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I. INTRODUCTION

The Agricultural Research Program (ARP) is administered by the National Institute for Food and Agriculture, (NIFA) – formerly Cooperative State Research, Education, and Extension Service – of the United States Department of Agriculture (USDA) and managed by North Carolina A&T State University (NCA&TSU) through the School of Agriculture and Environmental Sciences (SAES).

A. Purpose of Manual

The purpose of this manual is to provide guidelines for the management of the Agricultural Research Program supported by Evans-Allen funds. This manual is designed to be a reference source for project coordinators (PCs), principal investigators (PIs), supervisors/managers, research associates, research assistants, technicians and other personnel involved in conducting research supported by Evans-Allen funds.

This manual is updated periodically to reflect changes in University and SAES research administration policies. The manual also will be revised in accordance with changes made by state or federal actions affecting the administration of Evans-Allen funds. The most current version of the manual can be accessed on the website: http://www.ag.ncat.edu/research/Evans-Allen Manual 2010.pdf

Objectives:

The objectives of this reference manual are the following:

1. To increase understanding of the policies and procedures of the Agricultural Research Program.

2. To assist project coordinators and principal investigators with applying the program guidelines as they relate to the administration of their research projects and related activities.

3. To promote uniformity of application of policies and practices by faculty and staff of the Agricultural Research Program.

B. Authority of the Manual

The policies contained herein have been approved and endorsed by the chancellor of the University and are regarded as the official University policy pertaining to the management of Evans-Allen funds for research in the School of Agriculture and Environmental Sciences. The manual is designed to be consistent with the policies and procedures affecting the employment, retention, and dismissal of faculty as set forth in the various policy and procedural manuals governing University employees. The policies and procedures included in this manual became effective October 1, 1982 and have been revised March 1985, May 1991, March 2003 and January 2010.
The Agricultural Research Program came into being after Congress passed P.L. 95-113, the “Farm Bill” in 1977. Evans-Allen funds were appropriated in Section 1445 of that legislation which provided permanent funds for the conduct of research in the food and agricultural sciences at the 1890 Institutions, Tuskegee University, and West Virginia University. The Cooperative State Research, Education, and Extension Service, (CSREES), since renamed the National Institute for Food and Agriculture or NIFA, a division of the United States Department of Agriculture, was designated to administer these funds.

The legislation further established that each eligible institution designate a chief administrative officer of the Agricultural Research Program (a research director) to be appointed by the president/chancellor of the institution. The research director is responsible for administering the program in accordance with USDA guidelines and the agricultural research objectives of the respective institution. For details of program management, see the following website:

The research director has the primary responsibility for determining the need, priority, and scientific feasibility of the projects proposed. To accomplish this, the research director is responsible for developing a procedure, subject to USDA/NIFA approval, for project documentation, merit review, and selection. This procedure will assure that the research project proposals are scientifically sound, relevant to society’s agricultural and food needs, and not duplicative of efforts undertaken elsewhere.

Eligibility for funding is contingent on an institution having an approved set of projects consistent with the guidelines set by Section 1445. Funding for projects must be approved by USDA. Funding is allocated annually on a federal fiscal year basis.

C. Land Grant Mission

As a land-grant university, North Carolina Agriculture and Technical State University uses its academic skills and resources to improve the sustainability and welfare of individuals, families, communities and businesses involved with North Carolina agriculture. The School of Agriculture and Environmental Sciences (SAES) was established to achieve this mission through three primary functions: (1) academic instruction, (2) Cooperative Extension, and (3) research. Each of these functions represents a major commitment on the part of the University to modernize the agricultural workforce, improve the efficiency and productivity of farm operations, and provide solutions to agriculture problems.
D. Mission/Goals of the Agricultural Research Program

Mission

The mission of the Agricultural Research Program in the School of Agriculture and Environmental Sciences involves the following: (1) to identify, seek solutions and have impact on current and emerging agricultural issues at the local, state, national and international levels, including the improvement of agricultural methods and products and the improvement of the lives and communities, especially of rural under-served and under-represented groups; (2) to provide experiential learning opportunities for graduate and undergraduate students in the food, agricultural and environmental sciences; and (3) to articulate the meaning of science and technology in agriculture.

Goals

The Agricultural Research Program (ARP) has three major goals that guide its decisions concerning selection of funded activities and utilization of resources.

Goal 1: Find solutions for current and emerging agricultural issues.

Six Program Initiatives – The ARP in tandem with SAES has identified six program initiatives that are focusing our faculty expertise and other resources on finding practical and effective solutions to agricultural issues and concerns: (1) Human and Community Development, (2) Biotechnology and Biodiversity, (3) Soil and Water Quality, (4) Agromedicine, Nutrition and Food Safety, (5) Small Scale Agriculture, and (6) International Trade and Development. All SAES faculty and Cooperative Extension specialists serve on one or more of the interdisciplinary teams organized for the six program initiatives. A listing of the teams and more information on these six program initiatives appear on the website: [http://www.ag.ncat.edu/research/initiatives/default.htm](http://www.ag.ncat.edu/research/initiatives/default.htm).

Goal 2: Develop capacity to effectively address current and emerging agricultural issues.

To effectively address current and emerging agricultural issues, the ARP primarily uses its resources to support the development of any of the six program initiative areas identified in Goal 1 and USDA/NIFA’s five priority areas. This is accomplished through providing faculty developmental support and resources, and by supporting the development of beginning researchers through mentoring by department chairs or other senior faculty. The ARP supports individual faculty, departmental and SAES program development by directing the use of Evans-Allen funding to develop lines of research and “track records” of publishing and measurable scientific and practical impact. Through this approach, the ARP uses Evans-Allen funds to not only implement a research program that addresses agricultural issues, but also one that increases the capacity to continue and expand promising research initiatives. Evans-
Allen funds are expected to be used for seed and development projects leading to successful funding from sources other than Evans-Allen funds.

Faculty are encouraged and expected to seek other non-Evans-Allen funds to support their research, e.g. CBG, NIH, NSF, DOE, DOD, Homeland Security, US AID, Department of Education, Stimulus (ARRA), etc.). Funding of new projects is based on:

- Evans-Allen’s budgeted allotment
- SAES program initiatives and USDA- NIFA priority areas being addressed by proposed project
- Resources requested for project, and
- Project’s proposed impact

Collaboration – Comprehensive and sustainable solutions to current and emerging agricultural issues can be achieved through collaborative relationships and partnerships. Faculty members are expected to collaborate with colleagues in their department, with faculty in other SAES departments and with colleagues across campus. In addition, research projects should involve the participation of staff from Cooperative Extension. Finally, partnerships with industry and agencies are essential for assuring application and use of completed research, so involvement with these entities is strongly encouraged.

Goal 3: Develop expertise and promote interest in current and emerging agricultural issues among faculty, staff, and students.

The ARP offers faculty development opportunities through on-going training and opportunities to improve research skills and expertise. Faculty research forums are held to promulgate interest among faculty, staff and students in current and emerging agricultural issues. These activities and opportunities also are designed to provide experiential learning opportunities for graduate and undergraduate students in the food, agricultural and environmental sciences. All ARP funded projects include paid or volunteer opportunities for students to be involved as research assistants.

National USDA Priorities:

USDA identifies problem areas for research on a national basis. The five national priority areas are listed below. The major program initiatives of NC A&T State University in the Agricultural Research Program are closely aligned with the national USDA-NIFA priorities. These priorities are organized into programs based on the needs of the nation. The five priorities are:

(1) Global Food Security and Hunger—NIFA supports new science to boost U.S. agricultural production, improve global capacity to meet the growing food demand, and foster innovation in fighting hunger by addressing food security for vulnerable populations.
(2) Climate Change—NIFA-funded projects generate knowledge to develop an agriculture system that maintains high productivity in the face of climate changes. This will help producers to plan for and make decisions to adapt to changing environments and sustain economic vitality, and can take advantage of emerging economic opportunities offered by climate change mitigation technologies.

(3) Sustainable Energy—NIFA contributes to the President's goal of energy independence with a portfolio of grant programs to develop biomass use for biofuels, designing optimum forestry and crops for bioenergy production, and to produce value-added bio-based industrial products.

(4) Childhood Obesity—NIFA-supported programs ensure that nutritious foods are affordable and available, and provide guidance so that individuals and families are able to make informed, science-based decisions about their health and well-being.

(5) Food Safety—NIFA food safety programs work to reduce the incidence of foodborne illness and provide a safer food supply by addressing and eliminating causes of microbial resistance to contaminants, educating consumer and food safety professionals, and developing food processing technologies to improve safety.

E. Implementation of the Agricultural Research Program

The research director for Evans-Allen funds at North Carolina A&T State University is the dean of the School of Agriculture and Environmental Sciences. The dean is assisted with the administrative responsibilities of the program by the (SAES) associate dean for research. The Agricultural Research Program is administered through the Office of Agricultural Research.

The chairperson of a given department is the project coordinator (PC) for all research conducted in that department. Individual faculty serve as the principal investigators (PIs and co-PIs) of the research conducted under the program. PIs have the responsibility of supervising no more than two projects, and monitoring all fiscal and program aspects of the same. Specific responsibilities for all project personnel appears in the section entitled “Responsibilities of Personnel.”

Annually, the Office of Agricultural Research submits a Plan of Work to USDA/NIFA. This plan of work lists the projects that the Agricultural Research Program plans to fund during the coming year. For funds to be allocated to a project, the project proposal must be reviewed and approved by USDA/NIFA. After receiving written approval for a specific proposal, the University is permitted to allocate resources to the project. It should be noted that not all projects approved by NIFA are funded. Allocation of funds is done at the discretion of the associate dean for research and the research director.

