

## Chapter 6. ARIS Research Project Numbering

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### ***Project Number Components***

The project number consists of five coded components (a, b, c, d, and e), structured as follows:

- a = Location Code (Mode Code)
- b = Objective/Approach Code from the project's STP code
- c = Sequential Number
- d = Project Linkage Code
- e = Project Type Identification

### ***Determining Project Numbers***

- a = 4-digit Location (Mode) code.
- b = 5-digit number containing the Objective/Approach code from the Strategic Plan Code (STP), e.g. in the STP code 4.2.1.1, the Objective code is 4 and the Approach code is 2.

**Note:** Relative percentages within objective/approaches are not determining factors in the assigning of the code.

1. If a project has only one STP code, use the STP objective/approach codes and three zeroes, as follows:

4.2.1.1. @ 100%, use 42000 as the 5 digit number.

2. If two STP codes contain the same objective/approach code, follow rule 1:

4.2.1.1 @ 50%

4.2.1.2 @ 50%, use 42000 as the 5 digit number.

3. If two STP codes contain different objective/approach codes, use the lower objective/approach number, followed by the higher objective/approach number, followed by a zero:

a) 4.2.1.1 @ 50%

4.3.1.3 @ 50%, use 42430 as the five digit number.

b) 4.3.1.3 @ 30%

2.1.2.6 @ 70%, use 21430 as the five digit number.

c) 3.1.4.2 @ 40%

4.2.1.1 @ 60%, use 31420 as the five digit number.

4. All extramural projects must use the same “a” through “c” code components as the related in-house project(s).
5. Headquarters (0500) projects are unique numbers and do not fall under the objective/approach coding system for component “b”.

**c = 3-digit Sequential Number.** The sequential number identifies successive projects within the same location (component “a”). The Next Available Project Number option in ARIS lists the last sequential number in use.

**d = 2-digit Project Linkage Code.** This code links extramural projects to the programmatically related in-house projects. It also links projects funded through Reimbursable or Trust Fund Agreements with relevant in-house projects. Base-funded, in-house projects always have a linkage code of “00”.

**e = Project Type Identification.** A letter following the 2-digit project linkage code indicates the type of project:

### **In-house Research**

D = In-house project (appropriated, base funding)  
L = Cross-Location Research Project  
X = Other

R = Reimbursable Agreement (RCA) (incoming funds from outside sources, soft funds)  
T = Trust Fund Agreement (TFCA) (incoming funds from outside sources, soft funds)

### **Extramural Research**

G = Grant (funds going to outside organizations)  
N = Non Funded Cooperative Agreements (NFCA)  
M = Memorandum of Understanding (MOU)  
S = Specific Cooperative Agreement (SCA)  
J = Research Support Agreement (RSA)

### *Coding Examples*

#### **In-house, Appropriated (base-funded) Project**

5325-31000-007-00D, where:

a    b    c    d e

a = Location code

b = Objective/approach code

c = Sequential number

d = Project linkage code

e = Project type identification number

#### **Reimbursable Agreement Related to In-house Project**

5325-31000-007-01R, where:

a    b    c    d e

a = Same location code as related in-house project

b = Same objective/approach code as related in-house project

c = Same sequential number as related in-house project

d = Linkage code to the in-house project

e = "R" signifies a Reimbursable Agreement

#### **Specific Cooperative Agreement Related to In-House Project**

5325-31000-007-02S, where:

a    b    c    d e

a = Same location code as related in-house project

b = Same objective/approach code as related in-house project

c = Same sequential number as related in-house project

d = Linkage code to the in-house project

e = "S" signifies a Specific Cooperative Agreement

**Note: Each project number MUST be unique and can never be reused, even after termination.**

Each time subordinate projects related to the same in-house project are added, the linkage code will change, e.g. 5325-31000-007-01R, ...02S, ....03T, ...04S, etc. The same linkage code number should not be used twice.

