. When planning meetings in Canada or Mexico, Administrative Advisors are encouraged to select locations that are easily accessible.

### **D. Minutes**

The secretary of the committee records the minutes of meetings and submits them (including attendance) as part of the SAES-422 Annual Report on NIMSS. An expanded or complete set of minutes are recommended for the record by the committee itself for the purpose of assisting the committee in the management of the project. The full set of minutes should be maintained on the NIMSS activity web page where each administrative advisor/committee is invited to locate and maintain the project/coordinating committee web page or on the server at the OWDA.

## VII. REPORTING AND REVIEW REQUIREMENTS

### A. Annual Report

The Administrative Advisor for each multistate research activity, with assistance of its members, submits an annual report using the "Report/Meetings" - "Draft/Edit Report" function in NIMSS (SAES-422 Annual Report - Appendix D in the *Guidelines for Multistate Research Activities*). The report is due **60 calendar days** following the annual meeting. This report should highlight the milestone accomplishments, collective outputs, outcomes, and actual or anticipated impacts, resulting from the activity. The annual report should also include a summary of the minutes (including attendance) of the meeting and a citation to the location (URL) of the full minutes should be included in the SAES-422.

The SAES-422 is intended to facilitate a participating station's Plan of Work accomplishments reporting, and should assist national activities that document the contributions of multistate activities. The SAES, SCES and AP Directors can use this report for identifying their contributions to the multistate activity. The SAES-422 will also be utilized by the ESCOP/ECOP/NIFA Impact Assessment Committee in the development of Annual Impact Statements that are widely distributed to the SAES and policy makers.

It is the Administrative Advisor's responsibility to develop the actual impact statements for inclusion in the SAES-422. Involvement of the agricultural communications writers in preparing the impact statements is encouraged. The agricultural writers from the Administrative Advisor's university would take the lead in writing the multistate impacts.

### B. Termination Report

At the end of the project's approved time span, the Administrative Advisor, with assistance of the project's members, submits an annual report using the "Report/Meetings" - "Draft/Edit Report" function in NIMSS. This special version of the SAES-422 serves as both the annual report in the final year and the termination report for multistate projects that are being completed. The emphasis in the final annual report should be on the accumulative accomplishments and impacts of the research over the duration of the project. Responsibility for submitting the termination report rests with the Administrative Advisor. Termination reports are distributed through the same process as the annual reports.

## VIII. MIDTERM REVIEW AND EVALUATION

Once a Multistate Research Project or WCC/WERA has been established, MRC periodically will review the level of support and progress. Ordinarily this will be done at the committee's midterm (3<sup>rd</sup> year of a 5-year project). Another review will be made by MRC at the conclusion of a project if the project requests continuation. Evaluations and recommendations by MRC will be reported to the WDA, WED, and WAPD where appropriate. The forms used by MRC members to conduct reviews are contained in Appendices I and K.

Prior to the MRC Midterm Review and Evaluation, the Administrative Advisor will be asked to provide a brief evaluation of the activities and success of the project/activity using Appendices I and K.

An optional first or second year review may be requested by the Administrative Advisor if the project is scheduled for less than a 5-year term.

## **IX. ADMINISTRATIVE ADVISORS**

The Administrative Advisor is the key person in the development and management of a multistate research or an integrated research and extension activity. He/she encourages team effort, advises on administrative and operational procedures, and acts as liaison among the committee, the directors of SAES, SCES, AP, other cooperating agencies and institutions, the OWDA, the MRC, and NIFA.

### **A. Eligibility and Selection**

All western Administrative Advisors are appointed by the MRC with the approval of the WDA. The MRC attempts to match the expertise and interests of the Administrative Advisor with those of the committees.

Multistate Research Committees: Administrative Advisors must be SAES directors (including assistant and associate directors), deans or associate deans of member institutions of the WDA. WCCs/WERAs: Administrative Advisors may be SAES, SCES, or AP directors (including assistant and associate directors), deans or associate deans, and department heads/chairs of the member institutions.

### **B. Co-Advisors**

In the cases where it is desirable to identify administrators of USDA research-performing agencies or department heads/chairs of member institutions, or directors of affiliate groups as the Administrative Advisor for Research or WCCs/WERAs, the person is identified as the "Lead Administrative Advisor." A Co-Advisor must be appointed from one of the above listed groups located in the same state. For research projects, an SAES Director must be identified as the Administrative Advisor of record for reporting purposes. The Lead Administrative Advisor will assume all of the advisory functions; however, the Co-AA is ultimately responsible for all reporting and other requirements.

The Co-Advisor should be kept informed of all committee activities and reports. The directors serving as Co-Advisors are not required to attend the meetings of the WCC's/WERAs.

## **X. ADMINISTRATIVE ADVISOR ORIENTATION**

To help Administrative Advisors, the WDA, WED, and WAPD seek to provide new Administrative Advisors with sufficient background and information to carry out duties and responsibilities. In addition, all Administrative Advisors need to be apprised of and have input on a continuing basis regarding changes, and issues associated with the management of multistate research projects and WCC's.

### **A. New Administrative Advisor Training**

New Administrative Advisors should familiarize themselves with the National Multistate Guidelines and the Western Region Supplementary Guidelines. In addition, the OWDA has developed a virtual Administrative Advisors Notebook that is designed to lead AA through their responsibilities.

New Administrative Advisors should also attend and participate in a MRC meeting. Following the MRC meeting a one-hour session, led by the Executive Director, will be held to review and discuss policies and guidelines. A NIFA member should attend this meeting.

