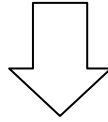


New and Renewal Approval Process for NCRA Projects

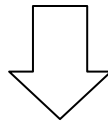
January 15 – Initial termination notice sent to Project AA and chair. Committees are welcome to set up their temporary proposals in NIMSS after this point. Be sure to note the temporary numbers (NC_TempXXXX) assigned to the new proposal by NIMSS!



Mid-End of March or Early April – NCRA Spring Meeting
March 30 – Off-the-top funding requests sent to CSREES (NC-7 and NC-1100)
March 30 – Send letter invoices to SAESs for NCRA Office Annual Assessment
March 31 – Termination Reports Due for any terminated projects as of Sept 30 (from the previous year).
May 1 – Secondary termination notice sent to Project AA and chair.

Before entering the proposal's Statement of Issues and Justification and Objectives into NIMSS...

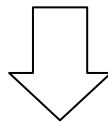
AA gathers list of writing committee members who will use NIMSS to enter information. The AA needs to authorize these participants as **project coordinators** after they register in the system (www.nimss.umd.edu). They will not be able to submit any parts of the proposal in NIMSS without it! Refer to the [Step-By-Step Proposal Submission Instructions](http://www.wisc.edu/ncra/approvalprocess.htm) (<http://www.wisc.edu/ncra/approvalprocess.htm>) for more details on authorizing your participants as **project coordinators**.



Any remaining business from the March – April meetings (ie. NCDC requests, proposal revisions, etc.) should be submitted to the NCRA Office no later than June 1, to ensure review during the July MRC and NCRA meetings.

July 5-15 - NCRA Summer Meeting: Final termination notice sent to Project AA and chair

Sept. 15: Deadline to submit Statement of Issues and Justification of the proposal in NIMSS. Writers may enter the objectives as soon as the Statement of Issues and Justification is approved. AA sends invitation for participation via NIMSS when this is completed.



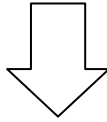
September 20-30 - NCRA Fall Meeting/ESS Meeting

1.5 years prior to termination

1/22/2009

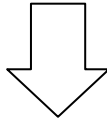
Sept. 30 – 1 year prior to termination

Deadline for committees requesting 1-year extensions of current proposal to provide valid justification (see [NCRA Guidelines \(http://www.wisc.edu/ncra/regionalmanual.doc\)](http://www.wisc.edu/ncra/regionalmanual.doc) under “General Procedures”) to the NCRA Office. Committees without valid justification should consider formation of an NCDC committee upon termination if they are not prepared to submit a proposal.



Oct. 15

Deadline for experiment stations to enter participants on new proposals. Experiment station directors enter participants simultaneously while the proposal is being written. Ideally, potential participants should be able to view the Justification and Objectives sections of the proposal in NIMSS to decide if they'd like to join. Next, if interested, they should contact their station directors for entry into NIMSS. Participants are not an official part of the new project UNLESS they are listed in NIMSS!

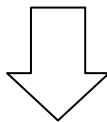


November 15 – Experiment stations finalize participant entry. Also, project impact statements due if the committee has not yet submitted one.

Projects who have not yet submitted an impact statement will need to write one from scratch. Projects who have already submitted impact statements will only need to update their previously-submitted impact statements. To see if your committee has submitted an impact statement, refer to the NCRA Impact Statement Website (<http://www.wisc.edu/ncra/impstate-index.htm>). To submit your committee's impact statement, use the [Impact Statement Submission Form \(http://www.wisc.edu/ncra/ImpactSubmissionForm.doc\)](http://www.wisc.edu/ncra/ImpactSubmissionForm.doc).

Dec. 1

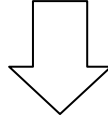
PROPOSAL DEADLINE: The proposal MUST be entered in NIMSS in its ENTIRETY by this date! Proposals will not be accepted after this date without prior approval by the NCRA office. Projects failing to submit a completed proposal will be terminated as scheduled.



Dec. 15

- SAES-422 forms/meeting minutes must be entered in NIMSS. (SAES-422 forms can be entered up to 60 days after the meeting.) Make sure to complete the Accomplishment and Impact sections of the report.
- Deadline to submit any Impact Statement final edits to the NCRA Office.
- Deadline to submit Administrative Advisors' reviews via NIMSS.

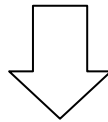
1/22/2009



January-February - NCAC Committees Meet

First week of February

- NCAC committees submit evaluations for each project via NIMSS (One form per committee).
- Submit valid justification to retain old project numbers to the NCRA Office for consideration by the MRC. However, it is expected that all terminating projects will receive new project numbers UNLESS they have valid justification (see <http://www.wisc.edu/ncra/retainnumber.htm>).



March - April

NCRA/MRC Spring Meetings

First round of project decisions made. Any projects with remaining business after the March meeting (NCDC requests, proposal revisions, etc.) should submit these materials to the NCRA Office by June 1 to ensure review during the summer NCRA meeting.

For more information about any of the above topics, visit the:

- [Administrative Advisor Virtual Handbook - http://www.wisc.edu/ncra/AAnotebook.htm](http://www.wisc.edu/ncra/AAnotebook.htm)
(refer to the [New and Renewal Project Approval Process - http://www.wisc.edu/ncra/approvalprocess.htm](http://www.wisc.edu/ncra/approvalprocess.htm)).
- [NCRA Guidelines - http://www.wisc.edu/ncra/regionalmanual.doc](http://www.wisc.edu/ncra/regionalmanual.doc).
- Also, feel free to contact Chris Hamilton (chamilton@cals.wisc.edu), 608-262-2349.