GUIDE TO COMPLETING THE REPORT PROJECT INITIATION FORM

(formerly known as the CRIS AD-416, AD-417 and NIFA-2008 assurance statement forms)
PROJECT INITIATION (formerly known as CRIS AD-416, AD-417 and NIFA-2008 assurance statement)

Go to the USDA NIFA Report Portal at: http://portal.nifa.usda.gov/

For all first-time users: you will need to register yourself in order to be able to use REEport. To register:

- At the top of the NIFA Reporting Portal screen—enter your e-mail address in the box that’s provided but leave the password section blank. Click on the “log in” button.

- REEport will ask you to re-enter your e-mail address...then, click on the “send e-mail” button.

- You will receive an e-mail from REEport in about 10 minutes. Click on the activation link provided. The link will take you to a page where you can set your own password.

- Once you have set your password you are free to log in to REEport with your e-mail and newly set password.

Once you are registered in the NIFA Reporting Portal you are free to use the REEport system to create your REEport projects (formerly known as CRIS forms AD-416, AD-417 and NIFA-2008 assurance statement and AD-421 annual and final reports).

USING REEPORT TO CREATE A REEPORT PROJECT OR COMPLETING A “PROGRESS” OR “FINAL” REPORT

- Log into the NIFA Reporting Portal by entering your e-mail address log-in and password

- Click on the “REEport (SAS – MICHIGAN STATE UNIVERSITY) link under the “Active Applications” section
The computer will take you to the screen where you may select the task you need to complete.
To initiate a new project: click on the “Project Initiation” icon

To initiate an annual “Progress” report: click on the “Progress Report” icon

To initiate a “final” report: click on the “Final Report” icon

You may also use the bar menu at the top of the page.

COMPLETING THE “PROJECT INITIATION FORM” (this creates a “REEport project):

Click on the “Create a New Project” button (found on the left-hand side of the screen)
ON THE "CHOOSE FUNDING SOURCE" SCREEN:

1. Select the funding source from the drop down box.

PLEASE NOTE: IF YOU ARE UNSURE WHAT THE FUNDING SOURCE SHOULD BE PLEASE CONTACT LINDA HAUBERT IMMEDIATELY AT MAESPRI@MSU.EDU OR 5-0123. DO NOT GUESS!

2. After selecting the correct funding source check the "I understand that Funding Type and Multistate Number selected on this screen cannot be changed after clicking the "Next" box"

3. Click on the "Next" box (Again...do NOT click on this box until you 100% sure you have the correct funding source.)
Complete the following fields on the "COVER PAGE" (all fields marked with an asterisk (*) must be completed):

Explanations of each field are listed below

**PROJECT TITLE:** The project title is a succinct characterization of the focus and subject of study being performed. Do not include phrases such as "research on," "investigation of," etc. Do not use quotation marks or underscoring. Keep in mind that the title will be used for information retrieval searches, so including specific keywords that are as descriptive of the project as possible is important.

**PERFORMING DEPARTMENT:** Select your performing department from the drop-down box

**PROJECT NUMBER:** Type in your last name (Linda Haubert will assign the project number after your paperwork has been submitted)

**COLLABORATING/PARTNERING STATES:** Identify any other states that are significantly participating in this research project. A "significant" amount of participation to a project generally implies that the PD would not be able to realize the major objectives of a project (at all or as effectively) without the participation and support of the other participating state(s).

Note: It is not necessary to enter cooperating states for Hatch Multistate Projects, as those will be automatically populated by REEport from what is listed in the National Information Management and Support System (NIMISS).

**COLLABORATING/PARTNERING ORGANIZATIONS:** Identify any other organizations that are significantly participating in this research project. A "significant" amount of participation to a project generally implies that the PD would not be able to realize the major objectives of a project (at all or as effectively) without the participation and support of the other participating organization(s).
COLLABORATING/PARTNERING COUNTRIES: Identify any other countries that are significantly participating in this research project. A "significant" amount of participation to a project generally implies that the PD would not be able to realize the major objectives of a project without the participation and support of the other participating country(s).

Note: A "contribution" of effort and/or resources (i.e. SYs/PYs, materials) can be made regardless of whether or not a country is receiving or contributing actual monies towards the project.

