HATCH PROPOSAL TIMELINE

PHASE I

(Approximately 6 weeks)

- ❖ Project Director (PD) drafts Hatch proposal using Microsoft Word
- ❖ PD shares draft with department head for review
- ❖ Department head reviews and returns draft with suggested edits
- ❖ PD submits the following via Submittable:
  - ❖ Updated proposal draft in Word format
  - ❖ 2-page Curriculum Vitae
  - ❖ Departmental approval
  - ❖ Any protocol approvals (IRB/IACUC)
- ❖ VAES team reviews proposal for:
  - ❖ Compliance
  - ❖ Quality
  - ❖ Contributions to Virginia & U.S.
- ❖ VAES team shares feedback via track changes
- ❖ PD creates Draft 2

PHASE II

(Approximately 6 weeks)

- ❖ VAES reviews updated document
- ❖ VAES sends proposal to Peer Reviewers
- ❖ Peer Reviewers should be tenure-track faculty within CALS
- ❖ Reviewers have approximately 1-month to review
- ❖ PD contacts SAIG for statistical analysis
- ❖ SAIG review deadline is the same as Peer Reviewers

*Oral Review Meeting
- ❖ *For first-time Hatch PD's*
- ❖ *1-hour meeting/discussion*
- ❖ *Discuss feedback with Reviewers*

- ❖ Experienced PD's review feedback independently (no oral review meeting)
- ❖ PD drafts two final documents
  - ❖ Document 1: show revisions via track changes
  - ❖ Document 2: "clean" considered final

PHASE III

(Approximately 2 weeks)

- ❖ VAES provides guidance for eAuthentication
- ❖ PD completes eAuthentication, then notifies VAES
- ❖ NRS proposal entry
  - ❖ (VAES starts, PD completes)
- ❖ PD submits proposal for ORG Review in NRS, then emails VAES contact
- ❖ VAES conducts final review and submits to NIFA
  - ❖ If questions arise, PD may be required to provide additional data to NIFA
- ❖ NIFA accepts Hatch project
- ❖ VAES sends official award notification
- ❖ PD submits required annual report *(covering 10/01 – 09/30)*

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