

# NCRA REGIONAL UPDATE FOR ADMINISTRATIVE ADVISORS

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- Upcoming NCRA Dates and Deadlines**
- NCRA/SAAESD Joint Meeting (Orange Beach, AL): **March 28-31, 2004**
  - North Central Land-Grant Meeting (Chicago, IL): **July 13-15, 2004**
  - Joint COPs Meeting (Orlando, FL): **July 25-27, 2004**
  - ESS Meeting, SAES/ARD Directors Workshop, North Central Regional Fall Meeting (Oklahoma City, OK): **September 26-29, 2004**
  - Projects scheduled for termination by Sept 30, 2005 should plan to have the justification and objectives sections of their proposal in NIMSS by **Sept 30, 2004**. The final proposal (with completed Appendix E) is due **December 1, 2004**.

## SAES-422 ANNUAL REPORT FORMS: HAS YOUR COMMITTEE MADE AN IMPACT?

Upon recent inventory of our files, the NCRA Office has noticed many committees are not submitting their SAES-422 Annual Reports in a timely manner.

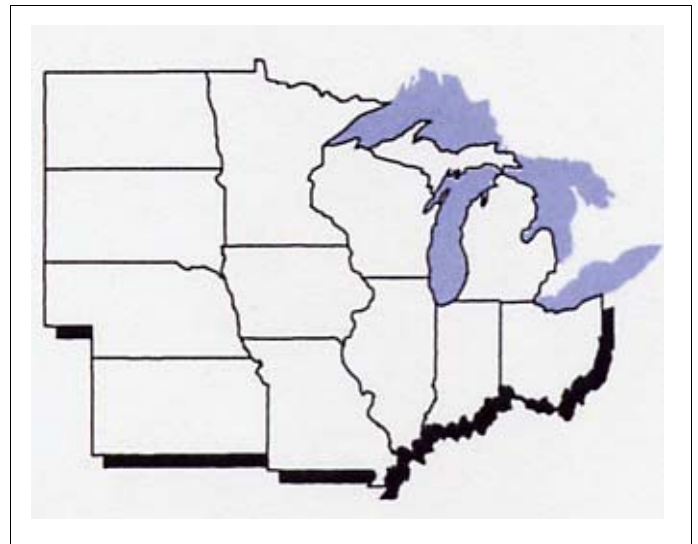
All NCRA Committees should now be aware that the SAES-422 form is a requirement of ALL committee types (NC-NCR-, NCA-, and NCT-). This change was made effective during the fiscal year, 2003, and has been updated in the Multistate Research Guidelines.

The annual report form briefly summarizes the meeting minutes, and identifies accomplishments and impacts of the committee. It is submitted electronically via the National Information Management and Support System (NIMSS - [www.lgu.umd.edu](http://www.lgu.umd.edu)).

The NCRA Office, as well as the Multistate Research Committee, would like to stress the importance of filing these reports. The SAES-422 form is more important than the meeting minutes (which can be attached to the form), and should be filed each year of a committee's existence, whether the committee has met face-to-face or not.

The SAES-422 allows the reporting of all committee activities to be uniform in style and content. It also allows the NIMSS system to be utilized to its fullest potential, making the information easily accessible throughout the country.

In an effort to better track committee accomplishments



and impacts, the NCRA Office will attempt to keep better track of SAES-422 submission. The form **MUST** be submitted within 60 days (two months) of the annual meeting.

The most important parts of the form are the committee accomplishments and impacts. These sections should be separate from each other, not combined. Failure to separate these sections may result in the annual report being sent back to the committee for revision.

The NCRA Office and the Multistate Research Committee want to stress that filing the SAES-422 annual report

form is not the responsibility of the Administrative Advisor; it is the responsibility of the committee members to make sure the annual report is in NIMSS, on time, for the Administrative Advisor to authorize. The committee should contact the AA to notify him/her that it is ready to be submitted as final.

The NCRA Office strongly recommends that all committees read the short document, *Preparing an Effective SAES-422 Report*, authored by current and former regional executive directors. Specific question about the SAES-422 form should be directed to the NCRA Office.



## ARE YOU SURE YOU'RE THE ONLY COMMITTEE RESEARCHING THAT TOPIC?



Have you ever wondered how many committees are studying your committee's same topic?

In an effort to reduce the number of North Central projects, the NCRA Office encourages all committees to contact other projects with similar research interests. Perhaps these committees should collaborate, and even work towards forming one joint project. For new or renewal project proposals, it is required that a CRIS be conducted across all regions and that the project proposal explain the relationship to other closely related projects.

The easiest way to locate another research committee with similar or complementary interests is to perform a CRIS keyword search.

The Current Research Information System (CRIS) allows one to easily search for particular information regarding current research projects.

The CRIS system is constantly updated and is available on the web at <http://cris.csrees.usda.gov/>.

## NEW MULTISTATE NOMENCLATURES: WHAT DOES IT ALL MEAN?

Last year, the NCRA adopted changes in nomenclature for the multistate projects/committees. They charged Executive Director, Daryl Lund, to explore, with the other regional executive directors, the possibility of adopting a nomenclature system for all four associations. The EDs have proposed a consistent nomenclature, which, if adopted, would result in the following potential changes for NC projects:

**NC-type** projects remain as such (ie. NCXXXX);

**NCR-type** projects become NC-IEGs (*Information Exchange Groups*) (ie. NC-IEGXXX);

**NCA-type** committees will be known as NC-ACs (*Advisory Committees*) (NC-ACXX);

**NCT-committees** will be known as NC-DCs (*Development Committees*) (NC-DCXXX).

All of the regional associations anticipate positive results from the new nomenclatures, which would go into effect October 1, 2004. Hopefully, this will clear up much of the confusion that has plagued the station directors' offices, as well as CSREES.

For questions or clarifications on any of the new committee nomenclatures, do not hesitate to contact our office.

## PARTICIPANTS: ARE YOU RECEIVING ALL OF THE INFORMATION YOU SHOULD BE?

All participants are reminded to make sure their information is up-to-date in the National Information Management and Support System (NIMSS).

This information can only be updated by station directors

(or administrative advisors if you are a private industry or ARS participant).

Updating your email address is the only way you will receive meeting notifications and other documents (such as SAES-422 forms) from the

NIMSS system. It will also help your director to know if you are still an active participant on the project. Contact your station director directly for specific verification.

## About the NCRA...

The NCRA is one of four regional associations with responsibility for facilitating multistate cooperation of regional and national research. The research is supported in part by the Multistate Research Fund (MRF), which is a federal appropriation authorized by the Hatch Act. Additional support comes from other federal programs as well as state and private sources. The research program focuses on regional priorities that are identified and developed jointly by State Agricultural Experiment Station (SAES) Directors, departmental chairs and participating scientists.



Check out the *Administrative Advisor and Committee Chair Virtual Handbooks* on the NCRA Webpage for yearly checklists, reminders, and guidelines.

**DOES YOUR COMMITTEE HAVE A SUCCESS STORY TO SHARE? IF SO, SEND YOUR EXPERIENCES TO OUR OFFICE TO BE POSTED IN OUR NEXT NCRA REGIONAL UPDATE (TO BE DISTRIBUTED SUMMER 2004).**

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