2026 Hatch Proposal Timeline (VAES)

PHASE 1

- **Project Director (PD)** drafts Hatch proposal in Microsoft Word.
- **PD** sends peer reviewer names to **Department Head (DH)** for approval.
    - Three tenure-track reviewers required
    - One reviewer must be from PD's department
    - Others may be internal/external to VT
- DH approves reviewer list
- **PD emails reviewers**:
    - Hatch Guidelines
    - Proposal (Word)
    - PD's 2-page CV
    - Review questionnaire
- **Review Process**:
    - Reviewers provide feedback in one month
    - PD revisions using track changes (1 month)
    - PD sends updated proposal to DH for review before Phase II (VAES).

PHASE 2

- **PD submission** to VAES via Submittable includes:
    - Word file with **track changes revisions** *(VAES record keeping)*
    - **Clean Word version**
    - **2-page CV**
    - Required **IRB/IACUC approval letters** *(NIFA requirement)*
    - **Completed reviewer questionnaires** (3) *(VAES record keeping)*
    - **Departmental approval** of revised proposal *(letter or .pdf email)*
- **VAES reviews document for**:
    - Compliance
    - Quality
    - Contributions to V.A. & U.S.

VAES may request revisions before Phase 3.

PHASE 3

- VAES shares Login.gov account creation, eAuthentication, and linking to NIFA Reporting System (NRS) guidance
- PD completes account creation and eAuthentication
- PD completes proposal entry in NRS
- VAES conducts final review and submits proposal to USDA NIFA
    - If proposal questions arise, PD may be required to provide additional data to NIFA
- NIFA approves Hatch project
- VAES sends official award notifications to PD, DH, and department.

PD submits the required report via NRS annually by December 10th.
(covering 10/01 – 09/30)