Procedures for CNRE Capacity Projects (Hatch, Multistate, and McIntire-Stennis)

Sustainable Biomaterials (SBIO)
Forest Resources and Environmental Conservation (FREC)
Fish and Wildlife Conservation (FWC)

Requirements

- Department Heads determine which faculty should serve as project directors (PD) and submit a capacity proposal (Hatch, Multistate, or McIntire-Stennis).
- Faculty with a 30% or greater research appointment are expected to participate in the rotation, within their home department, of the preparation and submission of capacity projects.
- Newly hired faculty with a 30% or greater research appointment will be expected to participate in the department rotation on a timeline agreed to with the department head and at least within their first three years of employment.
- Each department is required to have **at a minimum** the following active projects:
    - Multistate
        - 1 per department (FREC, FWC, & SBIO), with end dates alternating by year
    - Hatch
        - 2 within Fish and Wildlife Conservation (FWC), with end dates alternating by year
    - McIntire Stennis
        - 6 within Forest Resources & Env. Conservation
        - 6 within Sustainable Biomaterials
        - More are encouraged in Fish and Wildlife, as applicable

Proposal Preparation

- Once Department Heads identify faculty members to serve as PDs, the individuals should contact Laura Rasnick, the Virginia Agricultural Experiment Station (VAES) Administrative Research Programs Assistant, for guidance and copy Johanna Cricenti, CNRE grants coordinator, on their email message.
- Laura Rasnick will provide the most current and detailed project-specific proposal guidelines for Hatch, Multistate, and McIntire Stennis projects.
    - NOTE: Do not use the previous proposal as your guide. Guidelines vary by project type and are updated regularly by USDA NIFA.
- After obtaining the latest proposal guidelines from Laura Rasnick, the faculty will work with Johanna Cricenti, CNRE grants coordinator, to begin the proposal process and prepare the required documents.

CNRE Review Process

- After working with Johanna Cricenti and documents are prepared, the PD submits their proposal, CV, protocol approvals, and any other necessary documents to their Department Head.
- The Department Head will:
    - Review the proposal for adherence to the proposal-specific USDA NIFA format.
    - Identify 2-3 peer reviewers.
        - Reviewers may be internal or external to the department but should have the appropriate expertise to provide a thorough technical evaluation of the proposed work. A VAES review form is available upon request.
        - The department head is responsible for forwarding the proposal to the reviewers, collecting their comments and suggestions, and sharing the feedback with the PD.
- The PD updates the proposal based on reviewer suggestions and returns the edited version to the Department Head for final review.
- The Department Head sends the following items to Johanna Cricenti for final review. Once the review is complete, Johanna shares the following with Laura Rasnick, the VAES Administrative Research Programs Assistant for VAES review.
    - Final proposal
    - One-page curriculum vitae for each proposal member
    - Names, titles, and affiliations of the reviewers
    - Any required protocol approval letters (IRB or IACUC)
- IMPORTANT:
    - VAES cannot submit a proposal without the required protocol approval letter.
    - The approval must have 13 months remaining at the time of proposal submission.

See below for format of email from Johanna Cricenti to Laura Rasnick (Lrasnick@vt.edu). This information will then be shared with Dr. Mary Burrows, Associate Dean for Research and Director of VAES.

Please find attached the final version of a proposed VAES (McIntire-Stennis, Hatch, Multistate) Project. The proposal was prepared by Dr. (Faculty Name), includes his/her one-page CV, and has been reviewed for technical content by (names, titles, and affiliations of 2-3 reviewers). Suggestions provided by reviewers were incorporated, as appropriate, into this final version. Institutional review and compliance protocol(s) of this work for use of (animals, human subjects, research hazards) have been obtained and are also attached.

Thank you,

Johanna Cricenti

cc. Department Head

Project Director

VAES PROCESS

- VAES will review the proposal for compliance, quality, and content, providing suggestions to the PD using track changes; Johanna Cricenti will be copied on the correspondence.
- PD will collaborate with Laura Rasnick to complete the VAES review process and establish an account in the NIFA Reporting System (NRS).
- PD completes proposal entry in NRS.
    - NOTE: The NIFA Reporting System (NRS) is used specifically for capacity projects and differs from other USDA proposal submission systems.
- VAES conducts the final review and submits the proposal to USDA NIFA.
    - If questions arise after submission, PD should contact Laura Rasnick to discuss a response, or before providing additional data to NIFA.
- Upon NIFA approval, VAES sends official award notification to PD and department.