

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. Share the following with reviewers:
 - Hatch Guidelines
 - 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 based on reviewers' comments.
 - PD submits revised proposal in "track changes" and "clean" versions to departmental committee/UL for approval.
- ❖ An oral Hatch Review meeting with reviewers, department head, and VAES is no longer required. *Oral reviews will only occur at the special request of 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 for the revised proposal
(letter or .pdf email is acceptable)
- ❖ 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 that a role is needed in NRS.
- ❖ PD completes proposal entry in NRS.
- ❖ VAES conducts the 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*