The OWDA will conduct an orientation for new Administrative Advisors which will include

- General responsibilities
- Use of the NIMSS

**B. Continuing Administrative Advisor Briefings, Updates, and Input**

A session on Administrative Advisor briefing, update and input is a permanent agenda item for the spring meeting of the WDA. It is recommended that a 30-minute time period following the MRC report be scheduled for this activity. A panel consisting of the MRC Chair, Executive Director and NIFA representative will lead a discussion on issues, changes, etc., and obtain input from directors relative to the role and responsibilities of Administrative Advisors. Detailed notes from this session will be assembled by the OWDA and distributed to all Administrative Advisors, as well as placed into the minutes. Appropriate changes will be made in the Administrative Advisor Virtual Notebook.

<b>CURRENT CHRONOLOGY (until 01/2012) RESEARCH PROJECT/WCC/WERA PROPOSAL SUBMISSION</b>	
<b>Spring Schedule</b>	<b>Summer Schedule</b>
January 15  Deadline for submission of final new or renewal MRF projects on the NIMSS and by the OWDA. Deadline for requests for extensions of existing MRF projects by the OWDA.	May 15
January/March  MRC reviews requests and external reviewer comments.	May/July
Late March/Early April  MRC meets to discuss requests and reviews. MRC recommendations are presented to the WDA, WED, and WAPD in late July/early August. Recommendations on multistate projects are forwarded to NIFA by the OWDA. All information is put on the WDA web page and can be referenced by participating states for reporting in state POW's.	Late July/Early Aug.
October 1  Usual starting date for new or revised regional research projects and coordinating committees.	

<b>CHRONOLOGY (effective 01/2011) RESEARCH PROJECT/WCC/WERA PROPOSAL SUBMISSION</b>	
January 15  Deadline for submission of final new or renewal MRF projects on the NIMSS and by the OWDA. Deadline for requests for extensions of existing MRF projects by the OWDA.	
January/March  MRC reviews requests and external reviewer comments.	
Late March/Early April  MRC meets to discuss requests and reviews. MRC recommendations are presented to the WDA, WED, and WAPD in late July/early August. Recommendations on multistate projects are forwarded to NIFA by the OWDA. All information is put on the WDA web page and can be referenced by participating states for reporting in state POW's.	
October 1  Usual starting date for new or revised regional research projects and coordinating committees.	

# APPENDIX A

## Format for Multistate Research Project Proposals

**Note:** *A project proposal is limited to 15 pages total, exclusive of "References Cited" or any appendices. The standard for all printed materials is Times New Roman, 12-point font size. Material should contain one-inch margins and single-spaced text with double spaces between paragraphs and headings. In principle, this page restriction is placed on project proposals to communicate to the authors the need to be succinct. A proposal not meeting these criteria will not be processed for review or approval.*

**Project Number:** To be assigned by the sponsoring regional association.

**Project Title:** A brief, clear, specific statement of the subject of the research. This should not exceed 140 letters and spaces. Do not use terms such as "Research on," "Studies of," or "Investigation of."

**Requested Project Duration:** From to September 30, (usually five years).

[Multistate research projects may be proposed for approval to start at any time of the year. However, it is desirable that a project's starting date be October 1, the first day of the federal fiscal year (FFY). The termination date for all projects will be September 30, the end of the FFY.]

**Statement of the Issue(s) and Justification:** This section should explain why the work needs to be done, and should include statements on the following points:

- The need as indicated by stakeholders. (That is, explain how the proposed research addresses national and/or regional priorities developed following stakeholder input.)
- The importance of the work, and what the consequences are if it is not done.
- The technical feasibility of the research.
- The advantages for doing the work as a multistate effort.
- What the likely impacts will be from successfully completing the work.

**Related, Current, and Previous Work:** Include a brief review, using information from CRIS and elsewhere, of related research on the problem and how the proposed work will supplement and extend it. If the proposal is for a replacement project, the accomplishments achieved under the previous project should be reviewed (also referred to as a critical review) with identification of those areas requiring further investigation. Specific reference should be made to related multistate research projects or other multistate activities. If there is any apparent duplication, the proposed work should be justified. List essential, cited references (see below). It is expected that the proposal will not include a classical in-depth literature review.

**Objectives:** Include clear, concise, one-sentence statements for each researchable objective arranged in a logical sequence. Include only objectives on which significant progress can be made during the life of the project with the resources committed. Do not specify the exchange of information, the coordination of research, the development of standardized techniques, or joint publication as objectives, as these are to be organized under other types of activities. Each participant should indicate in Appendix E those objectives in which he/she will participate.

**Methods:** Briefly summarize the research methods that will be used to address each of the objectives. Explicit information should be included to enable the reviewers to evaluate the approach and to discern joint planning and coordination by the technical committee, the sharing of equipment, possible pooling of data, data analysis, and the multistate summarization of findings, in other words, show that this is a collaborative effort.

**Measurement of Progress and Results:** This section has three purposes. It is intended to show what the products of the research will be, how these products will affect the stakeholder or end user, and what critical points of achievement are needed for progress toward meeting objectives. To do this you should address the following items:



- **Outputs:** The results of research activities, such as data, information, biological or physical materials, and observations. For example, the output from a plant-breeding program might be a named variety. The output from a survey might be the analyzed survey results.
- **Outcomes or Projected Impacts:** Outcomes describe the significance of the results, showing in what ways the end user will benefit. For example, an outcome from the adoption of a new cultivar might be increased production, or greater profitability. Impacts are the economic, social, health, or environmental benefits derived by the intended users. These are usually quantitatively measured either directly or indirectly as indicators of benefits. An example of an impact would be improved human nutrition to so many individuals through genetically engineering rice to contain the precursors to vitamin A.
- **Milestones:** Timeline-linked accomplishments that need to be completed before subsequent activities can begin, or can be completed. For example, to genetically engineer a crop by 2005 a transformation method needs to be reduced to practice by 2002 (a milestone).

