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 Deps. 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