

NIFA State Liaison Program Roles and Responsibilities
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- **National Program Leaders (Liaisons)**: Liaisons serve as the primary resource and information channel between NIFA and the Land Grant and other state and territory-based universities and colleges receiving NIFA funds. Liaisons will aim to develop an on-going, productive, and mutually beneficial relationship with Extension and Experiment Station directors, and the leadership and faculty in Land-Grant and other state-and territory-based universities and colleges.

Specific Responsibilities:

- ***Provide timely review of annual plans of work and reports*** for Hatch, Smith-Lever, Evans-Allen and 1890 extension formula programs, and make recommendations on appropriate agency actions. Encourage universities and colleges to develop and submit program impact statements based on their reports.
- ***Build and maintain relationships with land-grant and other academic partners***. Establish and maintain a strong communication and engagement relationship through regular conversations with Land Grant and other state and territory-based universities and colleges receiving NIFA funds. Identify and maintain contacts of leadership at the universities and colleges that include Cooperative Extension, the Agricultural Experiment Station, and leadership at relevant colleges and schools (e.g. forestry, agriculture, natural resources, human sciences, and veterinary science). Provide information and respond in a timely manner to inquiries on NIFA actions such as Request for Applications, Stakeholder Meetings, and other items that are relevant to the universities and colleges, and NIFA's mission.
- ***Engage with the land-grant university and colleges at an agreed upon schedule***. Regular communication should be maintained with remote technologies such as phone calls, webinars, video conferences and emails. Liaisons should work towards having an in-person visit at least once every 2-3 years, taking into consideration any significant changes in the university's and college's leadership, or other events that will necessitate a more frequent in-person engagement.
- ***Host visits of university and college staff at NIFA***. Help arrange NIFA visits of university and college leaders, administrators and faculty. Help prepare an agenda as needed to facilitate the discussions with NIFA program and administrative staff.

- ***Prepare an annual summary of Liaison activities for NIFA.*** The summary should include information on liaison visits to universities and colleges, university and college staff visits to NIFA, news-worthy research, education and extension activities, and impact stories from the universities and colleges. The summary should be provided to NIFA's Office of Communications and the Congressional and Stakeholder Affairs Officer on a mutually agreed schedule.
 - ***Participate in NIFA's quarterly state Liaison team meetings*** to share and contribute experiences, resources, best practices, and tips. These meetings will be organized by the NIFA State Liaison Oversight and Implementation Team.
- **Division Directors and Director of the Center for International Programs:** Provide support to enable Liaisons to carry out their state liaison responsibilities. Monitor and advise liaison engagement activities of their direct reports. Assess state liaison activities and accomplishments in the Liaison's annual performance review.
 - **Program Institute Deputy Directors:** Provide support and direction to the NIFA State Liaison program, through the State Liaison Program Oversight and Implementation Team and the Liaisons they supervise to accomplish the program's goals. Monitor and advise Division Directors for Liaison engagement. Report and assess state Liaison activities and accomplishments in the Deputy Director's annual performance review.
 - **NIFA Director & NIFA Associate Directors:** Provide support and direction to the NIFA State Liaison program, through the Deputy Directors and the State Liaison Program Oversight and Implementation Team, to accomplish the program's goals. Engage with Land Grant partners and other state and territory-based universities and colleges receiving NIFA funds on relevant topics.