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

Researcher__________________________  Department / Center _______________________
Project Number ______________________  Current Termination Date _________________
Received at ARC 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. __________________