START DATE: The first day of the month after the month in which you submit your project paperwork. (For example...if you submit your paperwork in June the start date of your project would be July 1, 20xx.)

END DATE: Projects are for a full five year period. Example: If the start date of your project is July 1, 2013 then the end date would be June 30, 2018.

PROJECT DIRECTOR (formerly known as the “principal investigator”): Find your name in the drop-down box.

PLEASE NOTE: IF YOU ARE A PROJECT DIRECTOR AT A NIFA PARTNER INSTITUTION (LAND GRANT UNIVERSITY) AND YOU DO NOT SEE YOUR NAME LISTED, YOU MUST CONTACT YOUR SITE ADMINISTRATOR LINDA HAUBERT.

Click on the “NEXT” button to save your information and move on to the next page.

Enter the information for all Co-Project Directors (formerly known as “cooperators”) who are participating on this project. To enter more than one Co-PD, click the "+" sign that appears after the first one has been added.

Complete the “Estimated Project FTE's For The Project Duration” section (see description below picture).
FTE Definition: An FTE is defined by the Government Accountability Office (GAO) as the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For most NIFA partners and places of employment a full-time schedule as defined by law equates to 2,080 hours of work (52 weeks multiplied by 40 hours per week). Thus, a person who works 40 hours per week for 52 weeks of a project's duration (i.e. 1 year of a project) equals 1 complete FTE. If that same person works a full-time schedule on a 5 year project, that would be equal 5 complete FTEs.

**INSTRUCTIONS:** Enter the estimated Full-time equivalent(s) (FTE) that will support this project over the course of the project's duration. You may enter fractions and round to the nearest tenth. Make sure to separate the FTEs by type as indicated on the table provided: Faculty and Non-Students in the first column and Students with Staffing Roles in the subsequent three columns. Also ensure that the FTE categories are correctly populated, differentiating between the following:

**Scientist:** A research worker responsible for original thought, judgments, and accomplishments in independent scientific study. This includes investigation leaders and project leaders and portions of the time of supervising scientists or staff assistants who meet the preceding definition. Examples: Professor, Associate Professor, Assistant Professor, Scientist.

**Professional:** A professional does not qualify as a scientist under the preceding definitions but may still significantly contribute to research activities. Professionals usually hold one or more college degrees and have otherwise qualified for employments in a professional category. Generally, professionals have a high degree of research activity responsibility but do not hold principal investigator status or equivalent at the reporting institution. Examples: Department Head, Resident Director, Statistician, Analyst, Assistant Director, Dean.

**Technical:** Technical Staff are associated with research efforts in a technical capacity and do not participate in the investigative aspects of the research. Examples: Lab Assistant, Mechanic, Carpenter, Machinist, Skilled Tradesperson.

**Administrative and Other:** These are clerical and support staff who contribute to the non-technical support of the project. It is often difficult to assess an individual's clerical and labor support to any one project; they usually support groups of researchers of different projects in a broad manner, such as by ordering supplies, typing reports, managing bill payments, performing janitorial work. Examples: Secretary, Typist, Repairman, Janitor, Data Entry.

Click on the “NEXT” button to save information and move to the next page.
GOALS AND OBJECTIVES:  Provide a clear, concise statement of the goals/objectives of the project. You may use paragraph format or bulleted or numbered lists. There is no minimum or maximum number of goals to include for a project, but all goals should be specific and attainable within the duration of the project and with the available resources (refer back to your estimated FTEs for project duration and the amount of formula funding that has been made available to you). In general, goals should answer the question: What major achievements and milestones does the project hope to realize?

Click on the “NEXT” button to save information and move to the next page.
PRODUCTS AND OUTPUTS: Include all products/outputs that are expected/estimated to result from the duration of this project.

Products/Outputs are activities, events, services, and products that reach people.
- **Activities** include: conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring.
- **Events** include: conferences, demonstration sites, field days, symposia, workshops, and trainings.
- **Services** include: consulting, counseling, and tutoring.
- **Products** include: any publications; audio or video products; curricula; data or databases; equipment or instruments; patent applications; applications for Plant Variety Act protection; models; networks and/or collaborations fostered by the project or activity; physical collections or resources, new animal germplasm, or genetic maps; software; technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.

