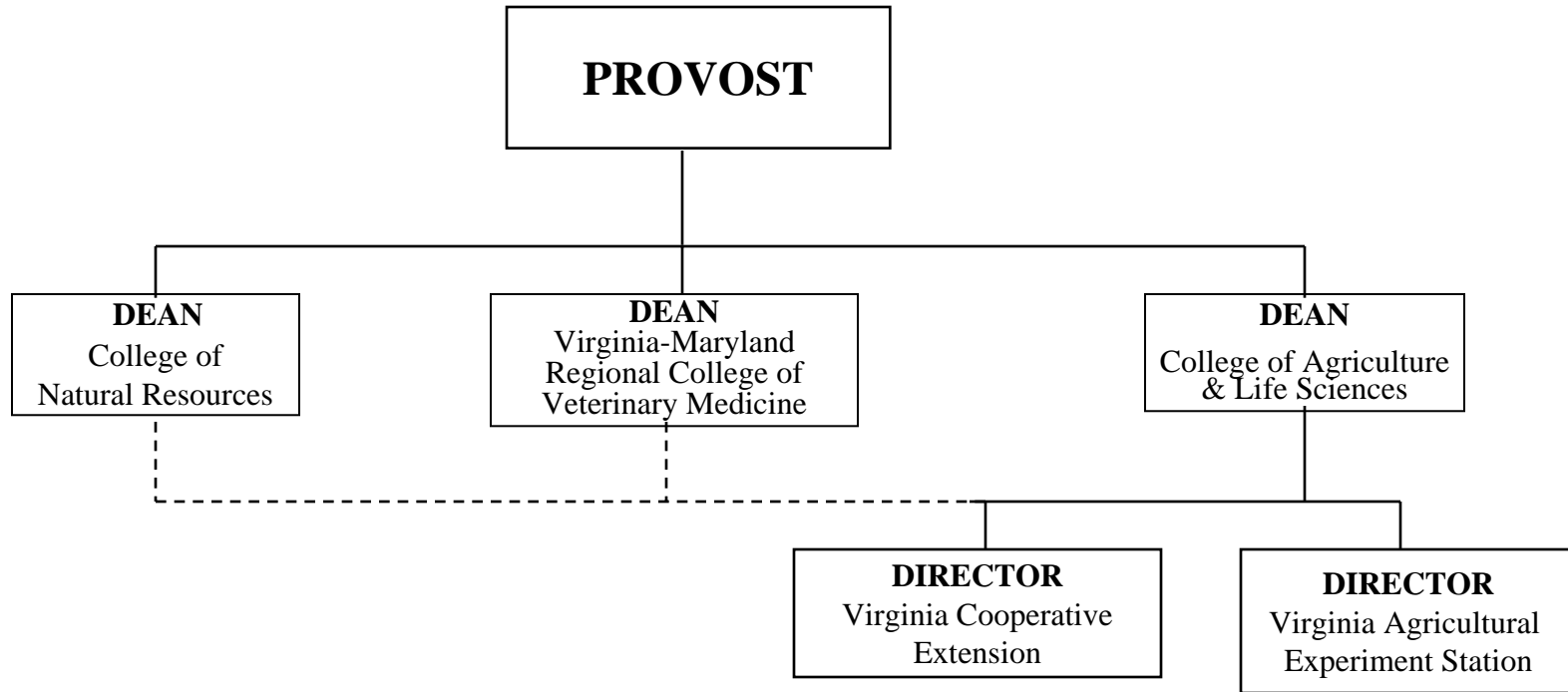


Agency 229
Division of Virginia Cooperative Extension and
Agricultural Experiment Station
Administrative Council



Summary of Active VAES Projects

<u>Project Type</u>	<u>Number of Projects</u>	
<i>College of Agriculture and Life Sciences</i>		
HATCH	149	
NRI COMPETITIVE GRANT	7	
OTHER USDA/CSREES GRANT	7	
USDA/CSREES SPECIAL GRANT	9	
STATE	2	
<i>Total for CALS</i>		174
 <i>College of Liberal Arts and Human Sciences</i>		
HATCH	3	
<i>Total for CLAHS</i>		3
 <i>College of Natural Resources</i>		
HATCH	9	
MCINTIRE-STENNIS	15	
NRI COMPETITIVE GRANT	10	
OTHER USDA/CSREES GRANT	1	
USDA/CSREES SPECIAL GRANT	2	
<i>Total for CNR</i>		37
 <i>College of Sciences</i>		
HATCH	1	
NRI COMPETITIVE GRANT	1	
<i>Total for College of Sciences</i>		2
 <i>College of Veterinary Medicine</i>		
ANIMAL HEALTH	8	
HATCH	10	
NRI COMPETITIVE GRANT	5	
OTHER USDA/CSREES GRANT	1	
<i>Total for CVM</i>		24
Total Projects		240

