

Administrative Advisor Responsibilities Check List and NCRA Multistate Project Timelines

Project Background:

___ As AA have I reviewed the multistate research portfolio for potential duplication of research project activities? Could this committee combine with another project, either in the NC or another region?

___ Have I familiarized myself with the nature and the purpose of the regional activity? Have I reviewed the history of the research project activity including consultations with the previous administrative advisor(s) and the NIFA representative? Am I acquainted with the project's initial proposal, past NIMSS reports, and reviews?

___ Are the overall project objectives congruent with regional and national research priorities and program plans? Does the proposed activity fit within the NIFA strategic plan? Do the regional committee activities support the project objectives?

___ Does the project activity demonstrate a level of interdependence in its approach? Is there evidence that the investigators are working together on each objective, or is the work simply a collection of individual investigators conducting research without some demonstrated level of dependence? As AA have you discussed and reinforced the need for demonstrating interdependence in the preparation of annual reports and the SAES 422?

___ In reviewing the outcomes of the proposed activity, are they achievable? Has achievability been discussed with the committee?

Meetings:

___ Have I as Administrative Advisor (AA) authorized the planned regional meeting using the NIMSS paperless environment, 60-90 days prior to the planned meeting or activity? (*Reports/Meetings >> Meetings >> Authorize a Meeting*) Has the committee posted the previous year's SAES-422 annual report into NIMSS?

___ Has an agenda been developed and posted to all participants prior to the regional

meeting? (Use the NIMSS function *Directory >> Contact Participants* to reach all official project members)

___ How can I assist the regional committee leadership with the preparation of the meeting agenda? Is the agenda built around the project's objectives?

___ Am I going to attend the project's annual meeting? If not, who will take my place or can I attend remotely?

___ Have I encouraged the USDA/NIFA representative to attend the annual meeting? In the event that the USDA/NIFA representative cannot participate, have I discussed issues which need to be brought to the attention of the committee members?

___ Is there a strong commitment to the regional activity as evidenced by annual meeting attendance?

___ Has the committee distributed a template for collecting collaborative impacts and accomplishments to include in the annual report?

Reporting:

___ Has the committee developed a systematic approach for assuring timely submission of reports, authorizations for meetings and project revisions?

___ Has the issue of timely submission of the minutes and annual report from the past annual meeting been discussed with the committee?

___ Have/Has the meeting minutes/SAES-422 annual report form been filed within 60 days of the annual meeting? For NC projects, if the project number is scheduled to terminate, have I encouraged the committee to submit the termination report as the final meeting report?

___ As Administrative Advisor, are you acting as an advocate in communicating the findings of the multistate activity? Is there someone that I, as AA, should be communicating with to make USDA, etc. aware of the research and its implications to regional and national needs?

___ Have I checked to see that an annual report has been completed for the past years' activities, and properly conveyed with a multistate focus?

___ Before I approve any report in NIMSS, does it follow the required guidelines listed under #7 at <https://www.ncra-saes.org/multistate-handbook>? Reports should NOT be lists of station reports, they should be concise and showcase mostly MULTISTATE, collaborative work conducted by members. If not, AAs should contact

the committee and have the report re-done before the next meeting can be authorized in NIMSS.

___ Have I encouraged collaborative publications from the project?

___ Has extramural funding been included in the SAES-422 annual report in NIMSS? (required for NC-type projects, strongly encouraged for NCCCs and NCERAs)

Participation:

___ Are the membership and officer lists current? If not, have I contacted the appropriate people at each station to update them?

___ Has the regional project sought to broaden its participation with other scientists working in similar areas?

___ Are all scientists assigned to the research project activity contributing?

___ Are there other investigators from other disciplines that if brought into this project activity would increase the multidisciplinary nature of the activity, including extension faculty?

___ When new members join the regional project activity, have I spend time acquainting them with the project activity?

Funding:

___ Have the scientists engaged in the multistate activity shown any interest or success in seeking and finding supplemental funding to enhance selective objectives of the project?

___ Has the committee included this information in its annual report/SAES 422 in NIMSS?

Reviews:

___ If the project for which I am AA is up for midterm review (3rd year of the project), have I submitted the AA evaluation of the project, due 12/15?

New/Renewal Projects:

___ Have potential officers on the new committee been established?

___ Has a writing committee been established to begin writing the new proposal?
Am I providing guidance to that committee?

___ Have I invited all station directors via NIMSS (Participants >> Invite Participants) to add participants to the new proposal?

___ Has the new proposal been submitted as final in NIMSS by the December 1 deadline?

___ Have I transmitted the NCAC/MRC comments to the committee for consideration?

Other:

___ When and where appropriate have I encouraged linking and meeting with similar multistate activities to expand collaboration? NCAC committees and NIFA reps may be helpful in monitoring research progress and quality?

___ Have I recently reviewed the [Multistate Guidelines](#) for updates and changes? Have I contacted the NCRA office for any other information the committee may need to know about?

___ Have I communicated the multistate research philosophy and procedures to my committee?

___ Are there any special concerns or developments that the MRC/NCAC committees need to be aware of and if so, have I contacted them regarding these issues?

NCRA Project Timeline and Approval Process

(these dates start in the fall, one year prior to the project's expiration date)

1. **February, preceding year:** The NCRA office sends a renewal reminder to expiring projects.
2. **September 15:** Deadline to submit a request to write a proposal in NIMSS and upload the Issues and Justifications section.
 - Each project MUST have an Administrative Advisor identified prior to submitting a proposal request. Your NIMSS regional admin will add this name when they approve the proposal request.
 - Effective 2014, all NC projects will retain the same number designation, unless otherwise requested. Please let the NCRA office know by September 15 if you would like a new number.

3. **October 15:** Deadline to upload the Objectives section in NIMSS. Please contact the NCRA office when this is complete and we will send out the national request for participation.
4. **November 15:** Ideally, all participants and their AES offices should have submitted completed Appendix E forms into NIMSS.
5. **December 1:** Completed proposal is due in NIMSS in its entirety. Failure to meet this deadline may result in the project not being reviewed and renewed this round.
6. **December 15:** AA review forms due in NIMSS.
7. **Mid-late December:** All proposals are sent to NC regional review committees (NCACs) and multistate research committee (MRC)
8. **Late March/Early April:** Final project reviews and decisions made at the NCRA Spring meeting. The NCRA office will notify project AAs of results and send any requested revisions to project AAs by mid-April.
9. **June 1:** All proposal revisions must be completed in NIMSS.
10. **Mid-July:** the NCRA reviews all revisions and makes any remaining project decisions. When your project is approved, it will be assigned a new NC number unless a request to retain the old designation was submitted with the proposal.
11. **September 30:** Old projects expire.
12. **October 1:** New projects officially begin.
13. **March 31:** Termination reports for expired projects due in NIMSS.