**NOTE:** When you complete future progress reports and your final report, you will be asked to differentiate between actual realized "products" (i.e. traditional standard outputs) and actual "other products." In those future reports, the only items that should be included in the "products" section are Publications, Patents, and Plant Variety Protection (PVP). All other products/outputs of the project should be reported under the "Other Products" section. Specific guidance for those sections in future Progress Reports can be found in the help text on those pages in the REEport system.

Click on the "NEXT" button to save your information and move on to the next page.
EXPECTED OUTCOMES: NIFA considers the terms "outcomes" and "accomplishments" to be synonymous. An outcome/accomplishment is defined as a significant change in knowledge, action, or condition. Outcomes are generally short, succinct statements that start with phrases indicating the occurrence of change. Examples of such phrases are:

"Increase in the numbers of acres that..."
"Decrease in the amount of children that..."
"Increased profits from the sale of..."

Change in Knowledge: For a research project, a change in knowledge can be a breakthrough understanding in scientific knowledge. For education or extension projects, a change of knowledge occurs when recipients of an education or extension activity demonstrate significant learning/information gain in understanding.

Change in Action: A change in action occurs when a significant change in behaviors or practices results from the project's activities.

Change in Condition: A change in condition occurs when a significant change in a condition of societal concern results from the project's activities. If appropriate and available, outcomes should be supported with key, quantitative data, such as number of acres impacted, increased profits, or number of people impacted.

In terms of how the outcome types relate to each other, NIFA considers the highest achievement of any research or extension project to be an outcome categorized as change in condition. This is because a change in condition signifies that changes in action and learning occurred in order to perpetuate the change in condition. The second-ranked outcome type is change in action, and the third is change in knowledge. These rankings are not meant to diminish the importance of changes in action and knowledge. Rather, they are there to show that if you can demonstrate a change in condition, then it is not necessary to also list all the minute associated changes in action or knowledge. Likewise, if you can demonstrate a change in action, it is not necessary to list all the minute associated changes in knowledge.

Click on the “NEXT” button to save your information and move on to the next page.
TARGET AUDIENCES: The target audience(s) you describe should include all those that your efforts will reach over the course of the project.

Target audiences include individuals, groups, market segments, or communities that will be served by the project. Where appropriate, you should also identify population groups such as racial and ethnic minorities and those who are socially, economically, or educationally disadvantaged.

Efforts include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; internships; workshops; experiential learning opportunities; extension and outreach.

Click on the "NEXT" button to save your information and move on to the next page.
METHODS: Describe the ways in which the project will be conducted, with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods. Include a description of how the results will be analyzed, evaluated, or interpreted. Describe the Efforts that will be used to cause a change in knowledge, actions, or conditions of a target audience. Include a description of how the output(s) will be Evaluated and/or quantified for its impact on the intended audience(s).

Defining "Efforts": Efforts include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; workshops; experiential learning opportunities; extension and outreach.

Defining "Evaluation": Demonstrating that evaluation will be part of your project means that you describe the plan/steps to be used to evaluate or "measure" the success of the project. Provide a listing of types of evaluation studies planned and types of data that will be collected, emphasizing key milestones and measurable or quantitative indicators of success. The project evaluation plan should relate milestones and indicators of success to expected project outcomes/accomplishments and impacts.

Click on the "NEXT" button to save your information and move on to the next page.
NON-TECHNICAL SUMMARY: The non-technical summary is your opportunity to briefly sum up the importance of your project in terms that general citizens can understand (i.e. citizens without scientific backgrounds). A good non-technical summary is composed of 1-2 succinct paragraphs that cover three main points:

1. What is the current issue or problem that the research addresses and why does it need to be researched?
2. What basic methods and approaches will be used to collect and produce data/results and subsequently inform target audiences?
3. Through the methods mentioned above, what ultimate goals does the project hope to achieve?

In answering the above three questions, make sure to provide enough detail so that you are touching upon the main purpose of the project, the expected accomplishments, and anticipated benefits of the research. Remember that this non-technical summary is designed to enhance the usefulness of the information in the database, especially to legislative and other public audiences.

