

**Working with Non-ARS entities: Instructions/details are on Pages 2-3 for completing the template for ARIS data entry**

- Referred to as an Incoming Agreement and formerly called the ARS-425

**The 416/417 and/or AIMS/Agreement part does not apply when the 425 is coded as Research, No Funds to ARS.**

**ARIS Staff:** Screen prints and data entry assistance can be found via the ARIS on-line manual in Chapter 4C located at <http://www.npstaff.ars.usda.gov/ARIS/Manual/ARIS-AIMS%20Chapter%204C%20Revised%20May%202009.pdf>

	<i>Required Information for the blocks in ARIS</i>	<b>Enter the response/description in this column and send the completed template to the ARIS data entry person via e-mail to utilize the copy/paste function</b>
1	Start Date	
2	Term Date	
3	ARS Contact Name	
4	Type (role of the ARS SY)	
5	ARS Contact Phone #	
6	Type of Agreement	Reimbursable
7	Grant Proposal	
8	Is your ARS Unit the Primary Agreement Holder	(Usually it always Yes, unless another ARS unit/location is taking the lead)
9	Primary Agreement Proposed Total Funds Amount (PAPTF)	Leave blank/as all zeroes (N/A Research, No Funds to ARS entries)
10	Purpose of Funds	Research, No Funds to ARS
11	Comments block	
12	Original Source of Funds	
13	Direct Source of Funds	
14	Requesting Waiver of IPSC	Will default to Always Waived
15	Why are you requesting a waiver to the IPSC?	N/A to Research, No Funds to ARS
16	How Are Funds to be Used?	Leave blank/as all zeroes (N/A to Research, No Funds to ARS)
17	ARS FTE:	Leave as .00 (does <b>not</b> apply to the amount of time the ARS SY will spend on this)
18	Conflict of Interest	
19	Objective narrative	
20	Approach narrative	
21	Keywords	
22	Title on the Proposal	
23	Deliverables (from the ARS SY)	
24	Work to be Performed by ARS	Inhouse
25	Non ARS Performing Organizations section	Leave blank (does not apply when coded as Research, No Funds to ARS)
26	Related In-house parent D project number	
27	Is the proposed research directly related to the ARS SY's inhouse parent project?	
28	Relevance to the parent project	
29	Codes from the parent project	Ask for codes from your unit secretary

**Instructions for completing each Block Number for the template on page 1; this is the required information and format for data entry into ARIS when submitting the approval documents to work with a Non-ARS entity**

1	Start Date (mm/dd/yyyy)
2	Term Date (mm/dd/yyyy and limited to 5 years maximum)
3	Contact (Last, First, MI of the ARS SY submitting the ARIS/listed on the proposal)
4	Type (role of the ARS SY): <ul style="list-style-type: none"> <li>Co-Principal = ARS SY has some responsibility for the project, but is submitting with a university PI</li> <li>Secondary = ARS SY is acting in Advisory/Collaborative/Assistance Type role, but no project responsibility</li> </ul>
5	ARS SY's Phone # (include Area Code)
6	Type of Agreement: <ul style="list-style-type: none"> <li>Coded as a "Reimbursable" when the 425/Incoming Agreement is Research, No Funds to ARS</li> </ul>
7	Grant Proposal: Yes or No response. <ul style="list-style-type: none"> <li>Yes = competitive grant proposal (i.e., NIFA/AFRI program)</li> <li>No = other types of proposals to Non-profit orgs or companies (still considered a grant from the SY's viewpoint, but it isn't a competitive type of proposal like the ones sent through grants.gov to NIFA/AFRI)</li> </ul>
8	Is your ARS Unit the Primary Agreement Holder (PAH): Select Yes
9	Primary Agreement Proposed Total Funds (PAPTF): <b>Not applicable to Research, No Funds to ARS entries</b>
10	Purpose of Funds: Research, No Funds to ARS (ARS SY is acting in advisory/collaborative/consulting role on the project)
11	Comments block (please follow the examples below as they provide the information the HQ and Area Agreements staffs need to document the proposed project): <b>Examples:</b> <ul style="list-style-type: none"> <li>(#1) Co-PI (or Secondary) for the USDA-NIFA-BRAP-002008 program (Biotechnology Risk Assessment/due date 01/30/09), on the proposal submitted by KSU in the amount of \$200,000; if funded KSU will retain all funds.</li> <li>(#2) Co-PI for the AFRI Program Code 91312 (Microbial Genomics) to be submitted by ARS-PWA/Aberdeen, ID (Dr. Jane Smith, PWA Log # _____), in the amount of \$300,000 with no funds to the NPA.</li> </ul>
12 <i>and</i> 13	<b>Direct Source of Funds (DSOF) and Original Source Funds (OSOF)</b> <ul style="list-style-type: none"> <li>The DSOF is the entity submitting the proposal to the granting organization or other entity (it is not ARS, but usually a university partner submitting the proposal).</li> <li>The OSOF is the entity that provides funds to another institution (this usually NIFA, AFRI, DOE, DOD, FS, etc.)</li> </ul> <p>Example: ARS and Kansas State University (KSU) submit a grant proposal to AFRI. KSU is awarded the funds. KSU retains the funds and the ARS SY will work on the project with the university, but not receive any of the funding. In this case, the OSOF is AFRI and the DSOF is Kansas State University.</p> <ul style="list-style-type: none"> <li>Always enter an Original Source of Funds under these circumstances.</li> <li>Do not enter an Original Source of funds if ARS is directly receiving the funds.</li> <li>The Original and Direct Source of funds should never be the same</li> </ul>
14 <i>and</i> 15	<b>IPSC = Indirect Program Support Costs</b> (overhead). Will default to Always Waived on Research, No Funds to ARS. Leave the Waiver Request block blank.
16	How are the funds coming into ARS to be used? <b>Leave blank when coded as Research, No Funds to ARS</b>
17	ARS FTE block: Leave as .00 (it is not applicable and does <b>not</b> apply to the SY time spent on the project)
18	Conflict of Interest (Yes or No response): Do you, or any full-time resident of your household, have any activity or financial interest (dealings) with the Original/Direct Source of Funds Organization(s)? If Yes, explain relationship.
19	Objective (3,200 character limit)
20	Approach (3,200 character limit)
21	Keywords (enter on individual lines in ARIS; phrases are entered on one line (e.g., <i>Integrated Pest Management</i> ))
22	Title of Proposal (140 character limit, avoid abbreviations if possible; do not put a period (.) at the end)
23	Deliverables-What will ARS do on this project, what will they provide back to the Non-ARS organization?
24	Work to be performed: <b>In-house</b> when coded as Research, No Funds to ARS entry
25	Non-ARS Performing Organizations: Does not apply when coded as Research, No Funds to ARS
26	Identify the related in-house/parent D project number (Example: 5402-21660-088-00D) <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>The related in-house D project selected must be a valid D project that is not past its Term Date.</li> <li>The ARS SY must be listed as an Investigator on the selected in-house D project.</li> <li>The Title of the related in-house D project will default into the ARIS system.</li> </ul>

