ARD Review of Individual Hatch Projects
2019

New (first-time) Hatch Projects:
1) Project Director submits the new Hatch project to their Unit Head for internal review.
    a. Unit Head reviews the new Hatch project and asks 1-3 scientific/technical experts in the Unit to review the project.
    b. Unit Head and/or departmental reviewers may ask the Project Director to make revisions to the new Hatch project prior to submission of the project to ARD.

2) Unit submits the new Hatch project to ARD (Tala Awada; tawada2@unl.edu)
    a. Unit Head 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 new Hatch project and recruits appropriate scientific and technical experts.
    c. ARD schedules a face-to-face meeting to review the project. The Unit Head is encouraged to attend the meeting.

3) Project Director will consider reviewer comments and submit to ARD: 1) a revised Hatch project with track changes; 2) a revised Hatch project without track changes; and 3) a response to the major recommendations from the review team.
    a. ARD reviews the revised Hatch project.
    b. ARD contacts the Project Director 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 the Project Director to submit project initiation forms in REEport for NIFA approval.

New Hatch Projects (continuation of Project Director's previous research):
1) Project Director submits the Hatch project to their Unit Head for internal review.
    a. Unit Head reviews the new Hatch project and asks 1-3 scientific/technical experts in the Unit to review the project.
    b. Unit Head and/or departmental reviewers may ask the Project Director to make revisions to the new Hatch project prior to submission of the project to ARD.

2) Unit submits the new Hatch project to ARD (Tala Awada; tawada2@unl.edu)
    a. ARD will review the project. A formal, peer-review of the new Hatch project is not required as long as the project is a continuation of the Project Director's previous research and the project follows the Format for Hatch Projects.
    b. ARD will contact the Project Director 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. Jennifer McMahon (jmcmahon10@unl.edu) in the ARD office works with the Project Director to submit project initiation forms in REEport for NIFA approval.

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