**CHECKLIST FOR ADMINISTRATIVE ADVISORS OF DEVELOPMENT COMMITTEES**(Updated 5/6/21)

**General Management:**

\_\_\_\_\_Understand intent of proposed project

\_\_\_\_\_Assist in identifying a writing committee and a chair or overall project editor.

\_\_\_\_\_Invite all Southern Directors, 1890 Research Directors, USDA-ARS leaders, the AES directors outside the region having potential interest, and industry and other representatives as appropriate to participate in the project (via NIMSS)

\_\_\_\_\_Authorize meeting in NIMSS [2-4 months ahead of date]

\_\_\_\_\_Discuss the proposed project with NIFA Representative

**Action at the first meeting:**

\_\_\_\_\_Determine location and arrange for accommodations

\_\_\_\_\_Prepare agenda for meeting

\_\_\_\_\_Review purpose of meeting

\_\_\_\_\_Explain philosophy of Multistate Research

\_\_\_\_\_Explain intent of Directors for proposed project

\_\_\_\_\_Distribute copies of format for Multistate Research Projects (Appendix A)

\_\_\_\_\_Discuss existing Multistate Project(s) with similar objectives

\_\_\_\_\_Explain the project review process and distribute copies of the MRC Evaluation Form (Appendix H)

\_\_\_\_\_Make available to the writing committee up-to-date materials addressing research priorities as developed by the SAAESD

\_\_\_\_\_Advise the DC that peer reviews are required and solicit the names of suggested reviewers who will **not** be participating in the project

\_\_\_\_\_Develop draft objectives and procedures

\_\_\_\_\_Communicate how the process will proceed and assign additional writing responsibilities

\_\_\_\_\_Establish dates for project proposal completion

\_\_\_\_\_Determine if added scientific expertise is needed

\_\_\_\_\_Identify possible other participants [SAES, ARS, and other cooperators]

\_\_\_\_\_Establish dates and location of future meetings

**After First Meeting:**

\_\_\_\_\_Monitor the progress of the writing committee

\_\_\_\_\_Review project proposal and transmit comments to committee

\_\_\_\_\_Determine if additional meeting of the committee is needed to finalize the project proposal

\_\_\_\_\_Transmit proposal to external reviewers (Appendix G)

\_\_\_\_\_Respond to recommendations of external reviewers

\_\_\_\_\_Submit final proposal to entire DC and Multistate Research Committee

\_\_\_\_\_Monitor progress of proposal during review and evaluation

\_\_\_\_\_Respond to recommendations of MRC

\_\_\_\_\_Submit copies of finalized proposal to Chair of MRC

\_\_\_\_\_Respond to any NIFA inquiries

\_\_\_\_\_Notify DC of the disposition of the proposal

\_\_\_\_\_If continuing as the Administrative Advisor of approved activity, establish dates and location for first meeting of Technical Committee