**Projected Participation:** Include a completed table of resources utilizing the format in Appendix E.

**Rationale:** *This table identifies the name and areas of specialization of the members of the technical committee and other principal leaders by state and agency/institution. It is also intended to identify the committed average annual input of each cooperating state agency and institution in scientist years (SY), professional years (PY), and technical support years (TY), and full-time equivalents (FTE) in Extension. This information is needed to permit others to assess the sufficiency of human resources that are to be devoted to the activity. A minimum of 0.1 SY per participating station is required and the total resources allocated to the project needs to be sufficient to accomplish the stated objectives. The CRIS codes demonstrate the multidisciplinary requirements of AREERA and will assist Directors in completion of the AD-417 after the project is approved. It will also allow for the classification of the activity within the federal-state partnership's five goals, which are the basis of reporting the state-based plans of work, and for USDA's reporting on its responsibilities relative to the Government Performance and Results Act of 1993 (GPRA).*

**Outreach Plan:** Briefly describe how results of the project are to be made available in an accessible manner to the intended users of the information (e.g., refereed publications, nonrefereed but peer reviewed publications, workshops, producer field days, etc.). If applicable, include descriptions concerning equality for service, ease of access to services/information, and any focus on under-served and/or under represented communities/consumers that may benefit from this proposed activity and what the plans are for disseminating information to these and other groups.

**Organization and Governance:** Provide a very brief description of the organization of the technical committee with emphasis on unique items such as the formation of an executive committee and its functions, any subcommittees that are planned for specific functions, any anticipated program coordinators/managers and their responsibilities, etc. If you are using the standard form of governance state so. Otherwise, describe the processes that will be used for selecting leadership and for decision-making.

**References Cited:** Provide a list of cited references.

**Authorization:** Electronic Signature of the sponsoring region's Executive Director with the date of submission to NIFA.

## APPENDIX B

### Format for Multistate Coordinating Committee and Education/Extension and Research Activity Proposals

*Note: The following is suggested to the regional association as a guide to authors when developing a multistate research coordinating committee or an information exchange group. The standard for all printed materials is Times New Roman, 12 point font size. Material should contain one-inch margins and singlespaced text with double spaces between paragraphs and headings. The proposal is limited to three pages, exclusive of any appendices.*

Project or Activity Number: (to be assigned by the sponsoring regional association)

Requested Duration: From \_\_\_\_\_ to September 30, \_\_\_\_\_ (usually four or five years). [It is desirable that an activity's starting date be October 1, the first day of the federal fiscal year (FFY). The termination date for all activities will be September 30.]

Project Title: A brief, clear, specific statement of the subject of the research. This should not exceed 1401 letters and spaces. Do not use terms such as "Research on," or "Studies of," or "Investigation of."

Statement of Issue and Justification: Include brief statements of (1) the nature and significance of the issue(s) for which multistate coordination is proposed, and (2) how the proposed activity addresses national and/or regional priorities. (Limit this section to approximately one page). In this statement identify the sets of stakeholders, customers, and/or consumers for whom the activity is intended.

Objectives: Give clear and succinct statements that describe what is to be done, against which the progress of the proposed activity can be measured. Objectives for these types of activities need to emphasize coordination of activities and the exchange of information. They must not be generalized objectives, but rather they should be very specific. They may not necessarily be traditional research objectives. An objective that would be "to prepare a multistate research project outline" is inappropriate, although research projects may evolve from a coordinating activity. If the objective of the activity is to write a multistate research project outline, a request should be made to the sponsoring regional association to create a development committee (DC) for that specific purpose.

Procedures and Activities: Describe the procedures and activities that will contribute to achieving each of the objectives. Cite milestones if appropriate.

Expected Outcomes and Impacts: Briefly discuss the expected outcomes and the impacts of the proposed activity. Examples of possible outcomes include, but are not limited to:

- Coordination of specific research and extension programs.
- Exchange of ideas and/or information/data.
- Generate interest in a specific research and extension area (e.g., a symposium or workshop).
- Publication of joint research articles and/or review articles on a common issue.
- Evaluation and standardization of methods or techniques leading to the development of a common protocol.
- Identification of critical/key research and education issues.

**Internal and External Linkages:** Include a complete table of resources utilizing the format in Appendix E.

**Rationale:** *It is important to document the extent of participation in the proposed activity to show integration across functions, disciplines, institutions, and/or states. The names of*

*participants, their employing institution, his or her scientific discipline, the type of appointment (research, extension, joint research and extension, etc.), and SY, PY, and TY commitments should be listed on the "Projected Participation Report."*

**Educational Plan:** If applicable, include descriptions concerning equality for service, ease of access to services/information, and any focus on under-served and/or under represented communities/consumers that may benefit from this proposed activity and what the plans are for disseminating information to these and other groups.

**Governance:** If standard, state so. Otherwise, describe the processes that will be used for selecting leadership and for decision-making.

**Budget:** If proposing a new or revised NRSP, the AAs present the project and its five-year budget to the regional associations at their spring meetings. The NRSP will be approved for five years; however, its budget will be voted on annually.

**Authorization:** Electronic signature of the Administrative Advisor with the date of submission.

## APPENDIX C

### Peer Review Guidelines: Performance Standards and Operational Guidelines for State Agricultural Experiment Stations

**Intention:** This appendix sets out performance standards and operational guidelines for peer reviews of research to be supported at State Agricultural Experiment Stations (SAES) by federal formula funds. The intention is to facilitate individual stations and their collective multistate activities in complying with the provisions of the federal Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA).

**Definition:** Scientific review of an individual research project proposal is defined as: the evaluation of the conceptual and technical soundness of an intended research activity by individuals qualified by their status in the same discipline, or a closely related field of science, to judge a project's worthiness and relevance to a set of stated program goals.

**Scope:** The topics covered by this document pertain to research project proposals that are to be sanctioned and funded as part of the federal-state partnership in agricultural research. These standards and guidelines do not apply to proposed research that is subject to peer review by competitive grant agencies and peer review of research publications. However, in the aggregate, all research projects sponsored by stations and the regional association's adopting these guidelines will have been formally peer reviewed, before the expenditure of any federal funds.

