

Division of Agriculture
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**ARKANSAS AGRICULTURAL EXPERIMENT STATION POLICY
ON DEVELOPMENT OF A RESEARCH, EDUCATION
AND EXTENSION PROJECT (REEport)**

RATIONALE

Project accounting is the procedure used by the Arkansas Agricultural Experiment Station (AAES) to maintain accounting records, by research project, of funds expended and is the basis of the required annual Project Financial Report to USDA NIFA. This reporting includes all funds (hard and soft) expended. Therefore, it is extremely important that each principal investigator have a Hatch, Animal Health, Multi-State, McIntire-Stennis or State Project. All experiment station scientists with an AAES appointment of 50% or greater must maintain a project on which they serve as the lead PI. Scientists with a minority appointment in the AAES must serve as a Co-PI on at least one project.

POLICY

I. REEport Project Development

- A. REEport projects will consist of Hatch, Animal Health, McIntire-Stennis, Multi-State or State. In addition, all NIFA competitive and special grants require a REEport project.
- B. Faculty will be required to develop and submit a REEport Research Project during their first six months of employment in that position.
- C. Projects will be developed and approved for a five-year period.
- D. Projects will follow the format detailed in the AAES document entitled, "Essentials of an Experiment Station Project Outline".

II. Management of Projects

- A. Projects will have a peer review by at least three faculty members, designated by the Unit Head or the Senior Associate Vice President of Agriculture.
- B. The Senior Associate Vice President for Research may request an external, off-campus review.
- C. Projects must be approved by the Senior Associate Vice President of Agriculture or his designee and by NIFA.
- D. The Experiment Station will assign a REEport Project Number to the project to accompany the NIFA Accession Number.
- E. Each year the Business Office will provide the department with a list of projects scheduled to expire. If the project duration is four years or less, the project may be renewed, upon the approval of the Senior Associate Vice President or his designee and extended for one year, with the maximum duration of any project being limited to five years.
- F. The project director is responsible for obtaining approval of projects which are required to be reviewed for assurance by the Institutional Animal Care and Use Committee (IACUC) or the Institutional Review Board (IRB) for research involving human subjects. This approval must be submitted to the Business Office with the project proposal.

REReport Project Development Steps

1. PI prepares a project outline according to the Essentials of an Experiment Station Project Outline.
2. PI submits project outline to their Unit Head.
3. Unit Head selects a three-member project review committee and selects a committee chair.
4. Committee members review the project outline.
5. Review committee meets with the PI to discuss and approve the project.
6. Review committee members sign the Request for Project Approval form and the chair turns in the review form to the Unit Head.
7. PI makes the necessary revisions to the project outline.
8. PI obtains applicable approvals from the IACUC-Institutional Animal Care and Use Committee; the IRB-Institutional Review Board (human subjects); or the Biosafety Committee.
9. Either the PI or the departmental contact person enters the REReport screens information directly onto the Web (See instructions for using REReport).
10. Department Head reviews all forms; ensuring project proposal is ready for submittal, indicated by signature on Request for Project approval form.
11. A signed hard copy or an electronic copy of the *Request for Project Approval* form and the project outline are sent to the Experiment Station Business Office.
12. Experiment Station reviews for completeness, assigns a REReport Project Number, and submits project documentation to USDA/NIFA for final approval.

ESSENTIALS OF AN EXPERIMENT STATION PROJECT OUTLINE

- TITLE:** The title should give a good indication of what the project is about and should not exceed 100 characters including spaces and symbols.
- OBJECTIVE:** A clear, complete and logically arranged statement(s) of the specific purpose or goals of the research. A project could have several objectives.
- JUSTIFICATION:** This section should represent (1) the importance of the problem to agriculture, rural or urban life and to its related agricultural industry in the state, region, etc.; (2) reasons for doing the work such as the needs the project will fill and the importance or timeliness of the research; and (3) how the research will contribute to scientific knowledge or public welfare.
- PREVIOUS WORK:** A brief summary covering pertinent research on the problem citing the more important and recent research from all sources and the additional research needed which the project will address. For purposes of clarity and brevity, literature citations should be listed at the end of the project outline but referenced in "previous work" by number.
- PROCEDURES:** A statement of the essential working plans and methods to be used in attaining each of the stated objectives. The procedures should correspond to the objectives and follow in the same order. If the work is to be done in phases, this should be so indicated. The location of the work and the facilities and equipment needed should be indicated.
- PROBABLE DURATION:** An estimate of the maximum time likely to be required to complete the research plan and publication of the results. Whenever any material change in the objectives of a project is advisable, a new or revised project outline should be prepared.
- PERSONNEL INVOLVED:** The leader(s) and other technical workers assigned to the project.
- INSTITUTIONAL UNITS INVOLVED:** Each unit in the Agricultural Experiment Station and any units or the institution contributing essential services of facilities. The responsibilities of each should be indicated.
- COOPERATION:** A statement as to cooperation with the U.S. Department of Agriculture, other experiment stations, institutions or other agencies, including industry, cooperating formally or informally on the project. List the Multi-State Research Project title and number, if the project is contributing to a regional project.