

HATCH PROPOSAL TIMELINE

PHASE I

- ❖ Project Director (PD) completes Hatch proposal using Microsoft Word.
- ❖ PD sends 4-6 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. (*Extra reviewer names as alternates, if needed*)
 - **3 tenure-track reviewers are required.**
 - One reviewer should be from your unit. (*Remaining 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 a PD for 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 10th (*covering 10/01 – 09/30/*)



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