27	Is the proposed research directly related to the in-house/parent D project of the ARS SY (Yes or No response)? If NO, provide an explanation as to why you are participating in the proposal and/or submitting a request for funds.
28	<p>Relevance to the related in-house parent D project that was identified above (<i>required response</i>)</p> <ul style="list-style-type: none"> <li>• Identify the Objective(s) and/or Sub-Objective(s), milestone(s), and deliverables from the parent project this proposal will relate to;</li> <li>• List the amount of time and effort the ARS SY(s) will be putting into this project (5% is the suggested guideline);</li> <li>• Explain how participating in this project will benefit your in-house parent D Project.</li> </ul> <p><b>Example:</b> This project relates to parent project Sub-objective 2.1, Develop year-long forage-based livestock production systems, 12-month milestone for establishing field scale plots for grazing; estimated time and effort is approximately 5%; benefits to the parent project include conducting specific research related to weight gain and use efficiency of yearlings grazing on introduced forage species which is a specific component of the 12 month milestone within Sub-objective 2.1. The proposed research also provides collaborative expertise in cattle physiology which is not currently available at the location but is key to the continued success of the project. The cooperative nature of the research will support and enhance the objectives of the parent project, augment the knowledge of the participating scientists, and result in substantial progress to be shared with customers and stakeholders (impact and technology transfer).</p> <p><b>NOTE/TIP:</b> Please use the terminology “parent project” or “in-house project” (instead of CRIS project).</p>
29	<p><b>Coding:</b> Codes automatically propagate from the related in-house parent project.</p> <p><b>Suggestion:</b> Print a current copy in-house D project to review/identify the appropriate codes for this ARIS entry.</p> <ul style="list-style-type: none"> <li>• All codes that are on the D project can be included, but only the most applicable codes should be listed.</li> <li>• Enter the relevant % next to the applicable codes.</li> <li>• Minimum of one code at 100% is required in each category, but multiple codes (10% minimum on each) can be identified.</li> </ul> <p><b>The following codes will propagate and are modifiable:</b></p> <ul style="list-style-type: none"> <li>• <b>FOS</b> = <b>F</b>ield of <b>S</b>cience</li> <li>• <b>RPA</b> = <b>R</b>esearch <b>P</b>roblem <b>A</b>rea</li> <li>• <b>SOI</b> = <b>S</b>ubject of <b>I</b>nvestigation</li> <li>• <b>Sub-Activity Classification Codes</b></li> <li>• <b>STP</b> = <b>S</b>trategic <b>P</b>lan</li> </ul> <p><b>The National Program (NP) codes will also propagate but they are <u>not</u> modifiable.</b></p>

Working with Non-ARS entities: Instructions/details are on Pages 3-5 for completing the template for ARIS data entry

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Applies to the following types of research projects:

- Competitive grant proposals (NIFA/AFRI; NSF, etc. and with/without university partner, Non-Profits, Private Companies, etc.)
- Trust Fund Cooperative Agreements (Private companies and Non-Profit organizations)
- Interagency Reimbursable Agreements (APHIS, BLM, DOE, Forest Service, GIPSA, NASA, NRCS, etc.)

The AIMS/Agreement part of the process:

- AIMS cannot be entered until after the ARIS has received line management approval at all levels and drops back to the Active side of the ARIS system (will show as a Pending record)
- The Agreements Section will notify the Unit if/when the 416/417 and/or AIMS needs to be added to the existing/approved Incoming Agreement
- The 416/417 is not added to the Incoming Agreement unless the amount is for \$25,000 or more
- The AIMS is not entered when the Incoming Agreement is with another Federal agency (called an Interagency Reimbursable Agreement and we use special forms when establishing an Interagency Reimbursable Agreement)