PERTINENT ACTS

FEDERAL LEGISLATION

- 1862 United States Department of Agriculture established
- 1862 Morrill Land Grant College Act passed by Congress
- 1887 Hatch Experiment Station Act set up Federal-State cooperation in agricultural research
- 1890 Second Morrill Act – Funding for black land-grant schools
- 1914 Smith-Lever Extension Act, establishing a national extension service
- 1962 McIntire-Stennis Cooperative Forestry Research Act
- 1978 Animal Health and Disease Research Act
- 1994 Improving America’s Schools Act – Gave Land-Grant status to Tribal Colleges

STATE LEGISLATION

- 1886 Agricultural Experiment Station established at Virginia Agricultural and Mechanical College in Blacksburg, Virginia
- 1965 Partnership between Virginia Polytechnic Institute and State University and Virginia State University to establish one Cooperative Extension Service for the Commonwealth of Virginia
- 1995 Cooperative Extension/Agricultural Experiment Station Division (229) established

PEER REVIEW PROCESS FOR PROPOSED NEW PROJECTS

VIRGINIA AGRICULTURAL EXPERIMENT STATION VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Revised January 2005; Amended September 2005)

Rationale and Review Committee Structure

Research under the Hatch, McIntire-Stennis, and Animal Health and Disease Acts is conducted in three Colleges that constitute the Virginia Agricultural Experiment Station (VAES):

1. College of Agriculture and Life Sciences,
2. College of Natural Resources, and
3. Virginia-Maryland Regional College of Veterinary Medicine.

Faculty from other units within the University may be eligible for VAES support. Such research would have to be reviewed by this policy, fit within the mission of VAES, and approved by the Director. The CALS VAES Assistant/Associate Director will chair the Project Review Committee.

One of six VAES Project Review Committees will review each new VAES project proposal:

1. Agriculture and Forestry Competitiveness - Animals,
2. Agriculture and Forestry Competitiveness - Plants,
3. Human Nutrition, Food, and Health,
4. Environment and Natural Resources,
5. Economic, Social, and Community Resources, and
6. Processes and Products.

These Committees are based upon the USDA Current Research Information System (CRIS) classification system, the Strategic Research Plan of the Experiment Station Committee on Organization and Policy (ESCOP), and the Government Performance Results Act (GPRA). This arrangement encompasses the interdisciplinary research of the three Colleges.

The Assistant or Associate VAES Director within each College recommends senior faculty members with competence in the subject area to serve on the Project Review Committees that are relevant to the College's research programs. The Director appoints these core Committee members, and they serve three-year terms. They may be reappointed.

For each VAES project proposal submitted, the Assistant or Associate VAES Director in the Project Leader's home College will chair the review (hereafter referred to as the Chair). The Chair is responsible for selecting:

1. The appropriate Project Review Committee (which includes the two or more *core* members), and
2. One or more *ad hoc* members who are proficient in the subject of the proposed project. These may be chosen from outside the University if recommended by the Department/Unit Head or deemed appropriate by the Chair.

Proposal Development and Submission Procedures

The Project Leader will prepare the proposal as specified in Essentials of a Project Proposal in the Administrative Manual for the Hatch (Experiment Station) Act as Amended, the Administrative Manual for the McIntire-Stennis Cooperative Forestry Program, and the Administrative Manual for the Continuing Animal Health and Disease Research Program (1992), Appendix F.

The proposed research project should be reviewed by a statistician to assure that the experimental design and statistical analyses are adequate. The Project Leader may meet with a member of the Statistics Consulting Center or the Department/Unit Head may designate someone with statistical expertise to serve as a departmental reviewer. The Project Leader will then submit the proposal to his/her Department/Unit Head for peer review in accordance with departmental procedures. If the research involves animals, human subjects, or recombinant DNA, the Project Leader is responsible for submitting the required protocol forms to the appropriate University review committee(s). Proposals will not be forwarded to USDA/CSREES without required approvals. The Department/Unit Head will transmit the departmentally approved project proposal to the Chair of the Project Review Committee for that College. *It is preferable that the following items be transmitted to the Chair electronically.* Items to be transmitted include:

1. Four copies of the proposal (*one copy if transmitted electronically*),
2. Four copies of the Project Leader's vita (2-page maximum) (*one copy if transmitted electronically*),
3. The Project Certification Form,
4. A Research Project Review Form,
5. Verification of statistical review, and
6. List of three or more suggested peer reviewers (one or more will be selected by the Chair).

