

## MAES Project Review Procedures

Hatch & State projects that terminate **9/30/2018** should go through the review process this year. Department Heads have been provided a list of projects that are due for renewal. Please advise the Director's Office of new faculty who will be establishing a project this year.

It is the Department Head's responsibility to ensure that all proposals are complete and in the correct format. See the Project Proposal Format document for guidelines.

Peer review seminars are to be scheduled by the department as convenient to all reviewers. Seminars must be advertised and also posted on the College of Agriculture website (<http://agresearch.montana.edu/projectreview.html>). Send seminar information for posting to Darien Gibson ([darien.gibson@montana.edu](mailto:darien.gibson@montana.edu)) and include the Project Director's (PD) name, proposal title, date, time and location. This is a Director's requirement to meet the federal Plan of Work (POW) guidelines.

The Peer Review Committee should include the PD's Department Head, one faculty reviewer within the PD's department, one College of Agriculture Department Head (this individual serves as the Director's Representative), and one additional faculty reviewer external to the PD's department. Faculty serving as cooperators on projects cannot serve on the Peer Review Committee for that project.

The roles are:

- **PD Department Head**
  - Collect all requested information (MAES Project Proposal Format) from the PD and distribute to the Peer Review Committee
  - Comply with MAES Project Review Procedures
  - After the seminar and Project Review, collect peer review written comments and develop a joint response with the Director's Representative to the PD
- **Director's Representative (other COA Department Head)**
  - Provide a rigorous Project Review and ensure overall compliance with established procedures for MAES Project Reviews
- **Internal Department Faculty Reviewer**
  - Provide a rigorous Project Review based on familiarity with the research area
- **External Department Faculty Reviewer**
  - Provide a rigorous Project Review based on familiarity with the research area

The PD is responsible for distributing, to each member of the Peer Review Committee, a copy of the proposal at least two weeks in advance of the scheduled seminar. Evaluation forms can be forwarded to reviewers along with the copy of the project proposal or be available at the seminar locations.

If the review requires a significant amount of revision or is rejected, the Director should be consulted prior to sending a letter to the PD.

### MAES Project Review Procedures (continued)

Final project proposals are due to the Director's Office on or before **March 1, 2018**. A hard copy with the Department Head's approval signature as well as an electronic copy of the final proposal is required. The electronic copy will be used for submission into REEport (Research, Education, and Extension project online reporting tool).

Project Initiation in REEport must be completed for each project (both new and revised), on or before **April 1, 2018**. For assistance on accessing and completing these forms, please contact Darien Gibson in the Director's office, 994-5071.

In order to facilitate resolution of USDA/NIFA revisions and/or non-approvals, please make every effort to adhere to the above deadlines so all project information will be updated in REEport prior to the Federal Fiscal Year.