ArgBioResearch

RESEARCH PROJECT INSTRUCTIONS

PROJECT DIRECTOR (formerly known as the principal investigator):

STEP 1: The Project Director (PD) completes a Research Project Outline - FORM A. Instructions for completion are on SAMPLE FORM A.

NOTE: The project outline can be modified to accommodate the space you may need for your project. However, the same categories and format must be used and the signature portion must remain on the first page.

STEP 2: Two (2) Research Project Outline Evaluations must be completed on FORM B. The Department Chairperson will assign two reviewers.

STEP 3: After the evaluations have been completed and returned, the PD makes any necessary revisions to the Research Project Outline - FORM A and then follows the "Guide to Completing the "REEport Project Initiation" form" to complete the "Reeport Project Initiation" form (formerly the CRIS AD-416, AD-417 and assurance statement forms) on the USDA/NIFA/REEport web site.

- Using Adobe Acrobat, convert the final "Research Project Outline" into a "pdf" file. This will be uploaded into your "Project Initiation" form.

- If you do not have access to Adobe Acrobat and cannot convert your outline into a "pdf" format, please send a copy of the final "Research Project Outline" via an e-mail attachment (in Word) to Linda Haubert at maesprj@msu.edu

STEP 4: Forward the following to the Department Chairperson:

FORM A - One ORIGINAL and one copy of the Research Project Outline
FORM B - Two (one from each reviewer)
FORM C - To be completed and signed by the Department Chairperson
Hard copy of your REEport Project Initiation form
CURRENT COMMITTEE APPROVAL DOCUMENTATION - provide copies of approval letters for all "YES" responses on the assurance statement section of the "Project Initiation" form

THIS CONCLUDES THE PD'S PORTION OF THE PROCESS.

DEPARTMENT CHAIRPERSON:

STEP 5: Department Chairperson reviews all materials; completes the Research Project Review Summary - FORM C; signs the original copy of the project outline.

STEP 6: Forwards the entire project packet to Linda Haubert, AgBioResearch, 109 Agriculture Hall.

AGBIORESEARCH:

STEP 7: AgBioResearch will perform internal review and approval of project and submit to Washington.

If you have any questions concerning the project processing procedures, contact Linda Haubert at 5-0123 or maesprj@msu.edu.