

Procedures for New/Revised Projects - Agricultural Experiment Station (AES) 10/2006

New Projects

The Department Head will contact the AES Budget Office to inform them of new research projects and/or personnel. Note: Researchers will be paid on approved AES project accounts, not AES department accounts.

Project outline instructions will be sent from AES to the new researcher requesting a project proposal.

New and Revised Projects

The researcher will outline his/her proposed research based on the project outline instructions; he/she will then arrange for two peer reviews using the AES peer review forms. After the researcher has received the peer reviews back and made any revisions based on the suggestions from the peer reviews, the researcher will submit the project outline, plus peer reviews, to the Experiment Station. *A memo addressed to Donald L. Snyder, Assistant Director, will be included with the project outline and peer reviews which states where the project outline was changed as a result of the peer reviews. If no changes were made in the project outline but suggestions were made, the project leader will comment on why he/she doesn't feel changes are necessary.*

The researcher will conduct a CRIS search using the search feature in the CRIS home web page <http://cwf.uvm.edu/cris/>, and include the date of search on the project outline cover sheet.

If any committee reviews are needed, i.e., IACUC, the researcher will submit the project outline to that committee (see list of committees on the last page of the project outline instructions). *This should be done prior submitting the project outline to the Experiment Station.*

The researcher will sign the project outline and obtain signatures from his/her department head and send the project outline, peer reviews and memo to AES.

The Experiment Station will conduct two additional peer reviews and could possibly ask for a response from the project leader regarding peer review comments.

Upon approval of the project outline, AES will request CRIS AD-416 forms from the researcher.