### Find Next Available Project Number

#### In-house Projects

To find the next available project number for any project type, open the Research Documentation screen. From the toolbar, click “**Work**” and “**Next Available Project**” (fig. 1). All active, expired, terminated, and pending projects types will be listed (fig. 2).

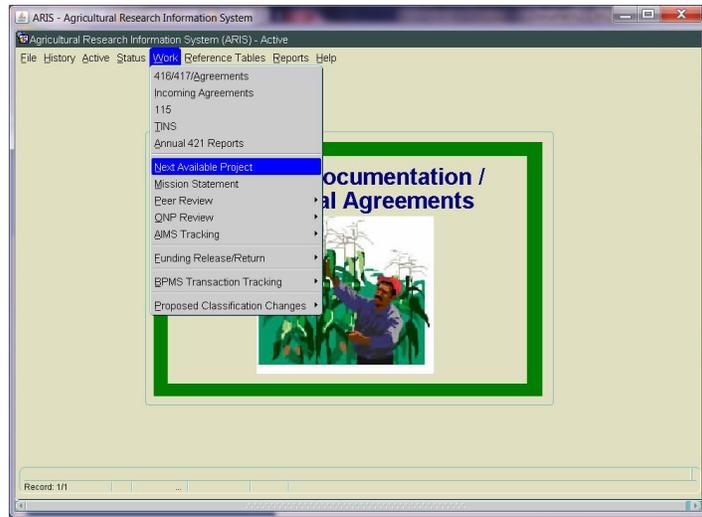


Figure 1 - Next Available Project Option

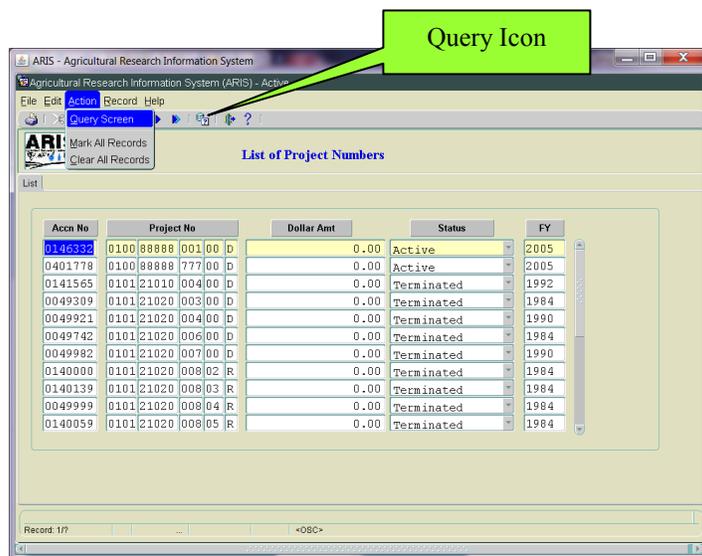


Figure 2 - List Screen Displaying All Projects

To query for a specific project number, from the List screen, click “**Action**” and “**Query Screen**” on the Menu bar or click the “**Query**” icon on the tool bar (fig. 2). The Query screen will open (fig. 3).

