

## Department or Center Checklist for USDA/CRIS Projects

Researcher \_\_\_\_\_ Depart/Chair \_\_\_\_\_

1. \_\_\_\_\_ Outline (*Refer to Procedures for ARC Projects*)

- \_\_\_\_\_ Title
- \_\_\_\_\_ Personnel
- \_\_\_\_\_ Justification
- \_\_\_\_\_ Previous Work and Present Outlook
- \_\_\_\_\_ Objectives
- \_\_\_\_\_ Procedures
- \_\_\_\_\_ Probable Duration
- \_\_\_\_\_ Financial support Needed
- \_\_\_\_\_ Expected Impact
- \_\_\_\_\_ Bibliography and/or Literature citations

2. \_\_\_\_\_ Peer Review Summary (completed by Department Chair/Center Director)

3. \_\_\_\_\_ AD 416

- \_\_\_\_\_ Investigators & Department are the same as indicated on project outline
- \_\_\_\_\_ Signed by Chair(s)/Center Director(s)

4. \_\_\_\_\_ AD 417

5. \_\_\_\_\_ AD 2008

- \_\_\_\_\_ Signed by Chair(S)/Center Director(S)
- \_\_\_\_\_ DNA/RNA approval needed? / \_\_\_\_\_ Approved memo attached
- \_\_\_\_\_ Animal Care & Use approval needed? / \_\_\_\_\_ Approval memo attached
- \_\_\_\_\_ Human Subjects approval needed? / \_\_\_\_\_ Approval memo attached

6. \_\_\_\_\_ Submit 1 copy of outline and signed paperwork to ARC and send an electronic (Adobe pdf file if possible) version as an attachment to the AD416 to Ellen at: [eyeates@wsu.edu](mailto:eyeates@wsu.edu).

Checklist prepared by: \_\_\_\_\_