



## **Review of Individual Hatch Projects**

### **New (first-time) Hatch Projects**

1. Project Director (PD) submits the Hatch project proposal to their department head for internal review
  - a. The Department head reviews the project and asks 2 inter-departmental experts to review the project.
  - b. Department head and/or departmental reviewers may ask the PD to make revisions to the project before submission to AES.
2. PD submits the reviewed and revised Hatch project (along with department head approval) to AES Associate Director (Steve Loring, [sloring@nmsu.edu](mailto:sloring@nmsu.edu)) and Program Manager (Claire Montoya, [ccortner@nmsu.edu](mailto:ccortner@nmsu.edu)).
  - a. AES Associate Director will review and may make suggestions for PD
  - b. Upon approval of the AES Associate Director, the Hatch project is ready for submission to USDA-NIFA for review
  - c. AES Program Manager will work with PD to submit project initiation forms in REEport for NIFA review.

### **Continuation Hatch Projects (Continuing previously approval PD's research)**

1. Project Director (PD) submits the Hatch project continuation proposal to the department head for internal review
2. PD submits the project continuation proposal (along with department head approval) to AES Associate Director (Steve Loring, [sloring@nmsu.edu](mailto:sloring@nmsu.edu)) and Program Manager (Claire Montoya, [ccortner@nmsu.edu](mailto:ccortner@nmsu.edu))
  - a. AES Associate Director will review to ensure progress has been made and continuation of research is valid
  - b. AES Program Manager will work with PD to submit project initiation forms in REEport for NIFA approval to continue the project.