F. Organizational Structure of Office of Agricultural Research (see Appendix A)

Figure 1 shows the organizational structure of the Office of Agricultural Research. Staff members assist in the management of the Agricultural Research Program in the following areas: location of funding sources, editing and reviewing proposals, handling monetary
issues and fiscal management, office management, and general assistance with all phases of the research proposal writing process.

G. Liaison with Division of Research Administration

The Office of Agricultural Research and the Division of Research (DOR) work closely to locate appropriate funding sources, to seek partnerships on and off campus, to assure proper budgeting procedures, to provide grant writing training and support, and to seek adequate resources for research at the University and in the School of Agriculture and Environmental Sciences.

H. Procedure for Project Merit Review and Selection

Each participating Evans-Allen institution is responsible for conducting a merit review of sponsored projects. These reviews cover the following:

- Ensure completeness of project proposal (all items in Appendix B should be included).
- Evaluate relevance of the proposed research.
- Evaluate quality and scientific value of the proposed research.
- Consider opportunities for cooperation with other individuals or units.
- Provide opportunity for the project leader to interact with reviewers and make adjustments as appropriate.
- Provide USDA/NIFA with an indication, project by project, that the process was followed.

II. STEPS IN DEVELOPING AN EVANS-ALLEN RESEARCH PROPOSAL

In order for a proposal to be accepted and forwarded for consideration for approval by USDA/NIFA, the applying researcher (PI) or team of researchers must complete the following:

A. Secure Initial Proposal Approval

A faculty member interested in submitting a research proposal should do the following:

- Consult with the department head and the Associate Dean for Research to determine if the project falls within the scope and objectives of the Agricultural Research Program of the School of Agriculture and Environmental Sciences.
- Identify the existing or needed human and physical resources for the implementation of the project.
- Determine that the proposed project can be successfully completed with the financial and other resources available.
B. Prepare Proposal According to Guidelines

A written proposal needs to address all proposal submission guidelines required for Evans-Allen funded projects. A listing of the required sections and information pertaining to what needs to be addressed in each section can be found in Appendix B. The guidelines include details for the following required components:

- Title
- Justification/Impact
- Previous Work and Present Outlook
- Objectives
- Procedure
- Probable Duration
- Financial Support
- Personnel
- Institutional Units Involved
- Logic Model (detail requirements and sample available at [http://www.csrees.usda.gov/about/strat_plan_logic_models.html](http://www.csrees.usda.gov/about/strat_plan_logic_models.html))
- Cooperation

C. Conduct Peer Review

Before submitting a completed proposal to Office of Agricultural Research, the proposal must be reviewed using the following procedure:

- The proposal must be reviewed by the five reviewers: (1) the department chairperson, (2) two department members and (3) two persons outside the department knowledgeable in or familiar with the area of research. In the event that the department chair is included in the proposal, another department chair will serve as a reviewer.

- The principal investigator may recommend reviewers to the department chairperson who will make the selection of the reviewers. If the department chair is included in the proposal, the associate dean for research will select the reviewers.

- Each reviewer must provide written appraisal and comments, which may be used in revising and improving the proposal. The review form to be completed by each reviewer appears in Appendix C and online at [http://www.ag.ncat.edu/research/Peer%20Review%20Form%20(FINAL%2009).doc](http://www.ag.ncat.edu/research/Peer%20Review%20Form%20(FINAL%2009).doc).

- The principal investigator must respond to all substantive review comments and provide to the department chairperson and Associate Dean for Research copies of the reviews and responses to all substantive recommendations for revision. The PI is responsible for incorporating
suggestions made by reviewers, but must give reasons for any substantive suggestions not included or addressed.

- The department chairperson is responsible for reviewing any revisions of the proposal and for approving its transmission to the Office of Agricultural Research. A checklist the department chair uses to evaluate the proposal appears in Appendix D. A list of the reviewers and their comments also should be submitted to the Office of Agricultural Research.

- The proposal is then reviewed by the associate dean for research who will determine if additional review and substantive revision is necessary. Upon acceptance by the associate dean, the proposal is submitted for budgetary review by the Office of Research and then transmitted to USDA/NIFA for approval review.

D. Complete Required Forms

- USDA/NIFA Forms. Samples of all forms required for proper submission of Evans-Allen proposals will be provided on the SAES website at: http://www.ag.ncat.edu/research/index.html

- Institutional Review Forms. Separate forms from the campus Division of Research that may be necessary to complete are forms dealing with human subjects, animal research, or recombinant DNA. These forms must be submitted to the Division of Research and reviewed before the proposals can be sent to Washington for project approval.

- Internal Forms (AG-01 through AG-06). An internal set of forms must be completed and accompany the proposal when submitted to the Office of Agricultural Research. These forms assure that resources requested are available and approved for use in the study. Forms are available in the Appendix F and will be provided on the SAES website at: http://www.ag.ncat.edu/research/index.html

III. PROCESS FOR APPROVAL OF EVANS-ALLEN PROPOSAL

A. Submission to USDA/NIFA

After review and approval through the Office of Agricultural Research, the proposal is sent to USDA/NIFA for approval. NIFA approval is based on the scientific merit and the agricultural aspects; the budget is not reviewed by USDA/NIFA. It should be noted that approval of the project from Washington does not mean that the project will be funded at the University. Decisions on local funding and the level of funding are made at the University. The proposal title must be added to the annual Plan of Work submitted by the Office of Agricultural Research to Washington before it is reviewed by USDA/NIFA.
B. Agricultural Research Program Project Funding and Budgeting Decision-Making

After notification that a project is approved by USDA/NIFA, an internal budget process is conducted to determine allocation of approved funds. The decision for funding and the level of funding for the amount of requested funding of a particular project is based on availability of funds and is a joint decision of the department chair, the research director and the associate dean for research.

C. Award Letter and Budget Allocation

The principal investigator and the department chairperson are notified by letter by the associate dean for research of acceptance of a proposal and the project dates. Principal investigators of approved projects are expected to respond within 30 days of notification of their award that they accept the terms of the funding and will proceed to implement their project by the start date identified in the notification of award letter. In some instances, a revised scope of work may be required if funding is not sufficient to meet the original project objectives.

IV. FORMS REQUIRED RELATED TO FUNDING

A. Prior to Funding

Form AD416

This form is better known as the Project Resume. Information required for this form includes:

- Project identification
- Performing organization
- Principal investigator/co-investigators
- Funding type
- Contract/grant/cooperative agreement information
- Title
- Integrated activity
- Objectives
- Approach
- Keywords
- Start date and estimated termination date
- Non-technical description of the situation or problem the project addresses
- Project contact
- Other participating states

Data for the AD416 Form are submitted to the office of Agricultural Research by the PI electronically in lieu of the printed form. Sample documents can be generated from the USDA/NIFA/CRIS Forms website at: http://cwf.uvm.edu/cris/forms.htm
Form AD417

The purpose of this form is to provide a research classification as well as other information about a project for use by USDA for budget planning and program funding decisions. This form is submitted at a project’s inception or revision. The research classification is used to retrieve and select projects for inclusion in various reports and inventories. The classification is also used for on-line searching by researchers around the world. The classification scheme is a multi-dimensional system of codes and is explained in the CRIS "Manual of Classification of Agricultural and Forestry Research". It can be found at the CRIS Forms website at: http://cwf.uvm.edu/cris/crisfrms.htm#417. A project will not be included in the correct reports and inventories if the appropriate classification codes have not been assigned.

USDA/NIFA Assurance Statement Form

The purpose of the Assurance Statement form is to provide assurance that all investigators on a project have the necessary institutional review board clearance with respect to safeguarding the rights and welfare of human and animal subjects used in investigations. If animal subject, human subjects, or recombinant DNA are involved, the appropriate institutional review process must be completed before the project can be submitted to USDA/NIFA.

If human subjects are involved, all personnel involved with the project must complete the Human Subjects Certification on line through the campus Division of Research. Guidelines can be found at: http://cwf.uvm.edu/cris/crisfrms.htm#assurance. Assurance Statements forms are submitted at a project’s inception or revision. A form must be completed for each investigator named on a project.

Internal Processing Forms

An internal set of forms must be completed and accompany the proposal when submitted to the Office of Agricultural Research. The purpose of the forms is to assure that University resources are available as requested on the project. All required signatures must be obtained before the forms are submitted. The Internal Processing forms include:

- AG-01 Collaboration with Cooperative Extension and Others
- AG-02 Intent to Use A&T Farm Land, Facilities, Livestock, Personnel
- AG-03 Involvement of Human Subjects
- AG-04 Intent to Use Laboratory and Equipment
- AG-05 Personnel Requirements
- AG-06 Communication Items
- AG-07 Appropriateness of Budget to Objectives/Available Funds
Forms are available in the Appendix E and will be provided on the SAES website at: http://www.ag.ncat.edu/research/index.html

B. During Project Implementation and Upon Termination

**Form AD421**

**Project progress reports.** Once a project has been approved and funded, the principal investigator is required by USDA to submit (electronically) an annual progress report, Form AD421. This form is submitted annually to report progress during the life of a project. This report must be scientific in nature and **must include output activities, impacts/outcomes, any published articles, relevant participants, target audiences, products and project modification.** The report is due in the Office of Agricultural Research at the end of the calendar year. This report is required regardless of the type of grant from USDA.