Click on the “NEXT” button to save your information and move on to the next page.
KEY WORDS: The purpose of assigning keywords and key phrases to your project is to improve the retrieval capacity of project information on certain topic areas. The keywords you choose should be as all encompassing for your project’s topic area as possible so that different keywords searched by various queries will still pull up your project information. For example, if your project is aimed at researching new wheat varieties, you will want to include more than the word "wheat" as a keyword. More helpful would words and phrases such as: wheat, wheat varieties, cultivar, grain.

OVERALL HINT: If there are specific words or phrases that you have used repeatedly in other sections of your project initiation (i.e. in the non-technical summary, goals, products, etc.), then those same words or phrases should be in your keywords section.

Another way to think of keywords is that they should, collectively, resemble an abbreviated abstract of the project narrative. Keywords can be a word or phrase that represents a concept, and they can fit into three areas or levels: general concept, class or category of research, and specific subject/item of research.

General Level - Refers to overall objectives in the major fields of interest or disciplines. It is best to include at least two general level keywords. Examples: HARVESTING, MECHANIZATION.

Class Level - Refers to classes or categories of subjects or items, and to moderately broad concepts or areas of interest which conceptually group the specific entry keywords into like classes. It is best to enter at least 4 class level keywords/phrases. Examples are: MECHANICAL ENGINEERING, HARVESTING LOSSES, CROP DAMAGE.

Specific Entry - Refers to the most specific concepts, subjects, or items under study. It includes the specific plant, animal, or microorganism; the specific equipment, processes, approach, technique, or system; and specific properties, reactions or functions. It is best to select at least 4-5 specific entry level keywords or phrase. Examples are: POTATOES, MECHANICAL HARVESTING, HARVESTING EQUIPMENT, BULK HANDLING, SKINNING, BRUSING.

Click on the "NEXT" button to save your information and move on to the next page.
COMPLETE THE "CLASSIFICATION" SECTION (fields with an asterisk (*) must be completed):

Click on the "More" link to access the NIFA Classification Manual: http://cris.csrees.usda.gov/manualvii.pdf if you need further help in determining which codes to select.

All projects entered in REEport must be classified according to standard classification elements which consist of a series of three classification areas:

1. Knowledge Area (KA)
2. Subject of Investigation (SOI)
3. Field of Science (FOS)

Each project must have at least one line of classification; a classification "line" consists of one KA, one SOI, and one FOS. To allow for identification of multiple objectives on a single project, up to ten classification lines may be entered on a single project, and all lines must be assigned a percentage. No line may be less than 10%.

The available codes from which you may choose are defined in the Classification Manual which can be found here: http://cris.csrees.usda.gov/manualvii.pdf

See definitions of each field below

ANIMAL HEALTH COMPONENT: Note: IF no portion of this project supports animal health research, you must enter "0" for the percentage; you may not leave the field blank.

Projects receiving Animal Health formula funds under Public Law 95-113 will automatically be classified 100% Animal Health; this field will be prepopulated with "100%" based on the fact that you already chose "Animal Health" as your funding source when beginning this project initiation. Other types of projects (both formula and non-formula) demonstrating animal health research may include animal health percentages; that percentage is subject to the Project Director's discretion and should be entered in this field.
AREERA SECTION 204 INTEGRATED ACTIVITY: An integrated activity is defined as: A jointly planned, funded, and interwoven activity between research and extension to solve a problem; this includes the generation of knowledge and the transfer of information and technology.

Hint: You should check “yes” for this question if this project is a Hatch or Hatch Multistate Project which is being supported by both Hatch funds (research component) and other funding that supports an extension component of the activity. Examples of acceptable combinations of funds: Hatch and Smith-Lever; Hatch and State extension funds; Hatch Multistate and State and Other (federal or private) funds.

NOTE: If you check "yes" for this question, you will be required to fill out the activity percentage fields that follow. Once you enter any percentage for the "research" category, additional percentage box fields will pop up on the page asking you to classify the type of research (basic, applied, developmental) into percentages.