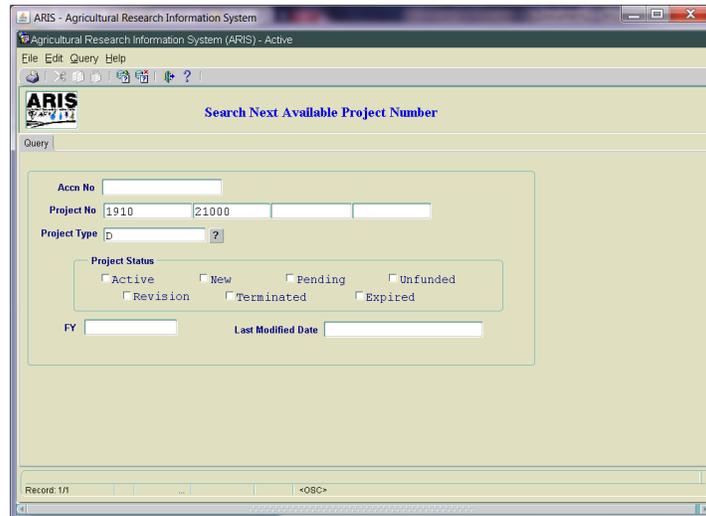


Figure 3 - Query Screen

After entering the query criteria, click the “**Execute Query**” button on the toolbar to view the query results (fig. 4).

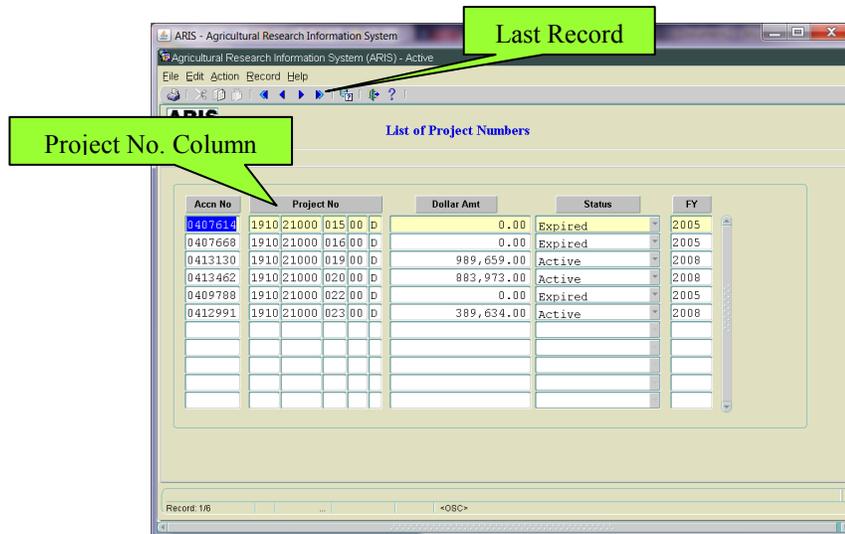


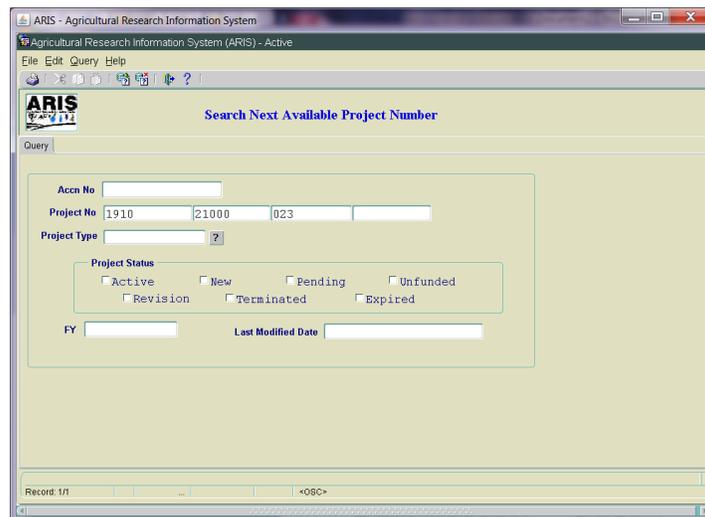
Figure 4 - Query Results

To find the next available number, click the “**Project No**” heading twice to sort the project numbers in descending numerical order or click the “**Last**” record arrow on the tool bar (fig. 4).

After determining the next available number, exit the List screen. Open the Work file and add the new project number or modify the existing project number as needed.