**Process:** Prior to the initiation of any research project (to be supported wholly or in part by federal formula funding or by a special research grant), the responsible SAES director (or, in the case of multistate projects, the administrative advisor) will call for a review of the proposed research activities. A minimum of three peer scientists (i.e., individuals qualified by their status in the same discipline, or a closely related field of science), one of which may be a NIFA representative, will be asked to read and provide written comments on the proposed activities.

**Terms of Reference:** The terms of reference for the reviewers will focus their attention on questions of the quality of the proposed science, the technical feasibility of the research, the validity of the scientific approach, relevance to stated programmatic goals and on the likelihood for completing the stated objectives. Additional comments may be sought on the project's relevance to a station's (or regional, or national) priorities, the degree of integration with extension (as appropriate), responsiveness to stakeholder needs, and the accuracy of any claims for multi-disciplinary and multistate collaboration.

**Responsibility:** All review activities for proposed station projects are the responsibility of the station's director. All review activities for a proposed multistate research project are the responsibility of the administrative Advisor.

**Appointment of Reviewers:** Reviewers may be selected from the same campus or from another institution, at the discretion of the SAES director (or the regional associations) or by the person delegated this authority. In the selection of reviewers consideration may be given to the expenses associated with reviewing individual project proposals. Consideration will be given to appointing reviewers who are without any apparent conflicts of interest.

**Documentation:** Reviewers will be asked to present their findings in writing (see Appendix G), and records of the reviewer's comments will be preserved for the life of the project, or for a period of three years in the event that a project is not initiated. Document storage will, for the most part, be electronic.

**Research not Covered:** Projects funded by competitively awarded grants, federal contract research projects, and federal cooperative agreements are not subject to these provisions, as they would be reviewed under other authorities.

**Performance Standards:** Peer review of proposed projects is expected to provide the following performance outcomes:

- Maintain and/or enhance the quality of science funded by the federal-state partnership;
- Identify more opportunities to partner with other states, federal research agencies, and our Cooperative Extension counterparts; and
- Assure relevance to programmatic goals, and, in turn, provide responsiveness to stakeholder needs.

Performance outcomes from reviews will be monitored by the responsible station director (or the regional associations) through the annual process of reporting results and impacts, which is in turn made part of the Plan of Work reporting requirements. Adjustments to this review process will be made, as needed.

## APPENDIX D

### SAES-422 Format for Multistate Research Activity Accomplishments Report

**Note:** This report is submitted each year of an activity 's duration and is due 60 calendar days following the annual meeting. The SAES-422 is submitted electronically by AAs into NIMSS. Annual Reports for MRF projects are available to CRIS and NIFA through NIMSS.

**Project/Activity Number: Project/Activity Title: Period Covered:  
Date of This Report: Annual Meeting Date(s):**

**Participants:** Provide a list of those who attended each meeting, and their employing institution. As an alternative, list the URL for the meeting minutes, if that report contains the list of those who were present. And, if available, add the address for the list server as well.

**Brief summary of minutes of annual meeting:** Provide information with a focus on the decisions made. As an alternative, list the URL for your meeting minutes.

**Accomplishments and Impacts:** In this section, focus on intended outcomes and potential impacts. This information should be built around the activity's milestones, as they were identified in the original proposal. The report should also reflect on the items that stakeholders want to know, or want to see. Also, describe plans for the coming year in no more than one or two short paragraphs.

**Publications:** List the publications for the current year only (with the authors, title, journal series, etc.).

**Authorization:** Electronic signature of the Administrative Advisor, with the date.

# APPENDIX E

## Format for Reporting Projected Participation

For each participant in this activity, include his/her name and e-mail address, employing institution/agency, and department; plus, as applicable:

- For research commitment, indicate the CRIS classifications [Research Problem Area(s) (RPA), Subject(s) of Investigation (SOI), and Field(s) of Science (FOS)], and estimates of time commitment by Scientists Years (SY) (not less than 0.1 SY), Professional Years (PY), and Technical Years (TY);
- For extension commitment, indicate FTE and one or more of the seven extension programs (See <http://www.reeusda.gov/1700/programs/baseprog.htm>); and,
- Objective(s) under which the each participant will conduct their studies.

**Project or Activity Designation and Number (if applicable):** \_\_\_\_\_  
**Project or Activity Title:** \_\_\_\_\_  
**Administrative Advisor:** \_\_\_\_\_

Participant Name and E-Mail Address	Institution and Department	Research						Extension		Project Objectives					
		CRIS Codes			Personnel										
		RPA	SOI	FOS	SY	PY	TY	FTE	National Program	1	2	3	4	5	
<b>Total SY, PY, TY and FTE</b>		xxx	xxx	xxx					xxx		x	x	x	x	x

# APPENDIX F

## Format for A Rapid Response Research Activity

**Note:** To create a rapid response (Series-500) activity, directors from two or more SAES must agree to form the activity. A proposal for a Series-500 activity is a report of intent which is submitted to the regional association's chair (usually through the ED 's office). The proposal should be limited to two pages or less not including appendices. These activities have two years from the date of initiation to convert to an association sanctioned activity.

**Project or Activity Number:** (to be assigned by the sponsoring regional association) **Administrative Advisor:**

**Date of Submission:** (month/day/year)

**Project Title:** A brief, clear, specific statement of the subject of the research. This should not exceed 140 letters and spaces. Do not use terms such as "Research on," or "Studies of," or "Investigation of."

**Statement of Issue and Justification:** Include a brief statement of the nature and significance of the issue(s) for which the multistate activity is proposed. (Be sure to limit this section to approximately one-half page).

