**Guidance for Administering the agInnovation NRSP-RC**

*Last Update: 10/12/2023*

**NRSP-RC membership terms (see NRSP Guidelines for details):**

* Term of appointment to the committee will be four years. Terms of the four SAES

regional representatives will be staggered, to provide continuity to deliberations.

* Chair term is two years, so regional associations support the NRSP-RC for two years. This is NOT in the Guidelines, so you may wish to add it (do we need agInnovation approval for just this minor informational addition?)

**Suggested Calendar of Activities for New/Renewal NRSPs:**

* For brand NEW NRSPs only (not renewals): Not Later than April 1, individuals interested in creating a new NRSP are required to submit an outline of the proposed NRSP’s objectives, justification, and tentative budget to the NRSP RC for a preliminary review no later than April 1 of the year prior to the proposed start date, for example, April 1, 2025, for a start date of October 1, 2026. If this review is positive, then follow the detailed instructions in the NRSP Guidelines. Update as of 10/12/2023: Start any proposed NRSPs as a regular NRSP proposal instead of as a DC, numbered with the year, the word “Intent,” and A, B, C, etc., depending on the order in which the request was received.
* Around October 1 or ideally sooner, remind NRSPs expiring in the next year of their need for renewal.
* Between Oct 1 and Jan 15, assist NRSP teams with the renewal process.
	+ Set up temp proposals in NIMSS, share NRSP Guidelines, NRSP budget template, NRSP peer review forms, and NRSP proposal template. Help them upload materials to NIMSS, as needed.
	+ Inform NRSP AAs and NIFA reps that they need to work together to secure 3-5 peer reviewers.
	+ Assign an NRSP review form in NIMSS to the lead AA and remind them they need to work with the other AAs on a joint review of the NRSP proposal, to be submitted via NIMSS no later than Jan 15.
	+ Around Jan 1, send the final reminder of the NRSP renewal deadline. This deadline includes a full proposal (edited to address peer reviews; suggest assigning a Technical Response form to the project lead), 5-year proposed budget table (may be edited in response to peer reviews), and 3-5 completed peer reviews (should be completed in time for the writing team to address review comments and submit a revised draft proposal; ~Dec 1). Peer reviews can be assigned and completed by the reviewer directly in NIMSS if they are familiar with the system, or you can submit from a Word document of the review form if they are an external reviewer. (I find it easier to submit external reviews myself, rather than spending time adding them to NIMSS and guiding them through the NIMSS submission process, but it’s up to you.)
* Jan 15 is the firm deadline for all NRSP renewal materials to be submitted to NIMSS.
* After the proposal has been submitted to NIMSS, be sure to complete the Participation Invite in NIMSS. (Participants >> Invite Participants)
* February—April. Regional associations review the project proposal and projected five-year budget using the Regional Review form in NIMSS (Reviews >> Assign a Reviewer) and discuss at their spring regional association meeting. The sponsoring Executive Director transmits comments and/or concerns along with a summary of the NIMSS regional review form results to the assigned AAs and NRSP-RC. May 1 is a good deadline to set for this.
* Early spring, schedule the early June NRSP-RC meeting, either via Zoom or in person.
* Early June/late May, hold the NRSP-RC meeting to discuss the proposal materials and regional comments. After this meeting:
	+ NRSP-RC should send comments and revision requests to each project with perhaps an 8/1 deadline for a revised proposal
	+ Assign the Technical Response form in NIMSS to the NRSP technical lead and request they complete and submit to NIMSS by the 8/1 deadline.
	+ Return the NIMSS proposal to Draft and work with the NRSP team to upload/edit the revised materials. Don’t forget to send the participation invites via NIMSS if you haven’t already.
* Later in August, the NRSP-RC can meet again (usually via Zoom) to review the revised proposals and make a recommendation to agInnovation for vote at the fall agInnovation meeting.
* Prior to the fall agInnovation meeting, create an online voting process for approving NRSP-RC recommendations, as well as a slide or two for the NRSP-RC chair to discuss NRSP-RCs recommendation.
* After the fall agInnovation meeting, let the NRSPs know the vote outcome. If approved, change the expiring NRSP to NRSP\_OLD##, change the temp NRSP to NRSP##, and approve the project in NIMSS.
* Update NRSP and regional OTT numbers document and transmit to Linda Cambron (Linda.Cambron@usda.gov) at USDA-NIFA. Note that the budget years in the NIMSS NRSP budget tables are CY, so adjust for FFY (yet NIFA typically does not allocate OTT funds until the new CY).
* Update the main NRSP table with projects, dates, budgets for each FFY.
* Go back to the top of this list to repeat the cycle for your second year. 😊Make edits to this process document, as needed.

**NRSP Midterm Review Process**

* Early fall, just prior to the NRSP’s midterm review year, remind the AAs and technical leads that their project is up for midterm review and they should make sure all reports are available in NIMSS.
* New in 2023: The NRSP leadership team should be reminded to prepare the required evaluation/impact analysis for the NRSP-RC, which should outline the progress made in contributing to the scientific community and adoption. Due Jan 15 to NRSP-RC. (Maybe upload to NIMSS as a report or an attachment to proposal?)
* Assign the NRSP Midterm Review to the lead AA and let them know that they should work with the other AAs to submit a joint review by Jan 15.
* February—April. Regional associations evaluate the midterm review. Assign Regional Review form to the ED and then the ED submits comments (if any) via their assigned regional review form in NIMSS.
* At the June NRSP-RC meeting, NRSP-RC discusses the midterm review materials and makes recommendations to share with each NRSP leadership team. These recommendations will vary for each project.
* After the June meeting, share NRSP-RC recommendations with each NRSP leadership team. The NRSP-RC should follow up with them, as needed, at renewal time or sooner.

**Helpful Resources:**

* NRSP Guidelines posted here: <http://escop.info/resources/>
* NRSP Budget Template (can be included as a NIMSS proposal attachment, but should also be directly inputted into the NIMSS NRSP budget form to NIMSS): <https://www.nimss.org/forms/appendix_f_nrsp_budget.pdf>
* NRSP peer review form template: <https://www.nimss.org/forms/nrsp_peer_new.pdf>
* Send also a link to the current NRSP outline so they can see what the proposal template should look like, as a reminder.