

Procedures for CNRE Hatch, Multistate, and McIntire-Stennis Projects

Sustainable Biomaterials
Forest Resources and Environmental Conservation
Fish and Wildlife Conservation

- **Department Heads determine which Faculty should submit a Hatch, Multistate, or McIntire-Stennis Project.**
 - Faculty with a 20% or greater research appointment are generally encouraged to submit a proposal.
 - Once faculty members are identified, they should contact Laura Rasnick, the VAES Federal Project Coordinator (VAES FPC) for detailed proposal guidelines.
- **Faculty submit their proposals to the Department Head who reviews for adherence to the USDA Essentials (Appendix F) [USDA NIFA format](#).**
- **The Department Head identifies 2-3 peer reviewers.**
 - These reviewers may be internal or external to the department, but should have an appropriate background to provide an adequate technical evaluation of the proposed work. A VAES review form is available, if desired.
 - The department head is responsible for sending the proposal to the reviewers, receiving the reviewer comments/suggestions, and sharing those reviews with the faculty PI.
- **The Principal Investigator updates the proposal per suggestions from reviewers.**
- **The Department Head sends the below items to the Laura Rasnick, the VAES FPC:**
 - Final proposal
 - One-page curriculum vitae
 - Names, titles, and affiliations of the reviewers
 - A statement indicating whether or not the project was statistically reviewed
 - (statistical review is required for CALS proposals and recommended for proposals being submitted through other colleges)
- **The Principal Investigator completes entries of the proposal in the NIFA REEport System for official submission.**

See below for format of letter/email from Department Head to Laura Rasnick (Lrasnick@vt.edu).
This information will then be shared with Dr. Susan Duncan, Associate Director of VAES.

Please find attached the final version of a proposed VAES (McIntire-Stennis, Hatch) Project. The proposal was prepared by Dr. (Faculty Name), includes his/her one page CV, and has been reviewed for technical content by (names, titles and affiliations of 2-3 reviewers). Suggestions provided by reviewers was incorporated, as appropriate, into this final version. Institutional review and compliance protocol(s) of this work for use of (animals, human subjects, research hazards) has been obtained and is on file.

Thank you,

Department Head

cc: as appropriate