**Types of Activities:** A short description of the types of activities to be undertaken should be included here. The organization should fit the needs for forming the multistate research activity. For example, an activity may be organized as a Multistate Research Project with very specific objectives and agreed collaborative responsibilities, or it may be a very informal activity similar to Research Coordinating Committees or Information Exchange Groups.

**Objectives:** Give clear and succinct statements that describe what is to be done, against which the progress of the proposed activity can be measured.

**Expected Outputs, Outcomes and/or Impacts:** Briefly discuss the expected outputs, outcomes, and the impacts of the proposed activity.

**List of Participants:** Include a complete table of resources utilizing the format in Appendix E.

**Review:** In order to expedite implementation of this project, the Multistate Research Committee conducts an interim review, but no formal peer review is necessary.

**Authorization:** Electronic signature of the Chair of the Regional Association, with the date.



# APPENDIX G

## Peer Review Form Peer Reviews by Scientists of Proposed Multistate Research Activities

Project Number: Project Title:

Administrative Advisor:

Proposed Termination Date:

Rate the technical merit of the project: Excellent Good Fair Unacceptable

Sound scientific approach \_\_\_\_\_

Achievable goals/objectives \_\_\_\_\_

Appropriate scope of activity to accomplish objectives \_\_\_\_\_

Potential for significant outputs (products) and outcomes and/or impacts \_\_\_\_\_

Overall technical merit \_\_\_\_\_

Comments:

Your recommendation (select one)

\_\_\_\_\_ Approval

\_\_\_\_\_ Approve with revision

\_\_\_\_\_ Disapprove

Signature:

Name of Reviewer and Date

# APPENDIX H

## MULTISTATE RESEARCH COMMITTEE EVALUATION FORM

Each Multistate Research Committee member will receive this evaluation form as an e-mail attachment (or via other electronic means) with the project proposal and comments from the peer reviewers, if available.

Current or Previous Multistate Research Project Number: \_\_\_\_\_

### I. Statement of Issue(s) and Justification

1. Does the proposal convincingly address the extent of the problem and the importance to agriculture, rural life, consumers and science? Does the proposal explain what the consequences are if the research is not done?
2. Does the proposal adequately explain why this research should be conducted by multiple institutions and other entities (e.g., ARS/USDA) through a regional collaborative effort?
3. Does the proposal indicate how the proposed research addresses national and/or regional priorities?
4. Does the proposal describe the probable impacts from successfully completing the work?

### II. Related Current and Previous Work

1. Does the proposal adequately explain how this research relates to previous work in this area and how the proposed work will supplement and extend knowledge in this area? Was a CRIS search conducted? Although a classical, in-depth literature review is not required, does the proposal cite appropriate literature?
2. If the proposal is for a replacement project, are the accomplishments achieved under the previous project adequately reviewed with identification of those areas needing further investigation?
3. Does this proposal duplicate research being conducted through other multistate projects? Did the Development Committee specifically address potential duplication and, if potential duplication exists, did the committee specifically address how duplication will be avoided?

### III. Objectives

1. Are the research objectives clear and appropriate for the desired outcomes?
2. Does the proposal clearly indicate the level of participation of each institution and other participating entities (e.g., ARS/USDA, Cooperative Extension, private industry, etc.) for each objective?

### IV. Methods (Procedures)

1. Is a procedure or approach outlined for each objective stated in the proposal?
2. Is collaboration and/or interdependence such as the use of common protocols, central data collection or analysis, sharing of equipment, common use of research samples or data, or other evidence of direct collaboration described in the proposal?
3. Are research responsibilities of all the participants clearly stated?
4. Is there a plan for how the research findings will be tied together in a collaborative manner on a regional basis?

### V. Measurement of Progress and Results

1. Outputs: Does the proposal describe expected outputs from the research?
2. Outcomes and Impacts: Does the proposal describe the significance of the results, showing in what ways the end user will benefit? Does the proposal adequately explain the potential benefits and impact of the proposed research?

3. Milestones: Does the proposal include statements related to milestones; that is, timelinked accomplishments that must be completed before subsequent activities can begin or can be completed?

**VI. Participation (Resources) Report**

1. Does the proposal include a complete "Projected Participation Report" as prescribed in Appendix E of the Guidelines for Multistate Research Activities?
2. Is multidisciplinary clearly demonstrated in the report?

**VII. Outreach Plan**

1. Does the proposal describe how results of the project are to be made available in an accessible manner to the intended users of the information (e.g., refereed publications, workshops, producer field days, etc.)?
2. If the proposed project is to become an integrated (multifunctional) activity involving participants from Cooperative Extension, is the nature of their involvement adequately described?

**VIII. Organization**

1. If the organization of the technical committee is to be different from that prescribed in the Guidelines for Multistate Research Activities, does the proposal include an adequate description of the planned organizational structure of the technical committee?

**IX. Scientific Quality**

1. Does the proposal show evidence of high scientific quality?
2. If copies of peer reviews have been provided, has the Development Committee adequately addressed the concerns and comments provided by the peer reviewers?

**X. Format**

1. Is the proposal formatted as prescribed in Appendix A of the Guidelines for Multistate Research Activities?

**XI. Summary**

Please indicate the primary changes you believe should be made before final approval by the Multistate Research Committee.

**Recommendation:**

- \_\_\_\_\_ Accept without revision
- \_\_\_\_\_ Accept with minor revision
- \_\_\_\_\_ Accept with major revision
- \_\_\_\_\_ Reject

Signature

Chair, Multistate Research Committee and Date



# APPENDIX J

(Optional)

## Evaluation Form for Coordinating Committees and Education/Extension and Research Activities

Activity Number:

Title:

Administrative Advisor:

Proposed Termination Date:

Reviewed by: Regional Association      Administrator Advisor

1. Goals and objectives clearly stated and appropriate to committee activity(s).

1 Excellent      2 Good      3 Fair      4 Needs Improvement

2. There is a good potential to attain the objectives and plan identified in the activity.

1 Excellent      2 Good      3 Fair      4 Needs Improvement

3. Activity addresses priority research and is not duplicative with existing activities.

1 Excellent      2 Good      3 Fair      4 Needs Improvement

4. Activity has moved beyond individual activity(s) and ideas to a collective, interdependent activity.

1 Excellent      2 Good      3 Fair      4 Needs Improvement

Recommendation:

\_\_\_\_\_ Approve/continue with normal revision.

