

NCRA Mid-term Review Guidelines

We do not require a mid-term report for NC multistate projects, per se. However, about six months prior to the start of your project's third year, AAs and committee members should make sure that all annual reports for their project are complete and have been submitted to the NIMSS system. Materials needed for a favorable mid-term review:

Evidence of Committee Activities and Meetings: All committees should be meeting annually. This is indicated by the AA's authorization of the meeting in NIMSS. Without meeting authorization and submission of subsequent annual reports, we have no way of knowing if a committee is still active. If committees have no meetings listed in NIMSS, we can only assume they have become inactive and may be terminated prior to their expiration date.

Annual reports (SAES-422): Must be uploaded into NIMSS within 60 days of each annual meeting and no later than December 15, at the end of year two. Check your committee's reports in NIMSS by selecting Meetings/Reports >> Reports >> Search for Reports and use your current project number as the search parameter. All projects should have a minimum of two annual reports in NIMSS by the time of midterm review. Effective fall 2010: All NC-type projects must include evidence of external funding/leverage in their annual reports. This information is requested, but not mandatory, for NCCCs and NCERAs.

AA Review: The AA's NIMSS-based review form must also be completed no later than December 15. The NCRA office will assign this NIMSS form to the AA earlier in the summer/fall. After the review has been assigned, AAs can find it in NIMSS under Reviews >> Submit a Review.

Please be aware that the mid-term review materials are evaluated by the NCACs (North Central Advisory Committees) and the MRC (Multistate Research Committee) and the process is an important facet of our overall project renewal system. Projects that do not submit the required mid-term review materials may be subject to early termination by the NCRA's Multistate Review Committee.