**Project termination reports.** Form AD421 also is used for submission of a termination report. Termination reports are to be completed within 90 days of the project’s termination.

Progress/termination reports are to be reviewed and approved by the project coordinator prior to submission to the Office of Agricultural Research. The information from these reports is entered into the USDA/NIFA technical database, which is available for on-line searching.

**Form AD419**

The purpose of this form is to provide grant expenditure amounts for the federal fiscal year (October 1 - September 30). This form is completed by the Office of Research for Evans-Allen projects; however, this report form is required regardless of the type of grant from USDA. For assistance in completing this form for non Evans-Allen projects, please contact the Office of Agricultural Research.

V. RESPONSIBILITIES OF PERSONNEL

A. **Department Chairperson/Project Coordinator (PC)**

A department chairperson’s role is one of leadership, guidance and coordination of all research in the department. The head of a department should be familiar with the objectives of a research project, monitor project staffing, and be involved in the evaluation of achievement of those objectives. These responsibilities include:

1. Approval of submission of proposals by departmental faculty and staff for funding through the Evans-Allen program.
2. Review and approval of project expenditures for purchases, travel and other goods or services.

3. Recommendation for approval or disapproval in the hiring of project personnel in accordance with University personnel policies.

4. Approval of emergency expenditures on behalf of the principal investigator.

5. Participation in performance evaluation of all departmental A&T faculty and staff.

6. Assurance of correct and timely submission of all research administrative documents.

7. Participation in the evaluation of achievement of project objectives.

8. Evaluation of annual progress reports to ensure they meet acceptable standards.

B. Principal Investigator (Scientist)(PI)

The principal investigator should be a full-time faculty member in an SAES unit and hold a terminal degree or equivalent, and preferably should be an experienced researcher. Some combination of training and experience is acceptable.

The principal investigator (PI):

1. Coordinates the research project with the department chair/project coordinator.

2. Consults with the project coordinator to identify:
   a. Space required for conducting the research.
   b. Technicians and other personnel to be recruited for the project.
   c. Necessary support services.
   d. Existing equipment, if any, that can be shared or used for the project.
   e. Other goods and services that may be required for the project.

3. Initiates the expenditure of approved funds.

4. Maintains up-to-date knowledge of the budget.

5. Ensures that funds are spent within the allotted timeframe and for approved purchases only.
6. Develops and implements changes as needed in project operations to facilitate the progress of the research program.

7. Meets all reporting requirements of the Office of Agricultural Research, University administration and USDA/NIFA.

8. Maintains a current inventory of all equipment.

9. Uses project funds in accordance with state and federal “Use of Funds” regulations.

10. Follows state contractual arrangements in making purchases.

11. Promotes the research project and the University through:
   
   o Presentations at conferences and meetings of local, regional, national and international scientific organizations.

   o Publishing of scientific articles and papers, individually or co-authored in refereed scientific journals or recognized trade publications and in the research publications of the Office of Agricultural Research.

   o Assisting in motivating students associated with the project to develop scientific careers in agriculture and food areas.

12. Ensures that all project personnel have the necessary human subjects/animal use certifications.

13. Provides documentation for an annual review of the research study.

C. Co-Principal Investigator

A co-principal investigator should hold a terminal degree or equivalent and should preferably be an apprenticed researcher.

A Co-principal investigator (Co-PI):

1. Works cooperatively with the PI to implement the research project objectives and activities.

2. Provides leadership on specific tasks or goals critical to the completion of the project.

3. Provides supervision to designated staff and students involved in the project.

4. Performs the duties and functions of the PI when the PI is not able to do so.
D. Research Associate

A research associate may hold a master’s or terminal degree, or have an acceptable combination of training and experience and show sufficient research capability in the particular field. Appointment may be full or part-time with a concurrent faculty appointment. A part-time and concurrent faculty appointment cannot be more than a full-time equivalent as prescribed by the University. The period of employment is limited to the time period of the current Evans-Allen project.

The research associate:

1. Reports directly to the principal investigator or designated co-principal investigators and is responsible for completing project work as assigned by the supervising PI or Co-PI.

2. Is responsible for the day-to-day management of the research project and for establishing and maintaining an accurate reporting system as directed by the principal investigator.

3. Carries out any other duties relating to the planned implementation of the project he/she may be asked to perform from time to time by the principal investigator or co-principal investigators.

E. Research Assistant

A research assistant may hold the bachelor or master’s degree or equivalent in his/her discipline area and may be an outstanding graduate student who is teaching as a part of his/her apprenticeship. The period of employment is limited to the time period of the current Evans-Allen project.

A research assistant:

1. Reports to the principal investigator or his/her designee.

2. Performs project related tasks and activities as directed by the PI or Co-PI.

3. May supervise undergraduates involved in the project as directed by the PI or Co-PI.

F. Support Staff

This position requires clerical and computer skills and involves a considerable amount of public contact ranging from students and faculty to off-campus visitors. A graduate of a two-year college with a major in secretarial science and experience that will ensure a high level of performance in the duties and responsibilities described below, is preferred.

Administrative Support:
1. Reports directly to the project coordinator or his/her designee

2. Handles correspondence related to research projects – filing and routing mail.

3. Assists with the paperwork associated with the administration of the research project and preparation of (purchase/travel requisitions, payroll authorizations).

4. Maintains a working knowledge of academic and University policies.

5. Assists with monitoring the funding levels and procedures related to project implementation.

6. Handles student payroll information and assists with student supervision as directed by the department chair.

G. Other Personnel

This category includes individuals who are responsible for supporting the day-to-day operations of the laboratories or farm. This includes undergraduate students.

These individuals:

1. Report to the supervisor designated by the principal investigator.

2. Performs project related tasks and activities as directed by his/her project supervisor.

VI. PROJECT MONITORING AND REPORTING

A. Project Monitoring and Project Plan Modification

The project coordinator is responsible for monitoring the implementation, administration, and operation of a project in accordance with the plan presented in the project proposal. If a project’s plan requires significant modification such as a change in objectives or an exclusion of an objective, this action needs to be approved by the project coordinator and communicated to the Office of Agricultural Research for approval. Major changes in budget allocations and changes in personnel also must be approved by the project coordinator and reported on a timely basis to the Office of Agricultural Research. The principal investigator with the project coordinator’s review is responsible for submitting an annual achievement to the ARP.

B. Annual Project Review and Evaluation

All funded Evans-Allen projects are to be reviewed annually to determine achievement of goals and objectives. These reviews are to be conducted at the end of the academic year to provide an assessment of progress or if a project is ending, as a termination review. The purpose of these reviews is to determine if the project has been
implemented, administered, and operated in accordance with the plan presented in the project proposal. The review also covers evaluation of reported achievements and impacts and other aspects of the study including barriers to successful completion. The ultimate goal of the review process is to strengthen the research program, provide an opportunity for professional growth, and to provide support to the researchers.

Each PI completes a form that appears in Appendix F. The completed form is submitted to the project coordinator.

The following list includes key points to be addressed in the Annual Project Review report:

- Progress on each stated objective including reasons for non-implementation of specific objectives.
- Project conclusions (or preliminary results if project ongoing).
- Impact of project activities, findings, outcomes.
- Dissemination efforts of project activities, findings, outcomes.
- Listing of collaboration activities – who, what was involved, what was achieved.
- Efforts to secure new funding (if applicable).
- Student mentoring and research experience – describe what students have had the opportunity to learn and do as a result of their participation in the project.
- Capacity building – describe any impact the project has had in terms of the department, school, or University being in an improved position to attract funding and other resources, as well as any impacts in terms of improving the ability of to train faculty and students in techniques and skills in demand by the field, and/or impacts that the project has had in terms of securing equipment or other resources to conduct research or technical applications on issues affecting the agricultural community.
- Administration of project—including fiscal management, personnel management, timely submission of reports, and other aspects of management.

Progress and project termination reviews are to be made based on completion of the Annual Project Review Evaluation Form Report Form and other applicable material (e.g., reports, presentations, manuscripts) provided by the principal investigator. The completed report form and other applicable material are to be reviewed by the project coordinator, who is responsible for ensuring that the progress/termination review material is accurate and complete. The project coordinator will meet with each PI after reviewing the submitted form and materials. After review by the project
coordinator, the form and any additional supporting materials are submitted to the associate dean for research for ARP review.

Within 60 days of receipt of the ARP Progress/Termination Report Form and any other applicable material, the associate dean for research is expected to complete an independent review of a project’s annual/termination report and convene a review meeting with the principal investigator, project coordinator, and other involved project participants, such as co-principal investigators (if appropriate), to discuss the project and any concerns identified in the review by the project coordinator and the associate dean for research. The result of this meeting is that one of four recommendations will be made: (1) Commendation for satisfactory project achievement/completion, (2) Support for continuation of funding, (3) Review of unsatisfactory performance, or (4) Project termination (for projects not already ending or terminated). Copies of a written report detailing the recommendation are transmitted within two weeks of the review meeting to the principal investigator and the project coordinator by the associate dean for research. The written report contains the recommendation as well as a list of strengths and areas needing improvement.

C. Impact Statements

Annually in mid-January, each project is required to provide the Office of Agricultural Research a statement of impact identifying the beneficial effect the project’s implementation has had on the field of agriculture, the University, SAES, and/or agencies, companies, or individuals. These impact statements are to provide a brief synopsis of the measurable and meaningful contribution the project has made since its inception. These statements are to be based on actual accomplishments not intended goals or objectives. The general outline for an Impact Statement is provided in Appendix G.