\_\_\_\_\_ Approve/continue with revision (provide specific recommendations).

\_\_\_\_\_ Disapprove/terminate at termination time (provide specific reasons).

Signature:

(Determined by regional associations) Date

# APPENDIX K

(Optional)

## Midterm Review of Coordinating Committees and Education/Extension and Research Activities

Activity Number: Title:

Administrative Advisor:

Proposed Termination Date:

1. Progress Report: Describe accomplishments since the activity was last approved; compare actual accomplishments with the objectives in the project outline; reasons should be given if any objectives were not met. Rate this project on accomplishment of stated objectives.

Excellent

Comments:

Good

Fair

Unacceptable

2. Coordination/linkages: Provide evidence of the interaction among committee participants and with other projects/agencies. How well is the committee working together? Has the committee moved beyond individual activities and ideas to some collective, integrated activity? Provide evidence of synergy, collaborative output via joint publicity, specific coordinated activity, etc. Rate this project on linkages.

Excellent

Comments:

Good

Fair

Unacceptable

3. Information exchange: Document information exchange and technology transfer. Rate this project on plans or accomplishments for delivering the results to users.

Excellent

Comments:

Good

Fair

Unacceptable

4. Attendance/participation: Attendance and participation at committee meetings are imperative for the committee to be successful. Rate this committee for attendance/participation.

Excellent

Comments:

Good

Fair

Unacceptable

Recommendation:

\_\_\_\_\_ Approve/continue with normal revision.

\_\_\_\_\_ Approve/continue with revision (provide specific recommendations).

\_\_\_\_\_ Disapprove/terminate at termination time (provide specific reasons).

Signature:  
(Determined by regional associations) Date

# APPENDIX L

## Guidelines For Home Pages of Multistate Research Activities

*(A homepage for each project is automatically established in NIMSS)*

**Note:** *The intention of this recommendation is to have an easily accessible system and common repository for information such as membership lists, abbreviated history, project objectives, minutes, annual reports, and publications associated with multistate research projects, information exchange groups, coordinating committees, and advisory groups.*

Each administrative advisor should encourage the development of a home page for each multistate research project, coordinating committee, information exchange group, or advisory group with which he or she serves.

The page should be based at the location of the person who maintains the home page or the administrative advisor, and linked to the respective regional association page in which the project or activity resides.

Home pages should be concise and contain the following information:

- a. Title and number of multistate research project or activity.
- b. Project/group objectives.
- c. Abbreviated history, background, and justification. (1-3 paragraphs).
- d. Membership list including telephone, fax, and e-mail addresses, and identification of officers and any representatives from SAES, Cooperative Extension, and NIFA.
- e. Announcements of meeting dates and sites.
- f. Significant changes and accomplishments listed in bullet format.
- g. Minutes of meetings. (In initial page construction, five years of minutes should be included if available.) h. Publications related to the multistate research project, information exchange group, or coordinating committee should be listed and linked to the page.
- i. The respective regional association header should be included at the top of the page to identify the effort as a particular regional activity.
- j. A link back to the regional association's home page should be provided to create a "loop" between the regional association and projects' home pages.
- k. An indication of last update and the person who is responsible for the page should be included.

### **OTHER RECOMMENDATIONS:**

The administrative advisor should encourage all home page-related activity to be developed by the secretary, other officer, or appointed member of the multistate research project or activity, which can be transmitted electronically to the base location for posting on the web. Several URL sites for exchange groups and multistate projects are already posted on several of the regional associations' pages. These pages should be updated to reflect the respective regional association activities.

Development of a list server, which provides the opportunity for a discussion group, is encouraged.



**APPENDIX M**  
**Suggested Proposal Transmission Letter**  
*(generated automatically through NIMSS) Date: [Add transmission date.]*

**To:** Deputy Administrator, NIFA/USDA

**From:** *[Add name of Regional Association Chair.]* **Subject:** Multistate Research Proposal Transmission

**Reference:**

Project/Activity: *[Add regional accession number here.]*

Dear:

Project/Activity Title: *[Add title here.]*

Attached please find a signed copy (as an electronic signature) of an association-approved multistate project/activity, which can also be found at the following URL:

*[Add URL here.]*

This is to certify that the proposal is in compliance with all requirements of AREERA and NIFA as follows:

- Multistate
- Multidisciplinary
- Peer-reviewed
- Clearly-defined objectives
- Identified outcomes and impacts
- Addresses NIFA goals

This project will be directly addressing the needs of stakeholders, which have been identified as priorities in the (plans of work of the participating states)(regional strategic plan). In addition, please note the planned participation by Extension Specialists thereby allowing certification as an integrated multifunctional project.

I am requesting your certification of this activity as a component of our region's multistate research portfolio.

