

ARIS 416/417 Instructions & Template (for D, L or X Projects)

PROJECT INFO	
Project No.	See ARIS Online Handbook Chapter 6 and STP Codes below. Project #:
Type	Select "D" for appropriated fund projects unless specific instructions were provided to for an L or X project.
Project Title	Enter title from the certified project plan unless a different title has been approved by the NPL and AD. Title:
Start Date	Enter date the project is expected to begin. Plan on 4-5 weeks to get project approved. HQ will modify as necessary for new projects. Start date:
Term Date	Enter date the project is expected to terminate, which is typically 5 years after the project starts. Appropriated-fund projects cannot exceed 5 years. Term date:
Duration	Leave blank. Will automatically populate once Start and Term Dates are entered.
SY	Leave blank. Will automatically populate once Investigators are entered.
Current Dollars	Leave blank. Will automatically populate once project is funded.
Department	Leave blank.
Institute	Defaults to the code for your specific ARS location.
Agreement	Leave blank.
Control No	Leave blank.
SAES, Other, None	Select None.
Award Date	Leave blank.
COMMENTS	
Comments	Enter a brief description of the ARIS action requested in this 416/417. See suggested Attachment 2 for examples. Comments:
OBJ/APP/KEY	
Objectives	Copy the Objectives from the certified project plan unless written permission for different objectives has been received from NPL and AD. Objectives:
Approach	ARS scientist should provide a brief written summary of the project's approach which the ARIS user can paste into this block. The Project Summary from the certified project plan may be used. Approach:
Keywords	ARS scientist should provide these to the ARIS user. Each keyword or phrase should be entered on a separate line. Keywords:
Thesaurus	Leave blank.
INVESTIGATORS	
Investigators	Select the names of ARS scientists (Category 1, 4 and 6 only) assigned to the project and the percentage each scientist's time that will be assigned. Only one scientist can be selected as the Principal Investigator. Scientists: Principal Investigator:
STP/CODES	
See ARIS Online Handbook Chapter 6.	
Strategic Plan (STP) Codes	STP codes are used to determine a part of the project number. Descriptions of STP codes are available in ARIS (Reference tables / Classifications / Strategic Plan). STP Codes:
National Program Codes & Type	Leave blank. ONP will enter this information.
Region Code, #, %	Leave blank.
BPIM Code & %	Leave blank. ONP will enter this information.
417 CODES	
See ARIS Online Handbook Chapter 13. Descriptions of codes are available in ARIS (Reference tables / Classifications).	

Basic, Applied & Developmental Research Codes	Use any combination of the three codes to equal 100%. Basic %: Applied %: Developmental %:
Field of Science (FOS)	Select at least one code and maximum of 10. The codes must total to 100% for this category. FOS:
Research Problem Area (RPA)	Select at least one code and maximum of 10. The codes must total to 100% for this category. RPA:
Subject of Investigation (SOI)	Select at least one code and maximum of 10. The codes must total to 100% for this category. SOI:
Sub-activity Classification	Select at least one code and maximum of 10. The codes must total to 100% for this category. Sub-activity:
Special Classification	See ARIS Online Handbook Chapter 13A for instructions. BT (Biotechnology): If used, minimum of 10% required, maximum 100% allowed BR (Biotech Risk Assessment): Can have a combination of codes, minimum of 10% each, cannot exceed 100% PC (Pest Control): Can have a combination of codes, minimum of 10% each, cannot exceed 100% FBP (Farm Bill codes): Required on all D projects. Can use 1 to 6 codes, minimum of 10% each, maximum 100% total SA+ (Sustainable Ag Codes): Only one code allowed and must equal 100%. Required on all D projects. Code is determined by worksheet, contact RL for assistance. BRCOM (Biosafety): If the BRCOM is on a project, BL level and date of certification/recertification must be in the last line of the Approach on the 416 BTER (Biotech Environmental Release): If BTER is listed, must have at least 2 BT codes listed on the project BARD (Binational Ag Research and Development Fund): Should always be 100% BPMS: Can only be entered at NPS level. Minimum is 10%; combinations of different codes can be over 100% CRADA code: must equal 100% CRG (NRI Competitive Grants Program): CSREES Competitive Grants should be coded 100% X1890 (Cooperative Research with 1890 Institutions): Cannot be over 100% All other special codes: Minimum of 10% for any one code; combination of codes can be over 100%
FUND TRANSFERS	See ARIS Online Handbook Chapter 4B for instructions.
Receiving Accession Number	
Fiscal Year (FY)	
Received Amount	
Permanent / Temporary	
Total Amount of Giving Projects	
Comments	Copy text from Comments tab here.
FY	
Giving Accession Number	
Project Number	
Permanent / Temporary	
Giving Amount	
RESPONSIBLE TEAM	
Team Members	Leave blank. ONP will enter this information.
SIGNATURES	
Research Leader	