VII. GENERAL POLICIES

A. Duration of a Project

Normally, the average period approved for a project is three years. Continuation funding is reviewed annually and is dependent upon satisfactory progress. The dean/research director has the authority to redirect, extend or terminate a project when it is evident that satisfactory progress is not being made.

B. Extension of a Project

Application for the extension of a project beyond the approved period is to be sent to the dean/research director 90 days prior to the scheduled termination date. Any application for extension must have an up-to-date progress report and a justification for the extension prepared by the principal investigator. It should also have the support of the project coordinator and outline in detail the anticipated expenditures and the activities to be undertaken during the period of the requested extension.
While project extensions are not encouraged, a project may be extended (automatic extension) for one year or less beyond the termination date, subject to approval of the dean/research director. Additional extensions must be approved by USDA/NIFA after proper justification.

C. Project Operations

No expenditures should be incurred until the principal investigator receives a certified/or temporary budget from the Office of Agricultural Research. All purchases, payroll authorizations and other acquisitions must be done within the established regulations of the University and those of the state of North Carolina.

To expedite the purchase of livestock at auctions, refer to Statement for Purchase of Live Animals for Research of the Business and Finance Purchasing Policies and procedures.

D. Equipment Purchases

Prior to submitting a proposal, the principal investigator should identify equipment needed for successfully conducting the proposed study, and confer with the project coordinator and the associate dean for research. Every proposal that includes equipment acquisition must include a completed SAES Equipment Request Form (Appendix H). Accordingly, the budget accompanying the proposal should contain a list and the cost of such equipment. All equipment authorized for purchase in a given fiscal year must be requested between October 1 and June 30 of the current federal fiscal year. Funds allocated for equipment not purchased during this period may be diverted to other projects or program uses.

Additionally, the Office of Contracts and Grants has instituted guidelines for equipment acquisition. Equipment is defined as nonexpendable, tangible, personal property having a useful life of more than one year AND an acquisition cost of $5,000 or greater. This threshold is consistent with the definition of equipment referenced in OMB circulars A-21 and A-110, University Accounting Procedures, and UNC-GA. For contracts and grants awarded prior to July 1, 1996 the threshold for equipment was $500 or more. For detailed information on the process, see Appendix I.

E. Supplies and Expendables

Except for feed, repairs, gasoline and other fuels, supplies and other expendables should be purchased by July 31 of the current fiscal year. When the goods are received by the principal investigator, a copy of the purchase order or document of receipt is to be routed back through the Office of Agricultural Research. Any
adjustments due to price or invoice changes must be approved by the project coordinator and the Office of Agricultural Research.

In regards to the purchase of certain fuels, see Appendix K.

F. Travel

Travel should be undertaken in accordance with North Carolina A&T State University’s Travel Policies and Procedures.

Additionally, students who are not state employees are not permitted to drive state vehicles. Persons employed under 61110, 61210, 61310 or 61410 (i.e. graduate research and teaching assistants) may drive state vehicles as they are considered state employees. Special attention should be paid to the guidelines for use of motor vehicles purchased by Evans-Allen Funds (Appendix L).

G. Processing of Documents

All payroll documents, purchase request and other documents of procurement and services are to be approved by the department chair prior to submission to the Office of Agriculture Research. Monthly cut-off dates established by the Office of Agricultural Research are to be observed in the processing of documents. (Student payrolls are to be submitted to the Office of Agricultural Research at least 24 hours prior to the due date). Allow three working days for processing of project related documentation in the Office of Agricultural Research. The budget manager will forward all such documents to the dean/research director’s office for approval. The dean’s office will forward them to Business and Finance for further processing.

H. After-the-Fact Certification of Labor Forms

After-the-Fact Certification of Labor Forms are required for all persons employed or otherwise supported by Evans-Allen funds. Completed forms must be signed and approved by the respective department chairpersons. By the second day of the month, forms for the previous month’s certification should be submitted to the Office of Agricultural Research. The forms will then be sent directly to the Office of Research Administration.

I. Budget Revisions

Budget revisions may be requested as necessary. However, it is suggested that this be kept to a minimum for ease of recording in the Office of Agricultural Research and that of Contracts and Grants. All revisions are subject to the approval of the Office of Agricultural Research.

J. Replacement of Principal Investigator(s) Upon Resignation or Other Reasons
If for any reason a principal investigator or other project personnel leaves the project (e.g., resignation or other), the associate dean in consultation with the project coordinator/department chairperson and the dean/research director will decide whether or not the individual should be replaced. The University property management office must conduct a complete inventory of project physical resources (equipment) before the individual is allowed to terminate his/her connection with either the project or the University.

In accordance the Personnel Policies for Designated Employment Exempt from the State Personnel Act North Carolina A&T State University (1981), EPA non-teaching employees in covered positions shall be subject to the same provisions concerning sick leave, maternity leave, civil leave and military leave as are applicable to employees subject to the State Personnel Act found in the Business and Finance Human Resources Policies and Procedures.

K. Harmonization of Salary Scales

The salary for an individual to be employed under the State Personnel Act (SPA) is determined by the University personnel director, whereas the salary for an individual to be employed in a position that is exempt from the personnel act (EPA) is determined by the agriculture research administrators. In doing so, every effort should be made to harmonize salaries with qualifications and experience across projects and in keeping with University guidelines. No principal investigator should offer a salary to any prospective employee on his/her project unless approved by the department chairperson, associate dean for research and research director/dean.

L. After-the-Fact Approval for Emergency Purchases

Principal investigators are advised to become familiar with Statement for Emergency Request Section on Purchasing in the Business and Finance Purchasing Policies and Procedures Manual. The procedures as outlined in the manual for emergency purchases should be followed according to the guidelines at http://businessfinance.ncat.edu/busmgr/purchase/Purchs12.htm
M. Procurement Card (PCard)/Petty Cash

Use of petty cash is highly irregular in the Office of Agricultural Research due to the introduction of the procurement card program. The procurement card program has been established by the State of North Carolina to allow rapid purchase of low dollar goods, reducing paperwork and handling costs associated with the small purchase process. The A&T procurement card is essentially a standard credit card in which the liability rests with the University instead of the individual cardholder. (This is different from the American Express Corporate travel card, in which the liability is solely the cardholder's.) The procurement card is issued to an employee, empowering this person to purchase goods and services on behalf of the University. Under no circumstance may this card be used for personal purchases.

The procurement card operates the same as a purchase request but with more restrictions. A PCard purchase request (Appendix H) must be submitted and approved by the fiscal unit in the Office of Agricultural Research prior any purchase. (No equipment, travel related expenses, personal memberships, etc.) All expenditures must be within the allotted budget limits. (Funds must be in place before expenditures are made). Use of the card should be limited to items listed in the guidelines contained at:


N. University Personnel

North Carolina A&T State University is deeply committed to a policy of equal employment opportunity for all of its employees and applicants. The University actively seeks and employs qualified persons in all job categories and administers all personnel actions affecting employees without regard to race, color, religion, gender, sexual orientation, age, national origin, physical or mental disability, or status as a disabled or veteran of the United States Armed Forces.

The principle of the equal employment opportunity applies to all aspects of the employment relationship, including:

- Initial consideration for employment,
- Job placement and assignment of responsibilities,
- Evaluation of performance,
- Promotion and advancement,
- Compensation and fringe benefits,
- Access to training and other professional development opportunities,
- Formulation and application of personnel rules and regulations,
- Access to facilities and services,
- Layoff and recall from layoff, and
- Discipline and termination.
The University’s Affirmative Action policy also reaffirms the commitment to nondiscrimination in the employment of the disabled, Vietnam-era veterans, and disabled veterans. Questions or concerns about equal employment or affirmative action should be addressed to the Department of Human Resources, or the Affirmative Action Office, or visit these websites:

http://facultypages.ncat.edu/hr/
http://facultypages.ncat.edu/hr/OSP%20Policies.htm

O. New Hires

When the principal investigator identifies the need for a new hire (scientist, professional, technical and/or assistants), he/she should meet and discuss these personnel needs with the department chair. The Office of Agricultural Research should then be contacted with a request to fill the position and to verify that there is funding for the position. The period of employment is limited to the time period of the current Evans-Allen project.

To hire employees subject to the State Personnel Act (SPA), the University employment procedures must be adhered to and must comply with the University guidelines and Senate Bill 886. The PD-301 (Recruitment Form) for SPA personnel must be completed to request applicants to be interviewed for positions. All applicants for the position are to be forwarded to the Department of Human Resources to assure compliance with federal regulations governing Equal Employment Opportunities. For more detailed information on the SPA employment procedures, visit: http://facultypages.ncat.edu/hr/.

EPA employment procedures must be in compliance with the University’s Affirmative Action Policy (AAP). To advertise for EPA vacancies (non-academic), a notice to advertise for hire must be reported to the Affirmative Action Officer (AAO) by the Department Chair on EEO Form 101. A copy of the position announcement must accompany the EEO Form 101. If the request is in compliance with AAP the AAO will notify the department or principle investigator that the notice to hire has been approved. For more detailed information on the EPA employment procedures, visit the University website at http://facultypages.ncat.edu/hr/.

To finalize the hiring process, payroll documents (EPA internal payroll authorizations and SPA E-1 forms with supporting documents) must be completed. Please contact the director of EPA Salary Administration & Personnel for a new hire package detailing the policies and procedures for EPA payroll.