ACTIVITIES: If you checked "yes" that this project is an integrated activity pursuant to AREERA Section 204, then you must fill in these percentage fields. If you checked "no", these fields are optional.

NOTE: ONCE YOU ENTER ANY PERCENTAGE FOR THE "RESEARCH" CATEGORY, ADDITIONAL PERCENTAGE BOX FIELDS WILL POP UP ON THE PAGE ASKING YOU TO CLASSIFY THE TYPE OF RESEARCH (BASIC, APPLIED, DEVELOPMENTAL) INTO PERCENTAGES.

RESEARCH EFFORT CATEGORIES – BASIC: research that has a primary goal of gaining fuller knowledge or understanding of a subject.

RESEARCH EFFORT CATEGORIES – APPLIED: research that has a primary goal of the practical application (i.e. "use") of already gained or established knowledge to meet a recognized need or help solve a problem.

RESEARCH EFFORT CATEGORIES – DEVELOPMENTAL: research that uses findings to develop (i.e. produce, create, etc.) useful materials, devices, systems, or methods.

KNOWLEDGE AREAS: An important and highly useful series of classifications is the classification by Knowledge Area (KA). The 79 knowledge areas comprising the KA classification are arranged into nine topic areas. The available KAs from which you may choose are defined in the Classification Manual: http://cris.csrees.usda.gov/manualvii.pdf.

SUBJECT OF INVESTIGATION: This Subject of Investigation (SOI) series provides an additional facet for classification. It is generally the object of the research or activity: the class of plant, animal, organism, material, process, procedure, etc., under investigation. The available SOIs from which you may choose are defined in the Classification Manual: http://cris.csrees.usda.gov/manualvii.pdf.

FIELD OF SCIENCE: The Field of Science (FOS) classification consists of a modified version of the fields of science used by the National Science Foundation for various government wide reports. The available FOSs from which you may choose are defined in the Classification Manual: http://cris.csrees.usda.gov/manualvii.pdf.

ASSOCIATED PLANNED PROGRAMS: If this project is a Hatch, Hatch Multistate, or Evans Allen project, this drop down menu is prepopulated with the Planned Programs that the Performing Organization (the 1862 or 1890 Land Grant University which employs the Project Director) currently has on file in its approved AREERA State Plan of Work. Please choose the Planned Program(s) which best serves as the "umbrella" under which this project would fall (i.e. this project supports or adds to achieving the overall goals/objectives of the Planned Program.) You may choose more than
one Planned Program and assign appropriate percentages. If you choose only one, you must enter "100" for the percentage.

Note that if the drop down list is not populated with Planned Programs from which to choose, that means you have not entered and saved a start date for your project on the Cover page in this module.

By classifying this project under one of these "umbrella" Planned Programs, NIFA will be able to automatically calculate such items as funding amounts and classifications on behalf of the Land Grant so that they do not have to do so manually in their AREERA Plan of Work or Annual Reports of Accomplishment and Results.

Further information on Planned Programs: To read about your specific Institution's Plan of Work and gain a better understanding of each of its Planned Programs, go to http://www.reeis.usda.gov/portal/page?_pageid=193,899531&_dad=portal&_schema=PORTAL&m id=44. Enter your state and the current fiscal year, and make sure only the check box for "Plan of Work" is checked. Then click the "submit" button.

After completing each of the fields listed above click on the "NEXT" button to save your information and move on to the next page.

PROJECT PROPOSAL: Please save a copy of your "Research Project Outline" (aka "Form A") as a pdf file.

Upload your "Research Project Outline" pdf file into REEport. If you do not have the ability to turn your Word document into a pdf file, Linda Haubert will upload your outline into REEport for you.

Click on the "NEXT" button to save your information and move on to the next page.
ASSURANCE STATEMENT: Institutions receiving NIFA funding for research are responsible for protecting human subjects, and providing humane treatment of animals. To provide for the adequate discharge of this responsibility, NIFA policy requires an assurance by the institution’s Authorized Organizational Representative (AOR) that appropriate committees in each institution have carried out the initial review of protocols and will conduct continuing reviews of supported projects.

Answer the following 2 questions by clicking in the appropriate links and/or filling in the required information.

