

## Agricultural Experiment Station (AES) Checklist for Submission of an AES Project

**Title:**

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New

Replacement for # \_\_\_\_\_

	Yes	No
1. Information has been reviewed via the Current Research Information Systems (CRIS).	<input type="checkbox"/>	<input type="checkbox"/>
2. Project Prospectus has been reviewed by at least 2 peer reviewers, unit leader(s), and Director of AES (only if a new project and/or new direction is being initiated).	<input type="checkbox"/>	<input type="checkbox"/>
3. Project outline conforms to the format outlined in the "Essential of a Project Outline" guidelines and has been electronically submitted to your unit's contact.	<input type="checkbox"/>	<input type="checkbox"/>
4. The percentage of time being expended on this project has been completed for each project investigator(s). The percentage of time indicated should be the percent of their entire appointment.	<input type="checkbox"/>	<input type="checkbox"/>
5. Project outline has been reviewed by at least 2 peer reviewers and their reviews, signed by the unit leader(s), are enclosed.	<input type="checkbox"/>	<input type="checkbox"/>
6. Assurance Checklist is completed and signed by the lead investigator and lead unit leader. Documentation of appropriate clearances are enclosed if biohazardous materials, animal subjects, or human participants are involved.	<input type="checkbox"/>	<input type="checkbox"/>
7. USDA/CRIS forms AD416 and AD417 have been completed on the web.	<input type="checkbox"/>	<input type="checkbox"/>
8. Signature sheet has been completed and is enclosed.	<input type="checkbox"/>	<input type="checkbox"/>
9. Facilities for the proposed project are available or arrangements have been made with the appropriate unit leader(s) and/or Director of AES	<input type="checkbox"/>	<input type="checkbox"/>

**Please submit all necessary items to your unit's contact, 217 Agricultural Administration Building.**