The payroll documents are to be signed by the principal investigator and department chair, and forwarded to the Office of Agricultural Research. The Office of Agricultural Research will forward the payroll documents to the dean’s office. Once approved by the Dean, the payroll documents will be forwarded to the respective University offices. No individual should report for work prior to official notification from the Department of Human Resources for SPA employees or from the Chancellor’s Office for EPA employees.
P. Post Docs

The employment of post docs in the Agricultural Research Program is encouraged; however, approval prior to hiring must be obtained from the department chair and the associate dean for research. The period of employment is limited to the time period of the current Evans-Allen project. A letter should be sent from the department chair to the post doc that clearly states the period of employment. Employment past the specified time period is dependent on funds available from projects other than Evans-Allen and approval by the department chair and the associate dean for research. Any deviation from this policy will be handled on an individual basis.

Q. Undergraduate/Graduate Pay

Freshman and sophomore undergraduates on Evans-Allen projects are hired at an hourly rate of $8. Junior and senior undergraduates are hired at an hourly rate of $10. All undergraduates are limited to working no more than 15 hours per week. Graduate students are hired at an hourly rate of $15 and can work no more than 20 hours per week. There can be no exceptions! If not enrolled in the University during summer months, a 40-hour work week is acceptable. For more detailed information, see the ARP Student Employment Policies in Appendix E.

R. Discipline and Separation

It is the intent of North Carolina A&T State University to provide for its employees and management a fair, clear and useful tool for correcting and improving performance problems, as well as to provide a process to assist management in handling cases of unacceptable personal conduct. For more detailed information on the SPA Disciplinary Action Policy and the EPA Separation Process, visit the University websites at: http://facultypages.ncat.edu/hr/Documents/New%20HR%20Policies/PDF/NCAT_DISCIPLINARY_ACTION_POLICY.pdf or http://www.ncat.edu/administration/policy/epaseperation.pdf.

S. Employment Termination

Upon notice of termination of employment, the individual should follow the guidelines as set forth in the Faculty Handbook and at http://facultypages.ncat.edu/hr/HR_Policies_2008.htm.

T. Grievance

The normal procedure as outlined in University regulations will be followed.

U. Agricultural Communications and Technology
Agricultural Communications and Technology employs a variety of media techniques and strategies to help staff in the Agricultural Research Program and the Cooperative Extension Program communicate with diverse audiences. The unit offers services in writing, editing, photography, design, videography and Web-based technologies. Agricultural Communications can assist with creating all types of printed materials, the production and creation of audio and video materials and using the Web for education, information and promotion. The unit is available to assist with media training and using the media to communicate messages. The unit also offers communications training for customers to help them become more proficient at using modern communication tools.

The communications unit produces a wide variety of media materials designed to help extension personnel do a better job. The unit can assist scientists and researchers in packaging project results for use by the general public, and in making sure that stakeholders are aware of research and extension work and see the work is relevant to solving some of the state’s problems and issues.

Effective communications requires a careful blending of subject matter, knowledge and media skills. The unit’s major goal is effective communications among media staff, principal investigators and subject matter Extension specialists. Another goal is to produce high quality materials and deliver them on time. Only high quality materials are likely to attract the attention of research and Extension offices and to deliver messages with desired impact.

For communications assistance, call the Agricultural Communications Office at 4-7048 or 4-7636. Specific guidelines on procedures for production of research publications and other materials are included in Appendix D—Form AG-06.

V. Publications Using Data from Evans-Allen Projects

The Agricultural Research Program will arrange payment for page charges and related expenses for manuscripts published in research journals.

Manuscripts should contain the following acknowledgement:

Acknowledgement

The research in this paper was funded through the National Institute for Food and Agriculture of the United States Department of Agriculture, Project No. NCX-XXX-X-XX-XXX-X, in the Agricultural Research Program, North Carolina Agricultural and Technical State University.
Appendix A
Organizational Chart
Appendix B

Agricultural Research Program
Evans-Allen Proposal
Outline and Guidelines for Proposal Development

Title
A brief, clear, specific designation of the subject of the research. The title used by itself should reflect the objectives and scope of the project; however, the title should not exceed 82 characters.

Impact Statement/Justification
Present (1) the importance of the problem to agriculture and rural life of the state or region; (2) reasons for doing the work (such as the needs the project will fill) and doing it at this time; and (3) ways in which public welfare or scientific knowledge will be advanced.

Previous Work and Present Outlook
A brief summary of previous research (citing important publications); status of current research; and the additional knowledge needed which the project is expected to provide. (Literature citations may be listed at the end of the project outline).

Objectives
A clear, complete, and logically arranged statement of the specific objectives of the project.

Procedure
A description of the essential working plans and methods to be used in attaining each of the stated objectives. Procedures should correspond to the objectives and follow the same order. Location of the work, the facilities and equipment needed and available should be indicated. Wherever appropriate, the procedure should provide data suitable for statistical analysis. The procedure should reflect careful planning and should provide flexibility for changes if necessary.

Probable Duration
An estimate of the maximum time likely to be required to complete the project and publish results. Whenever there is a material change in the objectives of a project, a new or revised project outline should be prepared and submitted. A major change in procedure might also necessitate a revision of the project outline.

Financial Support
Estimated annual allotments (by funds) to (1) salaries, and (2) maintenance, based on analysis of requirements for labor, equipment, supplies, travel, printing costs and other
operating expenses. Or, as an alternative, the estimated total scientist years (SY) effort proposed for the project.

While 3-year budgets are requested in the original proposal, annual budgets will be due to ARP by April 1 to reflect actual need for the upcoming funding year. This is not a new budget, just a revision of the original (tentative) budget.

PIs should obtain an official budget template from the budget manager in the Office of Agricultural Research.

**Personnel**

The leader(s) technical and other support workers assigned.

**Facility Resources**

Buildings, labs, farm acreage, etc. required for project.

**Institutional Units Involved**

Each subject matter unit in the eligible institution and any other units of the institution contributing essential services or facilities -- the responsibilities of each should be indicated. If there is an advisory, coordinating, or directing committee for the project, the official title of the committee should be listed.

**Logic Model**

A logic model is a conceptual tool for planning and evaluation which displays the sequence of actions that describes what the science-based program is and will do. A logic model:

- clarifies the linkages between investments and activities, outputs and expected outcomes of the policy, program or initiative;
- communicates externally about the rationale, activities and expected results of the policy, program or initiative;
- tests whether the policy, program or initiative "makes sense" from a logical perspective; and
- provides the fundamental framework on which the performance measurement and evaluation strategies are based (i.e., determining what would constitute success).

**Cooperation**

A statement listing the U.S. Department of Agriculture or other stations, institutions, or agencies expected to cooperate formally or informally on the projects. If a project is part of a regional project, list the regional research project number.
Appendix C

AGRICULTURAL RESEARCH PROGRAM

Peer Review Form

Project Title:

Principal Investigator(s):

Rate the following categories related to the proposed research and provide explanations for each rating. To select a rating, double click on the preferred box and select ‘CHECKED’ as the value. Attach additional sheets for comments if necessary.

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<td>Does the project meet goals of the SAES research initiatives?</td>
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<td>Which goal?</td>
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<td>Implications to our clients.</td>
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<th>CATEGORY</th>
<th>YES</th>
<th>NO</th>
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<tr>
<td>Timetable/Scope of Work – (Given the level of funding required, personnel and other resources needed, will the principal investigator(s) be able to complete the project on time?)</td>
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<td><strong>EXPLANATION:</strong></td>
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<td>Collaboration</td>
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<td>EXPLANATION (COOPERATIVE EXTENSION):</td>
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<td>EXPLANATION (OTHER SCIENTIFIC DISCIPLINES):</td>
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**RECOMMENDATIONS:**
- [ ] APPROVED
- [ ] APPROVED WITH REVISIONS
- [ ] INAPPROPRIATE FOR FUNDING
- [ ] REJECTED

**JUSTIFICATION FOR ABOVE RATING**

**REVIEW CONTACT INFORMATION (PLEASE PRINT)**

- NAME: ________________________________
- TITLE: ________________________________
- EMAIL: ________________________________
- PHONE: ________________________________

__________________________
REVIEWER SIGNATURE

DATE REVIEWED: ________________________________
## Checklist for Proposal Review by Project Coordinator

<table>
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<tr>
<th>AREA</th>
<th>COMMENTS</th>
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<tr>
<td><strong>General</strong></td>
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<tr>
<td>• Does cost exist in the proposal that is not reimbursable from Evans-Allen Funds?</td>
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<td>• Is the principal investigator familiar with the scientific field in the proposal?</td>
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<td>• What impact will this proposal have on future teaching loads in the department and how will this be handled?</td>
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<td>• Are there tangible indicators of successful research results in the proposal?</td>
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<td>• How long after a project is initiated should results be available?</td>
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<td>• Is there a conflict with state and federal regulations on the part of the principal investigator in conducting the research?</td>
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<td>• Is the purpose or objective of the research proposal consistent with overall objectives of the department?</td>
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<td>• If animals are involved with the research project, does the care and handling of such animals comply with State and Federal Regulations?</td>
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<td>• If human subjects are involved, has approval been obtained from the University “Human Subjects Committee”?</td>
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<tr>
<td>• Is the proposal within the policy guidelines of the University?</td>
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</table>
Personnel

- List by title all other grants, contracts, or projects in which the principal investigator, technician, secretary, and support labor are presently participating. State the percentage of time/effort of each individual devoted to each project. (ADD EXTRA SHEET AS NEEDED)

- Are students going to be employed in this project? Indicate type of student, percentage of time/effort and salary per hour.