The Chair will distribute copies of the proposal to the appropriate Project Review Committee, who will return the Project Review Forms and comments to the Chair by a specified date (after at least three weeks). The Chair will convene the Committee, the Project Leader, and the Department Head to review the proposal. The Chair will forward

reviewers' comments to the Project Leader and Department Head prior to the oral review. The oral review may be omitted for revised/replacement projects, at the discretion of the Chair, if a majority of the review forms are checked by the reviewers as "approved with no changes" or "approved with minor changes." If an oral review is not conducted, the Chair will provide a written summary of the Review Committee comments to the Project Leader with a copy to the Department/Unit Head and the Review Committee. An oral review is required for a Project Leader's initial VAES Project.

NOTE: Faculty located at off-campus Agricultural Research and Extension Centers will submit proposals to the Center Director who will cooperate with the appropriate Department Head on campus in securing a peer review within the department. The Center Director will forward the appropriately reviewed proposal to the College-based VAES Assistant or Associate Director, who will serve as Chair. The Chair will forward the proposal to the review committee and to the subject-matter Department Head, who will be invited to attend the oral review.

Review Criteria and Procedures

Each proposal will be evaluated according to the following criteria:

1. Is the proposed research relevant to the goals of the Department and College, the needs of the people the research would serve, and the priorities established by Task Forces, Work Groups, or Commodity Research Committees?
2. Are the objectives and procedures clearly stated?
3. Is the proposed duration realistic for the research that is proposed?
4. Are the appropriate or desirable individuals cooperating on this project?
5. Does the project list impacts to Virginia (and elsewhere) or anticipated economic importance?
6. Does the Project Leader's vita indicate the level of competence required to do the proposed research?

Each reviewer recommends that the proposal be:

1. Approved with no changes,
2. Approved with minor changes,
3. Revised and resubmitted, or
4. Rejected.

Final Submission

The Project Leader will comply with the recommendations of the Project Review Committee and submit the revised proposal to the Department/Unit Head, accompanied by a letter delineating the changes that were made in response to the recommendations of the reviewers and/or a rebuttal for any recommendations which the Project Leader does not accept. The Project Leader will enter CRIS Forms AD-416 and AD-417 on the

CRIS website - <http://cwf.uvm.edu/cris/> and send a copy of the proposal electronically to the VAES office. The Department/Unit Head will transmit to the Chair:

1. One copy of the revised proposal,
2. Completed and signed CRIS Form AD-416,
3. Copy of approval letter from Human Subjects, Laboratory Animal Care, or Biotechnology Oversight Committee approval (if required), and
4. Transmittal letter from Project Leader.

The Chair will sign Form AD-416 and transmit the above items to the CALS VAES Associate Director accompanied by a letter listing names of the reviewers and date of the oral review (if applicable). For McIntire-Stennis proposals, the Administrative-Technical Representative (A-TR) must sign Form AD-416, certifying that the proposal complies with the purposes of the McIntire-Stennis Act.

The VAES Director will meet with the Chair, the Department Head, and the Project Leader if there are any questions or concerns. When the Project Leader, the Department/Unit Head, the Chair of the Project Review Committee, and the Director agree that the proposed project should be accepted, the Director will approve it, assign a project number, enter Form CSREES-2008, and transmit the proposal, CRIS Forms AD-416, AD-417, and CSREES-2008 electronically to CRIS/CSREES/USDA. The CSREES Project Reviewer may possibly contact the Director, Assistant/Associate Director, or Project Leader if he/she has questions or requires additional information. If a proposed project is deferred, the CSREES Project Reviewer will notify the Director, who will confer with the Project Leader, Department/Unit Head, and Chair of the Project Review Committee to resolve the concerns.

After approval by CSREES, the Director will send copies of Forms CSREES-166 (Project Review and Comment Sheet), AD-416, and AD-417 to the Chair of the Project Review Committee, the Department Head, and the Project Leader. These documents, the proposal, and all pertinent correspondence will be retained in the official project file in the VAES Director's office. Project files will be retained for three years after termination of the project.

ESSENTIALS OF A VAES PROJECT PROPOSAL

Title. A brief description of the subject of the research. The title, as clearly as possible, should reflect the objectives and scope of the project.

Justification. Present (1) the importance of the problem to agriculture and rural life of the State or region; (2) reasons for doing the work (such as the needs the project will fill) and doing it at this time; and (3) ways in which public welfare or scientific knowledge will be advanced.

Previous Work and Present Outlook. A brief summary of the previous research (citing important publications); status of current research; and the additional knowledge needed which the project is expected to provide. (Literature citations may be listed at the end of the project outline.)

Objectives. A clear, complete, and logically arranged statement of the specific results to be achieved by the project.

