

### **ARD Review of Team Hatch Projects 2016**

- 1) Team Leader submits the Team Hatch project to their Department Head for internal review. If the Team Hatch project includes faculty from more than one department, all Department Heads should have an opportunity to participate in this internal review.
  - a. Department Head(s) reviews the Team Hatch project to look for major omissions or gaps in the project.
  - b. Department Head(s) do not need to conduct a formal, internal review of the project with scientific/technical experts.
  - c. Department Head(s) may ask the team to make revisions to the Team Hatch project prior to submission of the project to ARD.
  
- 2) Department submits the Team Hatch project to ARD (Deb Hamernik; dhamernik2@unl.edu)
  - a. Department Head(s) or team members may suggest reviewers (e.g., IANR faculty). Usually 2-4 faculty are assigned to review the project depending on the complexity of the project. Names of potential reviewers should be sent to ARD (Deb Hamernik).
  - b. ARD organizes a formal, peer-review of the Team Hatch project and recruits appropriate scientific and technical experts.
  - c. ARD schedules a face-to-face meeting to review the project. All team members are expected to attend this meeting and participate in the discussion of the project. Team members located outside of Lincoln may participate by teleconference or Adobe Connect. Department Head(s) are encouraged to attend the meeting.
  
- 3) Team Leader will consider reviewer comments and submit to ARD: 1) a revised Team Hatch project with track changes; 2) a revised Team Hatch project without track changes; and 3) a response to the major recommendations from the review team.
  - a. ARD reviews the revised Team Hatch project.
  - b. ARD contacts the Team Leader with requests for revision or to let them know that the project is approved and ready to be submitted to the USDA NIFA for approval.
  - c. Jaclyn Monaghan in the ARD office works with Team Leader to submit project initiation forms in REEport for NIFA approval.

#### **Approximate Timeline:**

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| 1) Department Head(s) review project:                                  | 1 week    |
| 2) ARD identifies and recruits peer reviewers:                         | 1 week    |
| 3) ARD schedules peer review meeting with team members:                | 1 week    |
| 4) Amount of time for reviewers to read/review the project:            | 1-2 weeks |
| 5) Team Leader incorporates reviewer suggestions and resubmits to ARD: | 2-4 weeks |
| 6) ARD makes final decision and contacts Team Leader:                  | 1 week    |
| 7) Team Leader submits Team Hatch project to USDA NIFA in REEport:     | 1 week    |
| 8) NIFA review and approves Team Hatch project:                        | 4-6 weeks |