

Multistate Research Program Roles & Responsibilities

New SAES Directors' Orientation
Washington D.C.

December 8, 2004

Multistate Research Activities

- Multistate Research Project (NC, S, W, NE)
- 500 Series Project (NC-5xx, S-5xx, W-5xx, NE-5xx)
- Coordinating Committees (NCCC, SCC, WCC, NECC)
- Education/Extension and Research Activity
(NCERA, SERA, WERA, NEERA)
- Development Committee (NCDC, SDC, WDC, NEDC)
- Advisory Committee (NCAC, SAC, WAC, NEAC)
- National Research Support Project (NRSP)

Secretary of Agriculture

- Responsible for administration of the Hatch Multistate Research Funds (MRF)
- Delegates this responsibility to CSREES

CSREES

- Promulgates rules & regulations for MRF program
- Provides program leadership at national level
- Provides administrative oversight & authorization for MRF supported activities
- Approves MRF expenditures based on recommendations of regional associations

SAES Directors

- Responsible for multistate research program in their respective states
- Determine most effective use of federal & non-federal funds to support multistate research
- Responsible for peer review of proposed projects
 - Peer review delegated to regional associations

SAES Directors

- Authorize their Station's participants in multistate research activities
- Determine the human resources committed to MRF projects and related activities
- Document participation in, and contributions to, multistate research activities

SAES Regional Associations

- Obtain (directly or indirectly) priority needs from stakeholder groups
- Establish regional research priorities
- Facilitate development of new multistate research activities that address regional & national goals
- Manage multistate research activities originating in that region

SAES Regional Associations

- Assure scientific quality and relevance of multistate research activities through peer review
- Delegate responsibility to administrative advisors to ensure efficient & effective conduct of multistate research activities
- Document outcomes and impacts that highlight multistate research accomplishments

National Program Leaders

- Provide national perspective to regional associations' multistate portfolio
- Assist in scientific & merit review of proposed multistate research activities
- Help avoid unnecessary duplication of effort among all multistate research activities

Administrative Advisors

- **Communication**

- Inform committee of changes in policies or procedures
- Facilitate activity's organization, operation, & management
- Encourage participants to communicate with their directors & heads
- Keep other regions' EDs and CSREES appropriately informed

Administrative Advisors

- **Meeting Participation**

- Be familiar with project's objectives
- Keep meeting focused on objectives
- Promote cooperation & maintain team approach
- Provide updates on regional & national information

- **Agenda Setting**

- Facilitate meeting agenda preparation
- Assure focus on activity's objectives
- Keep state reports secondary to objectives

Administrative Advisors

- **Resource Monitoring**
 - Monitor activity resource commitments
 - Encourage committee to seek extramural funding
 - Identify potential funding sources
- **New Participants**
 - Facilitate addendum requests from new participants
 - Assure the addendum is consistent with objectives
 - Provide orientation to new participants

Administrative Advisors

- **Monitor Duplication**
 - Assure no unnecessary duplication of activities
 - Encourage interaction with similar interest groups
- **Minutes & Annual Report**
 - Facilitate recording & distribution of minutes
 - Submit annual report with accomplishments & impacts
- **Oversight & Accountability**
 - Assess collaboration & progress toward objectives
 - Set deadlines for key activities & reports

Administrative Advisors

- **Editorial Duties & Record Keeping**
 - Facilitate writing proposal & other documents
 - Maintain records of decisions & other actions
 - Prepare notes that can be passed to next AA
- **Spread the Results**
 - Communicate accomplishments to stakeholders
 - Assist in documenting, describing & disseminating true impacts

CSREES Representative

- National Program Leader is assigned as Agency's liaison to each MRF project
- Facilitate process for development, review, and approval of project
- Provide communication from & to federal partner
- Monitor, with AA, progress toward objectives

Detailed Information

- Guidelines for Multistate Research Activities and regional guidelines are available on each regional associations' web site
 - NCRA - <http://www.wisc.edu/ncra/>
 - NERA - <http://www.agnr.umd.edu/users/NERA/>
 - SAAESD - <http://www.cals.ncsu.edu/saaesd/>
 - WAAESD - <http://www.colostate.edu/Orgs/WAAESD/>