

Extension and Research Activities (SERA)

Action	Responsibility
Decide to request new SERA or renew existing SERA	Faculty group, current SERA members, SAAESD, or ASRED
Assign an Experiment Station and Extension Administrative Advisors, if new SERA	SAAESD & ASRED EDs and Chairs
Prepare SERA proposal (see SERA proposal guidelines)	Writing Committee
Enter a brief statement on the issues and justification for the proposed activity into the NIMSS "Request to Write a Proposal" form and either "Save" for future editing or "Submit" and choose Appendix B. An S_temp#### will be automatically assigned and this statement entered into the Justification section of NIMSS Appendix B.	Writing Committee Chair or Administrative Advisor
Complete Appendix B following the guidelines for a SERA proposal using the "Edit a Project Proposal" function in NIMSS and "Save as a Working Copy" until final.	Writing Committee Chair or Administrative Advisors
Invite participation in the activity thru NIMSS	Administrative Advisors
Enter participant information into NIMSS Appendix E (Participant table will be automatically generated)	Station Directors
Submit final SERA proposal using Appendix B "Submit as Final" function (SAAESD ED Office will be automatically notified)	Writing Committee Chair or Administrative Advisor
Notify SAAESD ED Office of Advisory Committees for review of proposal	Experiment Station Administrative Advisor
Notify AC Administrative Advisors of need for review	SAAESD ED Office
Respond to comments from AC reviews by editing SERA proposal in NIMSS	Writing Committee Chair or Administrative Advisor
Notify SERA Review Committee of SERA proposal to review	EDs Offices
Coordinate review and submit recommendation to EDs Offices	SERA Review Committee Chair
Notify Administrative Advisors of SERA Review Committee recommendation and review comments	EDs Offices
Respond to review comments of SERA Review Committee	Writing Committee and Administrative Advisors
Recommend approval to SAAESD and ASRED Directors at Fall or Spring meeting	SERA Review Committee Chair
Approve final proposal for new SERA or renewal of current SERA	SAAESD & ASRED Directors
Assign SERA-#### if new SERA	SAAESD ED Office
Notify Administrative Advisors and CSREES Multistate Research Office of approval and SERA number	SAAESD ED Office