- Has the principal investigator completed all necessary reports (funding and progress) related to previous or current projects?

- Are the personnel salaries in harmony with those of other research and University personnel salaries?

- Can personnel from other projects be utilized for this project?

Scientific Equipment

- Can existing scientific equipment be used for this project? Is the new piece of equipment community property? Where will the equipment be housed?
### Facilities/Space Requirements

- Does the proposed research require additional space?
  - Describe in detail the physical space requirement.
  - Is this space presently available for use? If so, where is it located?
  - Are renovations of any type needed for the space required? If so, describe in detail the estimated cost and anticipated source of funds for these renovations.

- Does the proposal necessitate any special steps on the part of the department/University, such as safety measures against special hazards, special license, acceptance of special responsibilities? If so, describe the needs.

### Services and Supplies

- If the project requires special services and furniture and office equipment that normally are not available, describe and list the estimated cost for each item.
Appendix E

Agricultural Research Program Student Employment Policies
(Undergraduate and Graduate)

OVERVIEW
To enhance the learning experience, the Agricultural Research Program provides employment opportunities for undergraduate and graduate students on various research projects. Student employees can make valuable contributions by performing services/tasks that might not be economically feasible in hiring a full-time employee. But it must always be emphasized that a student employee should be a student first and employee second! In an effort to provide uniformity in student employment practices across SAES research activities, the following guidelines have been developed.

DEFINITION
Only full-time students (graduate or undergraduate) can be approved for employment on a research project. An undergraduate student is defined as one enrolled in undergraduate study for a minimum of twelve credit hours during each of the fall and spring semesters. Graduate students must be enrolled with a minimum of nine credit hours for each of the fall/spring semesters.

GPA ELIGIBILITY
In all cases students must be in good academic standing in their respective departments. Undergraduates must maintain a minimum 2.75 on a 4-point scale while graduates must have a 3.0 on a 4.0-point scale. A student who does not meet these minimum GPA requirements cannot be employed on any SAES research activity; no exceptions.

If a student (graduate or undergraduate) enrolls as a full-time student for the semester, but is forced to drop a course and falls below the required minimum, that student must not be allowed to continue employment until such time as the basic requirements are met. The student can request an appeal based on hardship. However the student cannot resume work until payroll authorization is approved by the department chair, associate dean for research and University personnel.

JOB DESCRIPTIONS
In order to accurately classify a position for student employment, a detailed job description should be provided. Among the items that should be included in the position description are:

- Degree of supervision required – Is direct supervision required or does work involve some independent decision making skills?
- Minimum knowledge and skills required – Does student have sufficient classroom knowledge/academic coursework to perform required tasks?
- Does the job facilitate learning outside the classroom – Does work activities enhance future development/skills?
- Complexity of tasks – Does work involve complex tasking involving discretion and good decision-making skills or does it consist of routine/repetitive tasks?
WORKING HOURS
At the beginning of each semester, an approved class schedule must be on file in both the offices of principal investigator and department chair. Students are not permitted to work when a schedule indicated the student should be in class.

Students employed on a project are not permitted to work more than 20 hours per week during the fall and spring semesters. No work is permitted during holidays or University-schedule closures. Students enrolled in summer courses are eligible to work no more than 20 hours per week. Students not enrolled during the summer, but successfully completed the prior spring semester as a full-time student may work a 40-hour work week provided the student is registered as a full time student for the upcoming semester. The first date students can begin a 40-hour work week during the summer is the start of the first Monday after the spring semester ends. All hiring is contingent upon the availability of adequate funding.

International students are not permitted to work more than 20 hours per week regardless of fall/spring/summer status. There can be no exceptions in accordance with Code of Federal Register: 8 C.F.R. 214.2 (f) (9) (i):

(9) Employment — (i) On-campus employment. On-campus employment must either be performed on the school's premises, (including on-location commercial firms which provide services for students on campus, such as the school bookstore or cafeteria), or at an off-campus location which is educationally affiliated with the school. Employment with on-site commercial firms, such as a construction company building a school building, which do not provide direct student services is not deemed on-campus employment for the purposes of this paragraph. In the case of off-campus locations, the educational affiliation must be associated with the school’s established curriculum or related to contractually funded research projects at the post-graduate level. In any event, the employment must be an integral part of the student’s educational program. Employment authorized under this paragraph must not exceed 20 hours a week while school is in session, unless the Commissioner suspends the applicability of this limitation due to emergent circumstances, as determined by the Commissioner, by means of notice in the Federal Register, the student demonstrates to the designated school official (DSO) that the employment is necessary to avoid severe economic hardship resulting from the emergent circumstances, and the DSO notates the Form I–20 in accordance with the Federal Register document. An F–I student may, however, work on campus full-time when school is not in session or during the annual vacation. A student who has been issued a Form I–20 A-B to begin a new program in accordance with the provision of 8 CFR 214.3(k) and who intends to enroll for the next regular academic year, term, or session at the institution which issued the Form I–20 A-B may continue on-campus employment incident to status. Otherwise, an F-1 student may not engage in on-campus employment after completing a course of study, except employment for practical training as authorized under paragraph (f)(10) of this section. An F-I student may engage in any on-campus employment authorized under this paragraph which will not displace United States residents. In the case of a transfer in Student and
Exchange Visitor Information Services (SEVIS), the student may only engage in on-campus employment at the school having jurisdiction over the student's SEVIS record. Upon initial entry to begin a new course of study, an F–1 student may not begin on-campus employment more than 30 days prior to the actual start of classes.

DEPARTMENT RESPONSIBILITY
Each department/area should have a written policy that include procedures for clocking in and out/timesheets, reporting absences and tardiness, discipline, breaks and student supervision. Student falsification of time records is grounds for immediate dismissal. Any student who is dismissed on these grounds cannot be employed again in SAES research activities.

PAY RATES
Freshmen and sophomores have a pay rate of $8 per hour, while juniors and seniors are at $10 per hour. The graduate rate is $15 per hour.

SAES research student employees must have payroll forms submitted to the Office of Agricultural Research at least two days prior to the date they are due in Contracts and Grants as set by the University’s payroll schedule.

TERMINATION
The supervising PI should monitor the student employee on a regular basis to evaluate adequate work performance. A constructive critique should be given and documented. Poor performance is adequate grounds for termination; but a student employee should also know they may be terminated at any time.
Appendix F

SCHOOL OF AGRICULTURE AND ENVIRONMENTAL SCIENCES
AGRICULTURAL RESEARCH PROGRAM

INTERNAL FORMS

AG-01 (Collaboration with Cooperative Extension and Others)
AG-02 (Intent to Use A&T Farm Land, Facilities, Livestock, Personnel)
AG-03 (Involvement of Human Subjects)
AG-04 (Intent to Use Laboratory and Equipment)
AG-05 (Personnel Requirements)
AG-06 (Communications Items)

AG-07 ( Appropriateness of Budget to Objectives/Available Funds)
(to be completed by ARP accountant)

Purpose and Directions:

The purpose of the attached forms is to allow for a systematic review of various aspects of your proposal to the Evans-Allen program. These forms must be completed and submitted to the Agricultural Research Program office before final evaluation of your proposal can be completed. These forms are internal to the Agricultural Research Program.

Once the project and the forms are reviewed and approved, any changes in the plans as described must be approved in writing through the Agricultural Research Office.

This is the first time that we have used these forms and there are areas that need improving. Any comments you may have would be greatly appreciated.
SCHOOL OF AGRICULTURE AND ENVIRONMENTAL SCIENCES
AGRICULTURAL RESEARCH PROGRAM

INTERNAL REVIEW FORM AG-01
*Collaboration with Cooperative Extension and Others

TITLE OF PROPOSAL: ________________________________

PRINCIPAL INVESTIGATOR: ________________________________

DATE: ________________________________

Directions: Answer all questions and obtain appropriate signatures.

1. Have you collaborated with persons from Cooperative Extension on our campus?
   □ YES
   □ NO

2. If yes, describe the nature of your collaboration with the Cooperative Extension personnel. (see description of collaboration below)

3. If no, explain why not.

4. Have you collaborated with persons from Cooperative Extension from other campuses?
   □ YES
   □ NO

5. If yes to question 4, describe the nature of your collaboration with the Cooperative Extension personnel from other campuses.

6. Describe the extent of collaboration with persons across campus, within SAES, and industry/agencies.
*Collaboration can vary in type and degree:

**Networking:** General discussion of topic, confirming that topic is driven by need of audiences

**Partnering:** Jointly producing a product or event such as a bulletin, workshop, etc.

**Cooperating:** Sharing resources and results, working together.

**Collaboration:** Working cooperatively on an activity where both parties share responsibility and credit for the outcome.

Signature of PI: 

________________________________________

Signature of Collaborators: 

________________________________________
(or attach letter documenting their involvement)
TITLE OF PROPOSAL: __________________________________________________

PRINCIPAL INVESTIGATOR: ____________________________________________

DATE: ____________________________

Directions: Answer all questions and obtain appropriate signatures.