HUMAN SUBJECT EXEMPTIONS:

1. Research conducted in established or commonly accepted educational settings.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless information obtained is recorded in such a manner that human subjects can be identified, and any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk or be damaging.
3. Research not exempt in #2 may be exempt if, in the use of educational tests, the subjects are elected or appointed officials, or federal statutes require that confidentiality will be maintained.
4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens.
5. Research and demonstration projects which are designed to study, evaluate, or otherwise examine public benefit or service programs.
6. Taste and food quality evaluation and consumer acceptance studies.

HUMAN SUBJECTS: The performing organization is responsible for protecting the rights and welfare of any human subject involved in NIFA sponsored research and related activities. If a research project protocol involves the use of human subjects, the institution agrees to comply with the Department of Health and Human Services' (DHHS) regulations on the protection of human subjects as set forth in 45 CFR Part 46, 1991, as amended (formally adopted as The 'Common Rule'), and USDA regulations set forth in 7 CFR 1c, 1992.
Definitions pertaining to this regulation include:
Human subject means a living individual about whom the investigator (whether professional or student) conducting research obtains data through intervention or interaction with the individual, or identifiable private information. Research means a systematic investigation, including research development, testing and evaluation, designed to develop generalizable knowledge. For example, some demonstration and service programs may include research activities. Intervention includes both physical procedures by which data are gathered and manipulations of the subject that are performed for research purposes. Interaction includes communication or interpersonal contact (e.g., surveys) between investigator and subject. Private information includes information which is individually identifiable and the individual can reasonably expect will not be made public.

PLEASE NOTE: All research protocols involving human subjects must be approved and undergo continuing review by an Institutional Review Board (IRB). Human subjects may not be involved in research activities until IRB approval is obtained and accepted by NIFA.

VERTEBRATE ANIMALS: The responsibility for the humane care and treatment of vertebrate animals used in any research project supported with NIFA funds rests with the performing organization. If a project involves animals, except farm animals used for food and fiber research, the personnel identified with the project, and the endorsing officials of the recipient’s organization agrees to comply with the Animal Welfare Act (AWA). The AWA (7 USC 2131-2156; Public Law 89-544, 1966, as amended) and the regulations promulgated thereunder by the Secretary of Agriculture (9 CFR Parts 1, 2, 3, and 4, and subsequent rules and regulations) that pertain to the care, handling, and treatment of vertebrate animals held or used for research, teaching, or other activities supported by Federal awards are available online. In the case of laboratory animals used or intended for use in research, the institution shall adhere to the principles enunciated in the Guide for the Care and Use of Laboratory Animals, (ILAR, National Academy of Sciences); 1996; and to the USDA regulations and standards issued under the public laws stated above. In case of a conflict between the guidelines, the higher standard of care shall be used. When domesticated farm animals are used or intended for use in agricultural food and fiber production research, teaching or other activities and housed under farm conditions, the institution shall adhere to the principles stated in the Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching, 1999 which is available from the Federation of Animal Science Societies, 1111 N Dunlap, Savoy, IL 61874. Prior to commencing research activities with vertebrate animals, all protocols involving animals in NIFA funded projects must be approved by the Institutional Animal Care and Use Committee (IACUC).

Click on the “NEXT” button to save your information and move on to the next page.
The final step in the “Project Initiation” process is the “Submit to NIFA” section.

PLEASE NOTE: CLICKING ON THE “SUBMIT TO NIFA” BUTTON WILL NOT ACTUALLY SUBMIT YOUR PROJECT TO USDA/NIFA. CLICKING ON THE “SUBMIT TO NIFA” BUTTON WILL SEND YOUR “PROJECT INITIATION” FORM TO LINDA HAUBERT. LINDA WILL FINISH HER PART OF THE PROCESS AND THEN WILL DO THE FINAL AND ACTUAL SUBMISSION TO WASHINGTON.

1. Click on the “Review in PDF format” button.

2. Print out a hard copy of your “Project Initiation” form (formerly known as the CRIS AD-416, AD-417 and NIFA-2008 assurance statement forms).

Submit this form along with the rest of your project paperwork.