

June 29, 2004

***Checklist for Administrative Advisors  
To  
Multistate Research Activities***

\_\_\_ Have I as Administrative Advisor (AA) authorized the planned project meeting using the NIMSS paperless environment, 90 days prior to the planned meeting or activity?

\_\_\_ Have I familiarized myself with the nature and the purpose of the regional activity? Have I reviewed the history of the research project activity including consultations with the previous administrative advisor(s) and the CSREES representative?

\_\_\_ Have I encouraged the USDA/CSREES representative to attend the annual meeting? In the event that the USDA/CSREES representative can not participate, have I discussed issues which need to be brought to the attention of the committee members?

\_\_\_ Are the overall project objectives congruent with regional and national research priorities and program plans? Does the proposed activity fit within the CSREES strategic plan? Do the regional committee activities support the project objectives?

\_\_\_ Does the project activity demonstrate a level of interdependence in its approach? Is there evidence that the investigators are working together on each objective, or is the work simply a collection of individual investigators conducting research without some demonstrated level of dependence? As AA have I discussed and reinforced the need for demonstrating interdependence in the preparation of annual reports and the SAES 422.

\_\_\_ Has the multistate project sought to broaden its participation with other scientists working in similar areas? Is there a strong commitment to the multistate activity as evidenced by annual meeting attendance?

\_\_\_ Are all scientists assigned to the research project activity contributing?

\_\_\_ Have the scientists engaged in the multistate activity shown any interest or success in seeking and finding supplemental funding to enhance selective objectives of the project?

\_\_\_ Are the scientists involved with the research endeavor communicating the impacts and results of their work to the general public and/or to relevant audiences?

\_\_\_ As AA, am I acting as an advocate in communicating the findings of the multistate activity? Is there someone that I, as AA should be communicating with to make USDA, etc. aware of the research and its implications to regional and national needs?

\_\_\_ Have I checked to see that an annual report has been completed for the past year's activities, and properly conveyed?

\_\_\_ Has an agenda been developed and posted to all participants prior to the regional meeting?

\_\_\_ Has the committee developed a systematic approach for assuring timely submission of reports, authorizations for meetings and project revisions? Has the issue of timely submission of the minutes and annual report from the past annual meeting been discussed with the committee?

\_\_\_ When and where appropriate have I encouraged linking and meeting with similar multistate activities to expand collaboration?

\_\_\_ Are there other investigators from other disciplines that if brought into this project activity would increase the multidisciplinary nature of the activity, including extension faculty?

\_\_\_ In reviewing the outcomes of the proposed activity, are they achievable? Has achievability been discussed with the committee?

\_\_\_ How can I assist the regional committee leadership with the preparation of the meeting agenda? Is the agenda built around the project's objectives?

\_\_\_ When new members join the regional project activity, have I spend time acquainting them with the project activity.

\_\_\_ As AA have I reviewed the multistate research portfolio for potential duplication of research project activities.

\_\_\_ As AA have I encouraged the project leadership to complete the annual report (SAES-422) in a timely fashion and to forward to the CSREES Partnership office in a timely fashion. This is easily handled with the NIMSS paperless process.

\_\_\_ As AA have I encouraged the project leadership to set deadlines for necessary committee / project activities, especially the completion and submission of the SAES 422.

\_\_\_ When and where possible, have I assisted in dissemination of the result of the multistate research activity into the hands of users.