1. Indicate if you plan to use any of the following at the A&T farm, please check:
   - [ ] Land
   - [ ] Facilities
   - [ ] Livestock
   - [ ] Personnel
   - [x] Do not plan to use the farm

   For each checked item, answer the related questions:

2. LAND
   
   a. Explain the amount and location of land you plan to use. Refer to A&T map for location of plots. (Map is on wall in B17 C. H. Moore).

   b. How will the land be used? Describe the plantings, location of building, etc.

   c. Will the land be usable when the project is finished?

   d. If you plan to locate a building, is the infrastructure available to handle the building (electricity, water, etc).

   e. Is the building and related costs contained in the proposal? If not, how will this be accomplished?

   f. Will you require assistance in tilling, etc. of the plots?
g. What is the timeline on plantings, or use of space by animals?

h. Do you have a technical assistant written into the proposal to assist with this project? If so, explain.

3. FACILITIES
   a. What facility do you plan to use?
   b. For what purpose?
   c. Does the facility currently exist?
      
      YES ☐  NO ☐  Are funds included in the proposal or coming from some other source?
   d. Do you have a technical assistant written into the proposal to assist with this project? If so, explain.

4. LIVESTOCK
   a. Are you planning to use existing livestock?
   b. Are you planning to buy livestock? If so, is there space to house the livestock? Is there feed and other care included in the proposal?
   c. If you are buying livestock, what will happen to the livestock once the project is over?
   d. Do you have a technical assistant written into the proposal to assist with this project? If so, explain.

5. PERSONNEL
   Will the project require assistance from the existing farm personnel? And if so, to what extent?
6. SPECIAL FARM EQUIPMENT

a. Overall, will you need special farm equipment to complete the project?

b. If so, how will you provide the equipment?

c. What role will your project play in maintaining the equipment?

Signature of PI: __________________________________________________________

APPROVALS:

_______________________________________________________________________

Signatures indicate that the above requests for A&T Farm land, facilities, livestock and related personnel are approved and can be provided if proposal is funded.

Appropriate Coordinator

Appropriate Coordinator

Appropriate Coordinator

Farm Supervisor: (Dr. Ralph Noble) _________________________________________
INTERNAL REVIEW FORM AG-03

Involvement of Human Subjects

TITLE OF PROPOSAL: __________________________________________________

PRINCIPAL INVESTIGATOR: ____________________________________________

DATE: ________________________________________________________________

Directions: Answer all questions and obtain appropriate signatures.

1. Does the proposal involve the use of human subjects?
   ☐ YES (if yes, answer questions below)
   ☐ NO

2. Have you obtained the Human Subjects Certification through the test on the Division of Research website?
   ☐ YES
   ☐ NO (must obtain before submitting proposal)

   If no, why not? __________________________________________________________

   Signature of PI: ________________________________________________________
TITLE OF PROPOSAL: __________________________________________________

PRINCIPAL INVESTIGATOR: ____________________________________________

DATE: ________________________________________________________________

Directions: Answer all questions and obtain appropriate signatures.

1. Does this project require the use of a laboratory?           YES ☐  NO ☐

2. If yes, where is the laboratory located? ______________________________

3. Does the laboratory require any type of renovations?              YES ☐  NO ☐

4. If yes, give a brief explanation and an estimated cost. ______________
   _____________________________________________________________________

5. Is this cost included in your proposal’s budget?       YES ☐  NO ☐

6. Does the laboratory require additional equipment?       YES ☐  NO ☐

7. If yes, what type of equipment is needed? ______________________________

8. Can this equipment be used for future research?       YES ☐  NO ☐

9. What is the estimated cost for additional equipment? _________

10. Is this cost included in the proposal’s budget?         YES ☐  NO ☐

Signature of PI: _______________________________________________________

_____________________________________________________________________

_____________________________________________________________________

44
TITLE OF PROPOSAL: __________________________________________________

PRINCIPAL INVESTIGATOR: ____________________________________________

DATE: ________________________________________________________________

Directions: Answer all questions and obtain appropriate signatures.

1. List the persons who will be involved in this research. Give name, position title and percentage of time to be spent on project.
   a. EPA
   b. SPA
   c. Graduate Research Assistants
   d. Undergraduate Students

2. Will this project require the hiring of additional personnel? __________________

3. If yes, give position title and a brief job description.

4. Is this cost included in your proposal’s budget? ______________

Signature of PI: _______________________________________________________

SCHOOL OF AGRICULTURE AND ENVIRONMENTAL SCIENCES
AGRICULTURAL RESEARCH PROGRAM

INTERNAL REVIEW FORM AG-05
Personnel Requirements
The Ag Communications check-up is available in electronic form at:
http://www.ag.ncat.edu/communications/communications_checkup.asp
TITLE OF PROPOSAL: __________________________________________________

PRINCIPAL INVESTIGATOR: ____________________________________________

DATE: ________________________________________________________________

Directions: Answer all questions and obtain appropriate signatures.

1. What is the total cost of the budget? _____________________

2. What is the amount of the proposal being replaced? _________________
   This is related to discontinuing projects within the department.

3. Are the costs in line with funding from Evans-Allen? _________________

4. Are there unknown costs not discussed in the narrative?

5. Is the budget in proper form?

6. What revisions are necessary?

7. What is the average project cost for the department? _________________

Signature of Accountant: _________________________________________

(Shirl Hines)
Why impact statements are important

- Accountability
- Might be the only representation of the quality of work we do
- Serve as a comparison to other institutions

Why talk about impact statements?

- Make them easier to write when they are due.
- Start thinking about them now – how could you convey the importance and success of what you’re currently doing to a lay audience?
- Increase understanding of the process

Write for the Audience

- Who is your audience?
  Administrators, politicians, funding agencies
- What do they want?
  Easily understood information that is quickly accessible
- How will they use your statement?
  Paraphrase it for inclusion in reports and presentations

Elements of an Impact Statement

- Problem or objective
  Why should people care and who is affected by the problem?
- Program (optional)
  Name the project, if it will be recognizable to your audience
- Participants
  List every institution and academic unit involved
- Partners (optional)
  Name other institutions, if others are involved
• Action taken
  Two or three sentences about what was done

• Program impact or conclusion

  Preferably quantifiable data directly resulting from the project.

  If above isn’t available, a logical result of the action taken, which addresses the problem or objective stated.

**Pitfalls to Avoid**

• Excessive subjectivity
• Irrelevant information
• Forgetting the impact or objective
Appendix H

PROCUREMENT CARD PURCHASE REQUEST FORM
AGRICULTURAL RESEARCH

To: ____________________  From: ____________________

FAX #: ____________________

PI: ____________________

Department: ____________________

Card Holder: ____________________

Banner Fund #: ____________________

Banner Account #: ____________________

Banner Org.: ____________________

Banner Program: ____________________

Vendor: ____________________

Items To Be Purchased: ____________________  Amount: ____________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Total: ____________________

Is Vendor on State Contract? Yes ____  No ____

Explain How Purchase Will Be Used:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

P.I. ____________________

Approved: ____________________  Budget Manager: ____________________

Department Chair: ____________________

Not Approved: ____________________  Budget Manager: ____________________

Department Chair: ____________________

Reason: ____________________

email address: hiness@ncat.edu  FAX #: 334-7674  Phone: 285-4704

Emergencies: If the Department Chair is out of the office his designee may sign for him/her.
Appendix I

SAES EQUIPMENT REQUEST FORM
($500 and Above)

The amount of equipment purchased by the Office of Agricultural Research has increased considerably in recent years. We have learned that there has been duplication of seldom used equipment. Requests have also been made through state, facilities and other budgets. The analytical lab in Carver Hall was established to aid researchers in their analysis. Duplicative or underutilized resources put undue strain on research budgets. It would be more cost effective to send some samples to other labs that can do rare analysis. We must ensure that the equipment purchases are warranted and funds are efficiently used. Also, please keep in mind that rarely used equipment must be made available to other scientists. In addition, any discarded equipment must be disposed of using University policies and procedures (property management). Failure to properly report surplus or obsolete equipment will result in discrepancies in your annual inventory and possible loss of funds to repair existing equipment, or purchase new equipment.

Please complete this form in terms of how it applies to either a current research project or one that you are submitting a proposal for.

1. Type of Equipment

2. Commercial Name

3. Manufacturer/Supplier

4. Need for the Equipment (What will it be used for?)

5. If the samples can be done in the Analytical Lab, explain why you are requesting this purchase for your use?

6. Does this equipment currently exist in your department or in SAES? □ Yes □ No □ Don't know.

7. If yes to Q6 – If the equipment is in SAES, why are you requesting a separate unit?

8. If existing equipment is not in working order – Does this request replace existing equipment?

□ Yes □ No

9. Why is replacement versus repair necessary?

10. What is the life expectancy of the equipment and use value after the project is terminated?

11. Which is more cost effective, to use the services of an outside vendor or purchase this particular equipment?
Purchase by SAES ☐ Outside vendor ☐

If using an outside vendor would cost less, explain why the purchase of this equipment is needed.
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________  

12. How often will the equipment be used by you and your project?
_____________________________________________________________________________________

13. In which department or lab will this equipment be located (identify room/lab number)?
_____________________________________________________________________________________  

14. Will students be using this equipment on their own? ☐ Yes ☐ No

15. Is equipment safe for student use? ☐ Yes ☐ No

16. What supervision will be provided for the use by students?
_____________________________________________________________________________________  

17. What is the estimated cost of purchase (include all peripherals, installation, and necessary supplies)
_____________________________________________________________________________________  

18. Does the vendor provide service and support? ☐ Yes ☐ No
If maintenance contract is required, what is the annual cost?
_____________________________________________________________________________________  

19. Are there any training costs to use the equipment? ☐ Yes ☐ No
If yes, what is the estimated cost?
_____________________________________________________________________________________  

20. Has a request for this equipment been made to any other source? ☐ Yes ☐ No
If so, identify the source (including proposal, facilities funds, state academic budgets, etc.)
_____________________________________________________________________________________  

NOTE: If additional room is needed to explain any item please attach supplemental sheet with each item number identified

Thank you for completing this form.

