

Chapter 16

Agricultural Research Information System (ARIS)

The Agricultural Research Information System (ARIS) Online Manual provides instruction for operation of the research project documentation automated system. A user must possess an ID and password to access ARIS. They are obtained by request through the Area Extramural Agreements Specialist.

Acronyms: See [Chapter 22](#) for a comprehensive list of commonly used acronyms.

References: [ARIS Online Handbook](#)
[P&P 324.0](#) – ARS Reimbursable and Trust Fund Agreements
[ARIS Records Disposition Schedule](#)

Cross References: [Chapter 3](#) – ARMP
[Chapter 10](#) – Human Resources
[Chapter 11](#) – Manuscripts
[Chapter 12](#) – Patents and Technology Transfer
[Chapter 21](#) – Travel
[Chapter 26](#) – Program Agreements
[Chapter 27](#) – Office of Scientific Quality Review (OSQR)

Websites: Office of Scientific Quality Review (OSQR) <http://www.ars.usda.gov/osqr>
NPA Grants and Agreements <http://www.ars.usda.gov/npa/grants>
NPA OSQR and On-Site Review <http://www.ars.usda.gov/npa/osqr>

Attachment 1: ARS Research Associate Program
Attachment 2: Remarks Examples for 416/417
Attachment 3: ARS 416/417 Template
Attachment 4: Cheat Sheet for ARIS Reports
Attachment 5: ARIS CRIS Project Files Management Guidelines

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115 Related Questions

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ARIS SYSTEM COMPONENTS

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| ARS-416/417/Agreements Incoming/Outgoing | Documentation of ARS inhouse research and extramural projects. This includes the objective, approach, funding, and classifications such as Strategic Plan Code (STP), Regional Project, Subject of Investigation (SOI), Research Problem Area (RPA), Field of Science and Special Codes. |
| ARS-421 | Provides access to annual and final progress reports and publications for every project. |
| ARMPS | Annual Resource Management Plan System. The CRAS schedule of the ARMPS is available for viewing (downloading from the PC system). |
| AIMS | Agreements Information Management System. ARIS/AIMS is used to produce the agreement (incoming/outgoing) award package and to serve as a management tool for the Extramural Agreements Specialists/Authorized Departmental Officers (ADO). |
| ARS-115 | Requests to Submit Manuscripts for Publication which are used to communicate new research discoveries, includes technical abstract, interpretive summary, author and journal for publication. Maintained indefinitely with a History File component for 115's more than 5 years old. |
| FTIS | Foreign travel for work and international meetings by ARS employees, including a one-page trip report. |
| International | Will track research performed in foreign countries between ARS and Foreign Scientist, source of funds, progress reports and publications on the research, and any exchange visits between scientists. |
| Mission Statement | Describes the research goals of the Management Unit. |
| Mode Code | A numerical identification of management units within the ARS organizational structure. The 4 th Mode Code level indicates the geographic location; the 5 th level, the research unit, laboratory, or institute; and the 6 th level, the laboratory or research unit. (Example: 5402-20-00: 54 = Northern Plains Area; 02 = Fort Collins, CO; 20 = Sugarbeet Research Unit.) |
| Personnel | Provides non-confidential information about ARS employees, downloaded from NFC every 2 weeks. |

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| Post Doc Program | Tracks ARS employees that are eligible to compete for permanent positions. Serves as a recruitment source for selecting officials during the competitive recruiting process. Current listing of vacant SY positions. Also, contains the post-doc proposals funded by the Administrator and who was selected. |
| Reports | Provides summary and detail data based on classification codes such as Subject of Investigation (SOI), Activity, Special, and Strategic Plan Code (STP); publications; mode codes; briefing packets; management unit; location; Area and Agency level. |
| Tektran | Technology Transfer Automated Retrieval System. Blank forms can be printed from ARIS. |

ACRONYMS AND DEFINITIONS

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| ACCESSION NUMBER | A unique identification number issued by the Current Research Information System (CRIS) and assigned automatically to each ARS project when new 416/417's are entered into the system. Accession numbers do not change when a project is renumbered. |
| ACTIVE FILE | The Active file contains the official project records |
| ADODR | Authorized Departmental Officer=s Designated Representative. The ADODR is the ARS person who is responsible for the proper conduct of an extramural research project. |
| COMP GRANT | USDA Competitive Grant |
| CRIS | Current Research Information System. An automated system maintained by CSRS for storing and retrieving information on research projects of USDA and State Agricultural Experiment Stations. |
| EXTRAMURAL RESEARCH | A legal document that enables ARS to obtain research or research-related services from organizations or individuals outside of ARS (Specific Cooperative Agreement, Project Grant, Non-Funded Cooperative Agreement, Trust Fund Cooperative Agreement, and Reimbursable Cooperative Agreement). |
| FORM ARS-115 | Manuscript Approval |
| FORM ARS- 416/417 | Research Project |
| FY | Fiscal Year (October 1 through September 30 each year) |
| INCOMING AGREEMENT | Outside Funds (non-ARS funds) Request (Reimbursable, Trust) formerly Form ARS-425 |
| IN-HOUSE RESEARCH | Research conducted by ARS scientists |
| MODE CODE | A numerical identification of management units within the ARS organizational structure. The 4 th Mode Code level indicates the geographic location; the 5 th level, the research unit, laboratory, or institute; and the 6 th level, the laboratory or research unit. (Example: 5402-20-00: 54 = Northern Plains Area; 02 = Fort Collins, CO; 20 = Sugarbeet Research Unit.) |
| MM/DD/YYYY | Month/Day/Year (Note: year is always four digits, e.g. 2004) |

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| OUTGOING AGREEMENT | Cooperative Agreement initiated by ARS. Specific Cooperative Agreement and Project Grant Agreements (outgoing funds) or Non-Funded Cooperative Agreements. |
| PI | Principal Investigator. The research scientist who has scientific leadership for the specific work described. |
| PL-480 | Public Law 480-foreign research projects |
| RPA | Research Problem Area. A classification component of CSRS-CRIS for arranging research problems according to national goals. |
| SOI | Subject of Investigation. A classification component of CSRS-CRIS for arranging subject of investigation according to national goals. |
| SPECIAL CLASSIFICATION CATEGORIES | Special interest area that requires unique coding in ARIS, such as Biotechnology (BT) and integrated pest management (PM). |
| SY | Scientist Year. Any professional scientific position that is identified as Category 1 (Research Scientist) or Category 4 (Service Scientist), including Research Associates. |
| WORK FILE | The file in which new or modified ARS project records are held until they are approved to move to the Active Project File. Its purpose is to enable persons in the Area Office and at field locations to request NPS approval for changes. Only authorized persons in the NPS Program Support Office may approve the records to move from the work file to the Active File. |