

CHECKLIST FOR USDA (REEport) PROJECTS – REVISED January 2017

PI/PD: _____ Department/Center: _____

Project Number: _____ Current Termination Date: _____

Date Received at COR: _____

_____ **Outline (Word.docx emailed to COR)** Refer to Procedures Manual. Include the following sections:

- NOT required for Multi-State projects or for State projects
- **Do NOT use a previous Outline. Show research progress and publications based on the last 5 years**

_____ *Title*

_____ *Personnel* (PD and Others who are participants contributing essential services)

_____ *Institutional Units Involved* (List WSU Depts. contributing services or facilities and what they contribute)

_____ *Cooperation* (list USDA or other station, institution, or agency)

_____ *Justification*

_____ *Previous Work and Present Outlook*

_____ *Objectives*

_____ *Procedures*

_____ *Probable Duration* (list for up to 5 years) (If a McIntire-Stennis Project, include the Timeline Table)

_____ *Financial Support Needed* (See [Equipment Purchase - Prior Approval below](#))

_____ *Expected Impact(s)*

_____ *Bibliography and/or Literature Citations*

_____ **NIFA Equipment Purchase - Prior Approval for: Hatch, McIntire-Stennis, and Animal Health - Attach info. IF:**

Equipment to be purchased after October 1, 2016 using Formula Funds meets either one of the two conditions:

_____ Equipment is for General purpose, to be used for a least 1 year, and costing \$5,000 or more.

_____ Equipment is for a Specialty purpose and costing \$150,000 or more.

_____ **Peer Review Compliance Report Form** (completed & signed by Department Chair or Center Director)

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

_____ Are there at least three reviewers not affiliated with the project?

_____ **Project Initiation: Use for both New or Revised Projects** Link to REEport: <http://portal.nifa.usda.gov>

PD: Enter your WSU email address and personal password

_____ **Use the "Create New Project" for starting either a revised or a new project.**

If renewing, use your existing WNP _____ project number for a revision as the project number on the Cover Page.

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

_____ **Classification Section:**

_____ Does the project have a portion of research pertaining to Forestry or 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 Departments - if applicable

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