Requestor

Department

Revised September 2009
Appendix J

OFFICE OF CONTRACTS AND GRANTS
EQUIPMENT ACQUISITION AND MANAGEMENT

PURPOSE

The purpose of this statement is to provide guidance that Colleges/Schools/Departments/Units should follow in accounting for equipment purchased from a sponsored award.

Equipment – nonexpendable, tangible, personal property having a useful life of more than one year AND an acquisition costs of $5,000 or greater. This threshold is consistent with the definition of equipment referenced in OMB circulars A-21 and A-110, University Accounting Procedures, and UNC-GA. For contracts and grants awarded prior to July 1, 1996 the threshold for equipment was $500 or more.

Note that equipment can further be categorized as either general purpose or special purpose equipment.

Supplies – expendable property having a useful life of one year or less or an acquisition cost of less than $5,000.

Equipment fabrication – when multiple items which could be classified as supplies (some having an acquisition costs of $5,000 or <) are purchased to create/fabricate an integrated unit of equipment having a total value of $5,000 or more. In these instances, the individual purchase should be budgeted and accounted for as equipment. Fabrication does not include the replacement or upgrading of existing equipment or components and these cost items are to be budgeted and charged as supplies.

Note that if an award does include the fabrication of equipment, the College/School/Unit is responsible for requesting a change from the standard equipment code to one for fabrication.

GENERAL GUIDELINES/APPLICABLE POLICIES

A. Acquisition Guidelines

1. University Purchasing Procedures:

The Principal Investigator and/or assigned personnel assisting in the acquisition of the equipment must adhere to University purchasing procedures (See Purchasing Policies & Procedures).

2. Screening Prior to Purchase:
The Office of Management and Budget (OMB) Circular A-110, Subpart C Section 44 requires equipment screening in an effort to avoid purchasing unnecessary items. This screening must be undertaken prior to issuing a purchase requisition for the equipment. The University has established the following guidelines for equipment screening:

A. The principal investigator is required to screen on a University-wide basis for availability of equipment costing $25,000 or more. The Equipment Screening form (Form EPS1) should be completed and forwarded to the University Property Management Office. Upon receipt of the signed EPS1 form from property management, the requisition can be entered into Banner. The completed ESP1 form must be attached to the purchase requisition to confirm compliance for audit purposes.

Additional screening requirements may be necessary for specific agencies. Please see award documentation for more detail.

B. Government-Furnished Property (Equipment)

This category includes:

1. Equipment acquired under federal contracts that are governed in accordance with FAR 45.5, Government Property and

2. Property furnished by the federal government to the University/principal investigator.

   Equipment transferred to the University and governed according to FAR 45.5 must be recorded in the Capital Assets Management System. A copy of correspondence related to the transfer of government property to the campus is to be forwarded to the Office of Contracts and Grants.

   In most cases title to federally owned property that is used by the University during the award period vests with the government. Title and disposition of government property is to be administered in accordance with FAR 52.245-5 Alternate I. Disposition and final title vestment instructions are provided by the Office of Sponsored Programs.

3. Inventory Control:

   The principal investigator and the appropriate support personnel are responsible for maintaining and updating records of equipment accountable under each award.

4. Disposal of Equipment:
Equipment purchased under a contract or grant may provide for title to vest with the University. The conditions or agreement cited in the award document must be reviewed to determine if the government does or does not intend to retain title. For projects in which title to equipment vests with the University, normal University regulations related to trade, transfer or disposition must be followed. (See Purchasing and Property Management Section)

For sponsored awards that provide for the title to remain with the government, prior written approval must be received from the appropriate funding agency prior to the trade, transfer or disposition of equipment.

Note: OMB Circular A-110 allows the federal government to transfer and otherwise provide disposition instructions on all items of equipment. The equipment shall be appropriately identified in the award or otherwise made known to the recipient. Disposition instructions will be issued by the sponsoring agency within 120 days of receipt of a final equipment inventory.

5. Equipment Not in Approved Proposal/Budget

Formal approval is normally required from agencies (occasionally delegated to the Office of Contracts and Grant) prior to purchasing equipment if not listed in the approved proposal/budget. The principal investigator may want to compile a list of all anticipated equipment for a one-time approval in order to reduce the paperwork and time involved in approving each piece of equipment separately.

6. Office of Naval Research (ONR)

Complete DD Form 1419 for equipment purchased from sponsored awards administered under the cognizance of ONR. Contact the Office of Sponsored Programs for Form 1419 and instructions for completing.

Revised July 1, 2009
Appendix K

North Carolina Agricultural & Technical State University

EQUIPMENT PREACQUISITION SCREENING

Principal Investigator

Funding Agency

Banner Fund Number

1. Equipment Item(s) identified in the proposal and approved budget.

<table>
<thead>
<tr>
<th>List Items</th>
<th>Costs</th>
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2. Requests is Made to purchase the following item(s) not indicated in the proposal or budget.

<table>
<thead>
<tr>
<th>List Items</th>
<th>Costs</th>
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</tbody>
</table>

NON AVAILABILITY CERTIFICATION

University Screening: (Required for all equipment $25,000 or more).

The items described on this form have been screened by the Property Management Office against the idle inventory of North Carolina A&T State University and is hereby certified as not available.

_________________________  _______________________
Property Management Office  Date

EPS.1
Revised July 1, 2009
Appendix L

Purchase of Gasoline, Lubricants and Other Fuels

Procurement
By means of established bidding procedures, the farm manager will procure fuel, motor oil and other lubricants through the farm budget subhead for motor vehicle supplies. This object code of the farm budget will be replenished by means of local transfer of funds from the research administrative account to the farm account.

Dispensing Fuel
Only authorized vehicles will be fueled from supplies maintained on the farm premises. These include tractors, trucks, various power machinery and vehicles assigned to research projects supported by Evans-Allen funds. Purchase of gasoline or other fuels will be done at the farm through the standard purchase order process for approved vehicles.

The farm manager or his designee will be responsible for servicing vehicles at the farm pump. An invoice will be prepared at the end of the month which notes the following:

- date
- type of vehicle
- license number
- fuel quantity and price
- type of fuel
- account number to be charged

This invoice will be submitted and approved by the business manager. The original invoice will be forwarded to accounts payable with copies going to the farm manager and budget manager.

Accountability and Transfer of Funds
The farm manager will keep an updated account of fuels on hand, and will re-order whenever necessary.

Purchase request for fuels will be made through the regular channels for a minimum of one month’s estimated requirements, but not for more than three months at a time. The internal purchase order serves to inform the farm manager that the purchase is authorized in the amount and period covered.
Appendix M

Policy for Motor Vehicle Purchases and Maintained by Evans-Allen Funds

1. A vehicle bought with Evans-Allen funds or acquired through the Federal Excess Personal Property Program (FEPP) remains in the overall jurisdiction of the Agricultural Research Program and the research director/designee may assign the vehicle(s) to departments and/or projects as applicable.

2. The research director/designee may reassign the vehicle if or when the project is closed out, or if for good reason it becomes necessary to do so before termination.

3. Vehicles purchased for a project should be for the common use of project personnel and as directed by the principle investigator and approved by the research director.

4. Maintaining the vehicle in good running condition is the responsibility of the principal investigator or his/her designee and he/she should ensure that neglect does not lead to abnormal deterioration of the vehicle.

5. The users of vehicles purchased and maintained by Evans-Allen Funds should be familiar with and be guided by the general state policy and the of the University on transportation as outlined on the website (http://businessfinance.ncat.edu/BUSMGR/PURCHASE/TRAVEL8.HTM).

6. Each vehicle should carry a log book in which the following should be recorded each time the vehicle is used: beginning mileage (speedometer reading), fuel, amount of other substances bought, and mileage (speedometer reading), number miles traveled, purpose of trip, signature and date.

7. It will normally be expected that a vehicle be returned to its parking site on campus after it has been used.

8. Fuel for vehicle used for agricultural research should be purchased at the farm pump in accordance with the procedures outlined in Appendix D of this manual. The use of privately owned credit cards to purchase gasoline or other fuels is not encouraged.

9. At the termination of a project, the principal investigator will turn over to the research director (or designee) the keys for the vehicle(s) assigned to the project. Should there be immediate reassignment or sale of the vehicle(s), measures should be taken to secure it, e.g., parking in the secure area of the physical plant.

10. The principle investigator to whom a vehicle is assigned should exercise good judgment in ensuring that the vehicle is fully used in keeping with the purpose for which it was budgeted.

11. The research director or his designee will make quarterly reviews of the use of all vehicles in the research program.
Appendix N
Abbreviations/Terms Used in this Manual

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>ARP</td>
<td>Agricultural Research Program</td>
</tr>
<tr>
<td>USDA</td>
<td>United State Department of Agriculture</td>
</tr>
<tr>
<td>NIFA</td>
<td>National Institute for Food and Agriculture</td>
</tr>
<tr>
<td>PC</td>
<td>Project Coordinator</td>
</tr>
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<td>Plan of Work</td>
<td>Documentation outlining plan of research activity</td>
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