Roles and Responsibilities of Administrative Advisors for Multistate Projects

New and Emerging Directors Webinar
September 8, 2021
Multistate Research Projects address regional or national agricultural issues through multidisciplinary research by scientists at land-grant universities and Agricultural Experiment Stations in more than one state.
1862
MORRILL ACT
Allows public lands to be used to establish “land grant Colleges” to teach Agriculture

1887
HATCH ACT
Establishes Agricultural Experiment Stations associated with the LGU(s) in each state

1946
RESEARCH & MARKETING ACT
Establishes multistate research by setting aside 25% of Hatch funds for regional research
SAAESD established to assist with planning and management of regional research activities

1998
AGRICULTURAL RESEARCH, EXTENSION, & EDUCATION REFORM ACT
Establishes the Multistate Research Fund, peer review, and integrated research and extension activities
Administrative Advisor

- **SAAESD ED Office** - manages the multistate portfolio
- **Multistate Research Committee (MRC)** - reviews & approves projects
- **Administrative Advisor** - provides guidance for the multistate activity
- **Technical committee officers** - provide leadership for the multistate activity
- **NIFA representative** – provides direct linkage to relevant NIFA programs

**AA fundamental responsibilities:**

1. Assure that the activity is effectively carrying out its functions
2. Evaluate the level of effort and quality of the multistate activity
3. Assure reports are submitted and meaningful
Administrative Advisor Role

The principal role of the Administrative Advisor is to facilitate the multistate activity to make it possible for the technical committee to function easily and to assure that their administrative needs and responsibilities are met.

Provide administrative leadership...participants provide scientific leadership.

Tools: National Information Management & Support System (NIMSS)

- Guidelines for Multistate Research Activities: https://saaesd.org/
AA Appointments

SAAESD appoints its members or department heads as AAs to multistate activities:

- Southern Development Committees (SDC-xxx)
- Southern 500 Series – Rapid Response Research Activity (S-5xx)
- Multistate Research Projects (S-xxx) (member only AAs)
- Southern Coordinating Committees (SCC-xxx)
- Southern Extension & Research Activities (SERA-xxx) (Research & Extension AAs)
- Southern Advisory Committees (SAC-xxx)
Short-term Multistate Projects – 2 years

Southern 500 Series (S-5xx)
- 2-year Rapid Response Research Activity (emergency issues only)
- Mechanism to respond to acute crises, emergencies, and opportunities
- Activities: formal organized research to informal research coordination or information exchange
- Expected outcomes that convey knowledge
- Peer reviewed

Southern Development Committee (SDC-xxx)
- Purpose: developing a Multistate Research Project
- Expected outcome - full proposal for a Multistate Research Project
- Peer reviewed
Long-term Multistate Projects – 5 years

Southern Multistate Research Project (S-xxx)
- Integrated, potentially interdisciplinary, and multistate activities
- Expected outcomes: original research results & convey knowledge
- peer reviewed

Southern Coordinating Committee (SCC-xxx)
- Address critical regional issues...multistate coordination or information exchange
- Expected outcomes: convey knowledge
- peer reviewed

Southern Extension and Research Activity (SERA-xxx)
- Integrate education (academic and/or extension) and research on a topic
- Multistate coordination or information exchange
- Expected outcomes: convey knowledge
- peer reviewed
Southern Advisory Committees (SACs)

**Disciplinary department heads/chairs**
- Identify new research needs and opportunities
- Evaluate the Southern Multistate Research Portfolio
- Review requests for new and continuing activities
- Peer Review Multistate Project Proposals
- Perform Mid-Term Reviews of Multistate Research Projects

**AA** - provide the linkage between the SAC, MRC, and SAAESD

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AA Duties:

1. Project Initiation
2. Management
3. Meetings
4. SAES-422 Reports
5. Engagement
6. Leadership
7. Mid-term Review
8. Project Continuation or Termination
AA Duties: **Project Initiation**

- Develop the group and establish leadership
- Define the **objectives**
- Establish writing team

**Submission deadlines and reviews**

- MRC deadlines
- Upload “issues and justification” in NIMSS as “request to write”
- Suggest peer reviewers
- Convey review responses to writing team and upload revised proposal to NIMSS
- Contact SAAESD ED Office to request NIFA representative
AA Duties: **Management**

- Ensure effective project leadership (technical committee officers)
  - chair - chair-elect - secretary

- Update multistate program changes

- Encourage broad participation
  - scientific expertise...Extension...multiple states...different regions

- Consult with project leaders to achieve goals and meet deadlines

- Request editor access in NIMSS to upload proposals and reports
AA Duties: Meetings

• Authorize the annual meeting in NIMSS...officially notifies members
  • Ensure the group meets at least 1x/year
  • Assist project leaders with the meeting agenda
  • Ensure SAES activity reports are submitted
  • Ensure meeting minutes are recorded
  • Determine date and location of next annual meeting
• Ensure the SAES-422 annual report is uploaded to NIMSS 60 days after the meeting
AA Duties: SAES-422 Annual Accomplishment Report

Work with the leadership or the technical committee to:

- Demonstrate interdependence in annual report
- Focus on the objectives
- Write an appropriate impact section
- Confirm the annual report is uploaded in NIMSS
- Review the annual report
  - Clear, concise, usable and achieving objectives
AA Duties: Engagement

- Acquaint new members...history and current activities – NIMSS notification
- Review member participation
  - ✔ Not participating - contact SAES director or SAAESD ED Office
- Review member extramural funding related to objectives
- Review publications related to objectives
- Encourage dissemination of research results to appropriate stakeholders
AA Duties: Leadership

- Advocate on behalf of the project
  - ESS Excellence in Multistate Research Award
  - Multistate Research Fund Impacts Program [https://www.multistateresearchimpacts.org/](https://www.multistateresearchimpacts.org/)
- Engage similar multistate projects to expand collaboration
- Encourage multidisciplinary participation – Extension, 1890s, 1994s
- Individual activities:
  - Support project objectives and demonstrate interdependence
AA Duties: **Mid-term Review**

- Mid-term review of project at year 3
- 2 annual reports by mid-term
- Process initiated by SAAESD office
  - Appendix I form assigned to AA
  - SACs review Appendix I and annual reports
  - MRC reviews all materials
- Inactive projects can be terminated prior to expiration date

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**APPENDIX I**
Midterm Review of Multistate Research Projects

Activity Number: 
Title: 
Administrative Advisor: 
Proposed Termination Date: 

Progress Report:
- Excellent Comments: 
- Good 
- Fair 
- Unacceptable 

Linkages:
- Excellent Comments: 
- Good 
- Fair 
- Unacceptable 

Funding:
- Excellent Comments: 
- Good 
- Fair 
- Unacceptable 

Information and Technology Transfer:
- Excellent Comments: 
- Good 
- Fair 
- Unacceptable 

Recommendation: 
- Approve/continue. 
- Approve/continue with revision (provide specific recommendations). 
- Disapprove/terminate at termination time (provide specific reasons).
AA Duties: Project Continuation or Termination

Project Continuation:

• Begin discussions in year 3 – mid-term review
• Start writing the new project (renewal) no later ~12 months before termination
• Upload the “Issues and Justification” in NIMSS September year before termination --- “Request to Write” to MRC

Project Termination:

• Submit final SAES-422 termination report within 6 months of termination
• Summarize accomplishments and achievements
• Results, outcomes, impacts, and stakeholder benefits