Sincerely,

*[ADD ELECTRONIC SIGNATURE HERE]*

Executive Director, Regional Association of SAES Directors

# APPENDIX N

## Steps in the Development of Multistate Research Projects and Activities

<b>Action</b>	<b>Responsibility</b>
Approval of an ad hoc writing or development committee	Regional Association
Notify Multistate Research Office	Executive Director
Assignment of Administrative Advisor	Chair, Regional Association
Assignment of NIFA Representative	Multistate Research Office, NIFA
Identification of writing committee Authorization of first meeting of writing committee Inform writing committee of all requirements (Appendices A, E, G, H in NIMSS) Invitation to participate in the project; completion of table of resources (Appendix E in NIMSS) Review of draft proposal with comments to writing committee Transmit proposal to each peer reviewer with review form (Appendix G)	Administrative Advisor Administrative Advisor Administrative Advisor Administrative Advisor; Station Directors Administrative Advisor Administrative Advisor
Response to peer reviewers' comments Proposal with peer reviewers' comments forwarded electronically through NIMSS to the Multistate Research Committee Chair Proposal and review form (Appendix H) forwarded electronically to Multistate Research Committee Respond to recommendations of Multistate Research Committee Final draft of proposal available electronically through NIMSS to Chair, Multistate Research Committee Final review of proposal and preparation of cover correspondence (Appendix M) addressed to the Multistate Research Office, NIFA, through NIMSS Finished proposal with cover correspondence forwarded electronically to the Executive Director with notice regarding proposal status to the Administrative Advisor	Writing Committee Administrative Advisor Chair, Multistate Research Administrative Advisor; Writing Committee Administrative Advisor Chair, Multistate Research Committee Chair, Multistate Research Committee
Assignment of project series number Finished proposal and cover correspondence forwarded electronically to Multistate Research Office, NIFA Notification of writing committee regarding disposition of the project Project approval and notification to Directors of participating Stations and Executive Director	Executive Director Executive Director Administrative Advisor Multistate Research Office, NIFA
Preparation and submission of CRIS Forms (AD-416, -417, etc.)	Directors of participating Experiment Stations

**Steps in the Development of  
Coordinating Committees and Education/Education and Research Activities**

<b>Action</b>	<b>Responsibility</b>
Preparation of proposal (Appendix B) and a Table of Resources (Appendix E)	Sponsoring Director and Selected Participants; Directors
Approval of proposal to create the Activity <ul style="list-style-type: none"> <li>• CC or ERA</li> <li>• NRSP</li> </ul>	Regional Association NRSP Review Committee
Notify Multistate Research Office, NIFA	Executive Director
Assignment of Administrative Advisor(s) <ul style="list-style-type: none"> <li>• CC or ERA</li> <li>• NRSP</li> </ul>	Chair, Regional Association Chairs, Regional Associations
Assignment of NIFA Representative	Multistate Research Office, NIFA
Authorization of first meeting and invitation to participate <ul style="list-style-type: none"> <li>• CC or ERA</li> <li>• NRSP</li> </ul>	Administrative Advisor Lead Administrative Advisor

**Steps in the Development of Rapid Response Research Activities**

<b>Action</b>	<b>Responsibility</b>
Preparation of proposal (Appendix F) with a Table of Resources (Appendix E)	Two or more Sponsoring Directors
Electronic submission of proposal to the Chair of the Regional Association (through the Executive Director)	Sponsoring Directors
Approval of the activity Proposal is forwarded electronically to the Multistate Research Office, NIFA Approval of the activity with notification to Directors of participating stations, the chair of the regional association, and the Executive Director	Chair, Regional Association Executive Director Multistate Research Office, NIFA
Assignment of Administrative Advisor	Chair, Regional Association
Assignment of NIFA Representative	Multistate Research Office, NIFA
Invitation to participate Amendment of Table of Resources (as needed)	Administrative Advisor
Interim review of the activity Decision during second year regarding continuation and development of proposal for an Association-sanctioned activity	Multistate Research Committee Technical Committee

# ATTACHMENT 1

## Western Region Guide to Using the NIMSS February 10, 2005

### I. Getting Started

#### A. *Administrative Advisors:*

1. Login to NIMSS (<http://www.nimss.umd.edu/>).
2. Contact the writing committee chair or writing committee member(s) who is/are composing the proposal. Up to three of these committee members may enter/edit the proposal in NIMSS. These people will be known as the "Project Editors." Refer them to the instructions below. Also, make sure that the Project Editors register as soon as possible in the NIMSS system at <http://www.nimss.umd.edu/>! This will be important for the next step (authorization for editing)!
3. You also need to give the Project Editors authorization to edit in NIMSS (that is, the authority to edit the proposal). To do this, they must have registered in NIMSS at the login page (<http://www.nimss.umd.edu/>). To assign editing authorization:
  - a. Login to NIMSS and mouse-over the "Project" (the green bar) function on the main menu. Then, click "Draft/Edit" on the dropdown menu.
  - b. Locate the Temporary Number (W\_tempXXXX, WCC\_tempXXXX, or WERA\_tempXXXX) on the list and click the button next to the temporary number that says "proposal."
  - c. On the left side of the screen, choose "Assign Editor." To make the assignment, click the "Pick" radial button and type the first and/or last name into the blanks provided.
  - d. If you see the person's name on the list, click the radial button next to the name. This assigns the person editing access to the proposal, annual reports, etc. Click "set" to finalize your selection(s).
  - e. If you do not see a person's name on the edit authorization screen, or if you have any problems, please do not hesitate to contact the Regional System Administrator at [waaesd@lamar.colostate.edu](mailto:waaesd@lamar.colostate.edu) or 970-491-6280.

#### B. *Writing Committee Members*

1. Login to NIMSS (<http://www.nimss.umd.edu/>). Make sure your Administrative Advisor or the Regional System Administrator has given you access as a Project Editor (which provides editing authorization). You will NOT be able to edit the proposal without this authorization. NOTE: to obtain editing authorization from your Administrative Advisor, you must be a registered user of NIMSS! To register, go to <http://www.nimss.umd.edu/>. If you run into any problems or questions, contact [waaesd@lamar.colostate.edu](mailto:waaesd@lamar.colostate.edu) or 970-491-6280.

### II. Typing the proposal in NIMSS

#### A. *If a temporary project number has already been set up for your committee:*

1. Locate and mouse-over the "Project" function (the green bar) in the NIMSS main menu. Choose "Draft/Edit" from the dropdown menu.

