

DEPARTMENT / CENTER CHECKLIST FOR USDA / REEport PROJECTS – AS OF MAY 2013

Researcher _____
Project Number _____
Received at ARC Date _____

Department / Center _____
Current Termination Date _____

_____ **Outline (Hard Copy)** - Refer to Procedures for ARC Projects. Include the following sections:

- Not required for Multi-State projects or for State projects

_____ Title
_____ Personnel
_____ Institutional Units Involved
_____ Cooperation
_____ Justification
_____ Previous Work and Present Outlook
_____ Objectives
_____ Procedures
_____ Probable Duration
_____ (If a McIntire-Stennis Project, include the Timeline Table)
_____ Financial Support Needed
_____ Expected Impact
_____ Bibliography and/or Literature Citations

_____ **Electronic version of Outline in Word.doc format** to send in email to ARC

_____ **Peer Review Summary Sheet.** (completed & signed by Department Chair or Center Director)

- Not required for Multi-State projects or for State projects

_____ Three reviewers not affiliated with the project

_____ **Project Initiation: Use for New or Revised Projects** Link to REEport: <http://portal.nifa.usda.gov>
Enter your own email address and personal password

_____ Participants & Departments are the same as indicated on the project Outline (Formula Projects)

_____ Classification Section:

_____ Does the project have a portion of research pertaining to Animal Health?

_____ Assurance Statement Section: * Not required for State projects (must be completed for Multi-State)

_____ Human Subjects Involved? _____ Vertebrate Animals Used ?

_____ If Humans or Animals are used, is the current approval from WSU attached?

IRB (<http://www.irb.wsu.edu/>) for Humans, IACUC (<http://www.iacuc.wsu.edu/>) for Animals

_____ Signed by Chairs and/or Directors of PI's Dept. and all cooperating depts.. - if applicable

_____ Home Dept. _____ Co-op Dept. 1 _____ Co-op Dept. 2 _____ Co-op Dept. 3

Checklist Prepared by _____ Dept. _____