

New (first time) Multistate Research Projects (S)

Date	Action	Responsibility
No later than June 1, 15 mos prior to target start date	Decide to request Development Committee (DC) for new project	Faculty group or SAAESD
	Assign an Administrative Advisor	ED & SAAESD Chair
	Prepare a DC request proposal (see DC proposal guidelines)	Writing Committee
	Enter brief statement on issues and justification for proposed project into NIMSS "Request to Write a Proposal" form and either "Save" for future editing or "Submit" and choose Appendix A. An S_temp#### will be automatically assigned and this statement entered into the Justification section of NIMSS Appendix A.	Writing Committee Chair or Administrative Advisor
No later than Jan 1	Complete sections of Appendix A required for a DC proposal using the "Edit a Project Proposal" function in NIMSS and "Save as a Working Copy" until final.	Writing Committee Chair or Administrative Advisor
	Submit completed DC proposal using Appendix A "Submit as Final" function.	Writing Committee Chair or Administrative Advisor
	Notify ED Office that the DC proposal is ready for review and which Advisory Committees should review the proposal	Administrative Advisor
Jan	Notify AC Administrative Advisors of need for review and request one AC member to be designated for peer review.	ED Office
	Notify Executive Committee of DC request when AC reviews are complete	ED Office
	Approve the Development Committee	Executive Committee
	Replace S_temp#### with DC-####	ED Office
Feb – Mar	Invite participation in the project thru NIMSS	Administrative Advisor
	Enter participant information into NIMSS Appendix E (Participant table will be automatically generated)	Station Directors
	Develop full project proposal by editing DC proposal in NIMSS using "Edit a Proposal" function	Writing Committee Chair or Administrative Advisor
	Notify ED Office when proposal is ready for peer review and submit names and email addresses of four reviewers who have agreed to review proposal	Administrative Advisor
Mar – Apr	Email peer reviewers link to proposal and attach peer review form	ED Office
	MRC Chair cursory review for major omissions	MRC Chair
	Enter peer reviews into NIMSS after receiving review forms	ED Office
	Notify Administrative Advisor when peer reviews are complete and available to Writing Committee	ED Office
Apr – May	Respond to peer reviewers' comments by editing proposal in NIMSS or entering "Tech Committee Comments" in NIMSS	Writing Committee and Administrative Advisor
	Notify ED Office that final proposal is ready for Multistate Research Committee review	Administrative Advisor

Jun – Jul	Notify Multistate Research Committee Chair of final proposal ready for MRC review	ED Office
	Coordinate MRC review and submit recommendation to ED Office	Multistate Research Committee Chair
	Notify Administrative Advisor of MRC recommendation and review comments	ED Office
Jul – Aug	Respond to review comments of Multistate Research Committee	Writing Committee and Administrative Advisor
	Approve final new project	Multistate Research Committee Chair
	Replace DC-#### with new S-####	ED Office
Jul – Aug	Notify Administrative Advisor and NIFA Office Planning, Accountability, and Reporting (OPAR) of approval and new project number	ED Office
Oct 1	New S project start date	NIFA – OPAR
	Assign NIFA representative to project	NIFA – OPAR
	Notify participating Experiment Stations of project approval	NIFA – OPAR
	Prepare and submit CRIS Forms (AD-416, -417, etc.)	Directors of participating Experiment Stations and participating faculty