2. Look for your temporary project (i.e., W\_tempXXXX) in the list of project numbers. Click the "Proposal" button next to the temporary number. Contact [waaesd@lamar.colostate.edu](mailto:waaesd@lamar.colostate.edu) or 970-491-6280 if you cannot find the temporary number for your project.
3. Edit the proposal sections as needed using the options on the left side of the screen. For more information on filling out these sections, skip to [Section II, C](#) below.

**B. If a temporary project number has NOT been set up for your committee:**

1. In the main **NIMSS menu**, mouse-over the "Project" function (the green bar) and choose "Request" from the dropdown menu.
2. Choose "Create New" from the menu on the left side of the screen.
3. Choose from New or Replacement/Revision from the pulldown menu. If the proposal will replace a current Western Region project/activity, choose the current project number from the dropdown menu.
4. Enter the title of the proposal and the Start Date and End Year.
5. Select the Sponsoring Station (this is the home station of the Administrative Advisor).
6. Fill in the "Request" form with the Statement of Issues and Justification of the new proposal. The Statement of Issues and Justification serves as your committee's request to write a proposal.
7. Submit or Save the request. If you submit it as final, the request is sent to the Regional System Administrator ([waaesd@lamar.colostate.edu](mailto:waaesd@lamar.colostate.edu)). If you wish to save the request and return to it at a later time, follow the directions under B.1 above, then choose, "edit/approve." Choose "View Request" to update the request.
8. When the request had been submitted as final, the Regional System Administrator will approve the request and use NIMSS to assign a temporary number. Depending on the type of proposal requested or the previous project's format (in the case of renewals), the Regional System Administrator will assign it as either a W or WCC/WERA project format (refer to the following Appendices in the [Western Supplementary Guidelines](#)):
  - a. W Committees - Use Appendix A (Includes a Methods section)
  - b. WCC/WERA Committees - Use the appropriate Appendix B (includes a Procedures and Activities section in place of a Methods section)
  - c. W-500 Committees (Rapid Response Committees) - Use Appendix F (Does not include a Methods Section, but does include a section to list the types of project activities expected).
  - d. WDC Projects - Only a letter of justification is necessary to explain the nature of the project. The Regional System Administrator will take the request submitted in the above steps and create the WDC project in NIMSS.

More in-depth project descriptions can be found in the Western Regional Guidelines at [Western Supplementary Guidelines](#).

9. The NIMSS will notify the Administrative Advisor of the temporary number (if the request is approved). **BE SURE TO RETAIN THIS NUMBER!**
10. Log into NIMSS again and, using the new temporary number, **enter the project objectives as soon as possible!** When the AA sends out the call for participation, the potential participants will need to know which objectives to work on in order to include this information in their Appendix E.
11. For more information on editing the proposal, follow the step above under [Section II.A.](#)

**C. Fill in ALL fields in the proposal format after the temporary number is assigned.**

Here are a few other pointers:

1. **Use HTML characters** to ensure that the information looks correct on the webpage. This is only applicable to special font formatting such as bold, italics, bulleted lists, and tables. There are some HTML hints at the end of the [NIMSS Manual](#), Appendix 1. You may also contact the Regional System Administrator at [waaesd@lamar.colostate.edu](mailto:waaesd@lamar.colostate.edu) or 970-491-6280 if you need further help.
2. **Number of characters:** There is a limited number of characters allowed in each section (as listed in the NIMSS proposal section heading/description). If more space is absolutely needed, submit the information to the Regional System Administrator. He/she can enter characters in addition to the original amount.
3. **Figures, charts and graphs** must be put into NIMSS as attachments.
4. Attach **Project/Activity links** to the Project/Activity Homepage (located on the NIMSS main menu). Please note that these links will not be opened by NIFA when they review the proposal. To attach/edit items on the homepage:
  - a. On the NIMSS main menu (the green bar) mouse-over "Projects" (the green bar) and choose "Draft/Edit" from the dropdown menu.
  - b. On the next screen, locate the project number and click on "Homepage."
  - c. Use the functions on the left side of the screen to upload minutes, photos, or links. NOTE: you must have [editing authorization](#) to upload anything onto the site.
5. For participants in the SAES, CES, and APD: The AA notifies all potential participants of the new proposal's existence and requests that he/she contact his/her experiment station director or supervisor to complete Appendix E for participation. (Use the [participant invitation function in NIMSS](#)) Note that these names MUST be entered under the "temporary project" number (W\_tempXXXX), NOT the present number (WXXXX, WCCXXXX, WERXXXX, etc.).
6. For participants not in the SAES, SCES or APD: The AA contacts the potential participant and sends them a hard copy of an Appendix E form, available in the [Western Supplementary Guidelines](#). The potential participant should then return the completed Appendix E form to the AA. The AA can then authorize participation. Again, please note that these names MUST be entered under the "temporary project" number (W\_tempXXXX).
7. If the draft is not final, all information you have saved by sections so far will be saved under the temporary number (ie. W\_tempXXXX). Use the "Projects"

function on the NIMSS main menu (in the green bar) and choose "draft/edit" to return to a project proposal.

Only those with editing authorization may edit the proposal. Other participants can read the project proposal without the editing password by entering NIMSS as a guest on the login screen on [NIMSS](#). Without logging into NIMSS, click on the "Search" icon and, enter the project/activity temporary number.

8. If the draft is final, use the "submit as final" function (if you are the AA) or "submit to AA" function (if you are a project editor). Both can be found on the project editing menu to submit the final version. A letter will be sent to the Regional System Administrator.
9. Along with the new proposal, all projects up for review must submit the SAES-422 from the past year (if the project is a renewal). Please see <http://www.escop.msstate.edu/guidelines.pdf> for more information.