Procedure. A statement of the essential working plans and methods to be used in attaining each of the stated objectives. Procedures should correspond to the objectives and follow the same order. Phases of the work to be undertaken currently should be designated. Location of the work and the facilities and equipment needed and available should be indicated. Wherever appropriate, the procedure should produce data suitable for statistical analysis. The procedure should reflect careful planning and should provide flexibility for changes if changes became necessary.

Probable Duration. An estimate of the maximum time likely to be required to complete the project and publish results. Whenever a material change in the objectives of a project is advisable, a new or revised project outline should be prepared and submitted. A major change in procedure might also necessitate a revision of the project outline.

Timeline. Include a timeline by objective for specific activities.

Financial Support. The estimated total scientist-years (SY), professional years (PY), and technical-clerical years (TY) effort proposed for the project.

Personnel. The leader(s) and other technical workers assigned.

Institutional Units Involved. Each subject-matter unit in the agricultural experiment station and any other units of the institution contributing essential services or facilities. The responsibilities of each should be indicated. If there is an advisory, coordinating, or directing committee for the project, the official title of the committee should be listed.

Cooperation. A statement listing the U.S. Department of Agriculture or other station, institutions, or agencies expected to cooperate formally or informally on the projects. If project is part of a Multistate Project, list Multistate Research Project Number.

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\$\$\$\$\$ **FORMAT FOR *FINANCIAL SUPPORT*** \$\$\$\$\$

\$\$\$\$\$

PERSONNEL EFFORTS

FTE

SY _____

PY _____

TY _____

FTE = Full Time Equivalent

SY = Scientist Year (Faculty time commitment)

PY = Professional Year (graduate student and research associate)

TY = Technical and Clerical time commitment

FORMAT FOR CURRICULUM VITA

(To be submitted with all VAES project proposals)

Name

Academic Rank

Education

Professional Experience

Professional Society Memberships

Pertinent Publications During the Past Five Years

(Should not exceed 2 pages)

VIRGINIA AGRICULTURAL EXPERIMENT STATION

PROJECT CERTIFICATION

Project Title: _____

Department/Unit: _____

Investigator(s): _____

Check the applicable statements:

- This project includes activities involving human subjects.
 - A Protocol form has been submitted to the VT Institutional Review Board.
 - Procedures were approved on (*date*) _____, and a copy of the approval is attached.

- This project includes procedures involving animals.
 - A Protocol form has been submitted to the VT Animal Care Committee.
 - Procedures were approved on (*date*) _____, and a copy of the approval is attached.

- This project involves recombinant DNA or RNA.
 - Program Approval Request has been submitted to the VT Biotechnology Oversight Committee (BOC) electronically (<http://www.biotech.vt.edu/boc/>).
 - Procedures are approved by BOC under Program Approval No. _____ dated _____.

- This project involves none of the procedures listed above.

NOTE: The approval date(s) should reflect a timely review – not older than 36 months prior to the initiation date of the project.

One copy of this form should accompany each VAES proposal when it is submitted to the VAES Associate Director for review. Proposals cannot be forwarded to USDA/CSREES until applicable approvals are granted.

RESEARCH PROJECT REVIEW

Virginia Agricultural Experiment Station

Hatch McIntire-Stennis AHD

Date:

Investigator(s): Dept./Unit:

Project Title (*140 Character Limit*):

1. Is the proposed research relevant to the goals of the Department and College, the needs of the people the research would serve, and the priorities established by Task Forces, Work Groups, or Commodity Research Committees? Yes No
2. Are the *objectives* and *procedures* clearly stated? Yes No
3. Is the *proposed duration* realistic for the research that is proposed? Yes No
4. Are the appropriate/desirable individuals cooperating on this project? Yes No
5. Does the project list impacts to Virginia (and elsewhere) or anticipated economic importance? Yes No
6. Does the project leader's vita indicate the level of competence required to do the proposed research? Yes No

General Comments and Suggestions: (If more space is needed, attach additional pages)

- Recommendation:**
- Approve with no changes
 - Approve with minor changes
 - Revise and resubmit
 - Reject

Signature of Reviewer

Printed Name

Date

Handout No. 5:

CSREES-related Legislation

http://www.csrees.usda.gov/about/offices/legis/legis_statutes.html

Handout No. 6:

CSREES Background

<http://www.csrees.usda.gov/about/background.html>

Handout No. 7:

Partnerships

<http://www.csrees.usda.gov/about/partnerships.html>

Handout No. 8:

Hatch Act Funds

<http://www.csrees.usda.gov/business/awards/formula/hatch.html>

Handout Nos. 9-10:

Virginia Agricultural Experiment Station

<http://www.vaes.vt.edu/>

Handout Nos. 11-15:

Current Research Information System (CRIS) Forms

<http://cwf.uvm.edu/cris/>

Handout No. 16:

Current Research Information System (CRIS) Search

<http://cris.csrees.usda.gov/menu.html>