

MICHIGAN AGRICULTURAL EXPERIMENT STATION
RESEARCH PROJECT INSTRUCTIONS

PRINCIPAL INVESTIGATOR:

STEP 1: The Principal Investigator (PI) completes a **Research Project Outline - FORM A**. Instructions for completion are on **SAMPLE FORM A**.

NOTE: The project outline can be modified to accommodate the space you may need for your project. However, the same categories and format must be used and the signature portion must remain on the first page.

STEP 2: Two (2) **Research Project Outline Evaluations** must be completed on **FORM B**. The Department Chairperson will assign two reviewers.

STEP 3: After the evaluations have been completed and returned, the PI makes any necessary revisions to the Research Project Outline - FORM A and then follows the **“Guide to Entering the CRIS AD-416, AD-417, and CSREES-Assurance Statement on the Web”** to complete the AD-416/417 and CSREES-Assurance Statement on the web.



- Using Adobe Acrobat, convert the final “Research Project Outline” into a “pdf” file. Upload this file into the CRIS database when completing the three required CRIS forms. **(SEE OVER)**
- If you do not have access to Adobe Acrobat and cannot convert your outline into a “pdf” format, please send a copy of the final “Research Project Outline” via an e-mail attachment (in WordPerfect or Word) to Linda Haubert at maesprj@msu.edu

STEP 4: Forward the following to the Department Chairperson:
FORM A - One **ORIGINAL** and one copy of the Research Project Outline
FORM B - Two (one from each reviewer)
FORM C - To be completed and signed by the Department Chairperson
AD-416 - Completed on CRIS web site; confirmation screen printed off and signed by PI and department chairperson/unit director
AD-417 - Completed on CRIS web site; confirmation screen printed off by PI
CSREES- ASSURANCE STATEMENT - Completed on CRIS web site; confirmation screen printed and signed by PI
CURRENT COMMITTEE APPROVAL DOCUMENTATION - provide copies of approval letters for all “YES” responses on the CSREES-Assurance Statement

STEP 5: Upload a copy of the Research Project Outline

THIS CONCLUDES THE PI'S PORTION OF THE PROCESS.

DEPARTMENT CHAIRPERSON:

STEP 6: Department Chairperson reviews all materials; completes the **Research Project Review Summary - FORM C**; signs the original copy of the project outline; signs the AD-416; confirms that PI has either uploaded or e-mailed a copy of the outline to Linda Haubert, MAES.

STEP 7: Forwards the entire project packet to Linda Haubert, MAES, 109 Agriculture Hall.

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STEP 8: MAES will perform internal review and approval of project and submit to Washington. A copy of the letter (no forms) will be sent to the Chairperson and PI.

If you have any questions concerning the project processing procedures, contact Linda Haubert at 5-0123 or maesprj@msu.edu.

UPLOADING THE “PDF” FILE OF YOUR “RESEARCH PROJECT OUTLINE” INTO THE CRIS DATABASE:

1. If you have access to Adobe Acrobat, convert and save your “Research Project Outline” as a “pdf” file.
2. Complete the CRIS AD-416.
3. At the AD-416 “Confirmation Screen,” click on the “Outline (Submit project outline electronically)” button located in the upper right hand corner of the screen. (This is the only place in CRIS where you may upload your outline.)
4. At the “Project Outline for MICL0[project number]” screen either
 - * type in the name of the outline’s “pdf” file
 - OR
 - * use the “Browse...” button to locate your “pdf” file
5. Make sure the correct file is in the “Your File” box
6. Click on the “Upload Outline file” button