

# SUGGESTED HATCH PROPOSAL TIMELINE

## PHASE I

- ❖ Project Director (PD) completes Hatch proposal using Microsoft Word.
- ❖ PD sends *potential* Peer Reviewer (PR) names (including 3 VT faculty names), a sentence on PR's area of expertise, & PR's affiliation to their Unit Leader (UL) for review/approval. (Share 2 alternate reviewer names, if needed)
  - **3 tenure-track reviewers are required.**
  - One of the three reviewers should be from your unit. (Other tenure-track reviewers can be internal/external to VT)
- ❖ UL approves suggested reviewer names.
- ❖ PD contacts the UL approved reviewer's requesting proposal review. When a reviewer agrees, PD shares:
  - Proposal in Microsoft Word format
  - PD's 2-page CV
  - Review questionnaire form.
- ❖ Review details:
  - Reviewers have approximately **1 month** to review documents & provide feedback.
  - Upon receipt of reviews, PD has **1 month** to revise the proposal based on reviewers' comments.
  - PD submits revised proposal in "track changes" and "clean" versions to departmental committee/UL for approval.
  - *Oral Hatch Review meeting with reviewers, department head, and VAES is only optional for first-time Hatch PDs, unless it is requested by PD, UL, or VAES.*

## PHASE II

- ❖ PD submits the following via Submittable:
  - Proposal document 1 – in Word, showing revisions via track changes. (for VAES record keeping)
  - Proposal document 2 – "clean" version considered final, in Word format.
  - 2-page CV
  - Required protocol approval letter (IRB/IACUC) (NIFA requirement)
  - Questionnaire forms completed by the reviewers & the documents with reviewers' comments. (for VAES record keeping)
  - Departmental approval form for the revised proposal
- ❖ VAES reviews documents for:
  - Compliance
  - Quality
  - Contributions to V.A. & U.S.

VAES reserves the right to request an additional proposal revision before Phase III.

## PHASE III

- ❖ VAES provides guidance for eAuthentication/Login.gov in the NIFA Reporting System (NRS).
- ❖ PD completes eAuthentication, then notifies VAES a role is needed in NRS.
- ❖ PD completes proposal entry in NRS.
- ❖ VAES conducts final review and submits it to NIFA.
  - If questions arise, PD may be required to provide additional data to NIFA.
- ❖ NIFA approves the Hatch project.
- ❖ VAES sends official award notification to PD and department.

**PD submits required annual report via NRS by December 10<sup>th</sup> (covering 10/01 – 09/30/)**



*\*New research faculty are strongly encouraged to participate in the New Faculty Hatch Session*