## Subordinate Projects

Follow the same procedures for finding the next available project number for all other project types. Open the Research Documentation screen. From the toolbar, click “**Work**” and “**Next Available Project**” to list all active, expired, terminated, and pending projects. To query for a specific project number, in the List screen, click “**Action**” and “**Query Screen**” on the Menu bar or click the “**Query**” icon on the tool bar. The Query screen will open (fig. 5). Enter the query criteria, click the “**Execute Query**” button on the toolbar to view the query results (fig. 6). To find the next available number, click the “**Last**” record arrow on the tool bar. In Figure 6, the next available project number would be 1910-21000-023-10-\_.



The screenshot shows the ARIS (Agricultural Research Information System) interface. The window title is "ARIS - Agricultural Research Information System". The menu bar includes "File", "Edit", "Query", and "Help". The main content area is titled "Search Next Available Project Number" and contains a "Query" section with the following fields and options:

- Accn No: [ ]
- Project No: [ 1910 ] [ 21000 ] [ 023 ] [ ]
- Project Type: [ ] [ ? ]
- Project Status:  Active,  New,  Pending,  Unfunded,  Revision,  Terminated,  Expired
- FY: [ ]
- Last Modified Date: [ ]

At the bottom of the window, there is a status bar showing "Record: 1/1" and navigation icons.

Figure 5 - Query Screen – All Projects

Accn No	Project No	Dollar Amt	Status	FY
0412991	1910 21000 023 00 D	389,634.00	Active	2008
0407013	1910 21000 023 01 T	0.00	Expired	2006
0410791	1910 21000 023 02 T	0.00	Terminated	2006
0418155	1910 21000 023 03 J	0.00	Terminated	2009
0420202	1910 21000 023 04 R	44,384.00	Active	2010
0420525	1910 21000 023 05 J	0.00	Active	2010
0420901	1910 21000 023 06 G	21,025.00	Active	2011
0419500	1910 21000 023 07 G	0.00	Active	2011
0421766	1910 21000 023 08 J	0.00	Active	2011
0421898	1910 21000 023 09 G	0.00	Active	2011

Figure 6 - Query Results – All Projects

**Note:** Every project must have a unique project number. Expired, unfunded, or terminated project numbers cannot be reused.

You can also find next available project number within your work file list screen. Click “**Action**” and “**Next Available Project Number**” on the toolbar and follow the steps above.

### *Renumbering Subordinate Projects*

When the related in-house project has expired or a new project number is issued or changed, all subordinate projects must be renumbered to be linked to the new project number. Renumbering subordinate projects should be done soon after the new in-house project is established or the in-house project number has changed.

To renumber a subordinate project, find the Next Available Project Number under the new in-house project number, create a Work record from the Active 416/417 record (this should be a CORRECTION, not an AMENDMENT, and modify the 416/417 and the incoming agreement forms in the Work file as described below.

In the Active file, create a Work record (CORRECTION record) by querying for the project that needs to be renumbered (see Chapter 1 for query instructions). On the query result List screen, mark the project, click “**Action**” and “**Create Work Record - Correction**”. ARIS will ask “**Do you want to continue creating work records?**” Click “**Yes**” and a dialogue box will say “**Work Records have been created.**” Exit the Active file and go to the Work file.

### 416 - Modification Requirement

Open your Work file and modify the project number on the 416. The reason for the current action must be explained in the Remarks section (e.g., Renumbered from 1910-21000-015-01T to 1910-21000-019-01T to agree with new in-house project.)

### Incoming Agreement (425) w/416 - Required Modifications

If the project is an Incoming Agreement, the Incoming Agreement form (425) must also be modified. From the List screen (fig.7), mark the project to be renumbered. On the Menu bar, click “**Forms**” and “**Incoming Agreements**” to display the project’s Incoming agreement information (fig. 8).

Accession	Project No	Modecode	Status	Start Date	Term Date
0420202	1910 21000 023 04 R	19 10 05 00	Revision	08/01/2010	07/31/2012

Figure 7 – Forms – Incoming Agreements Data

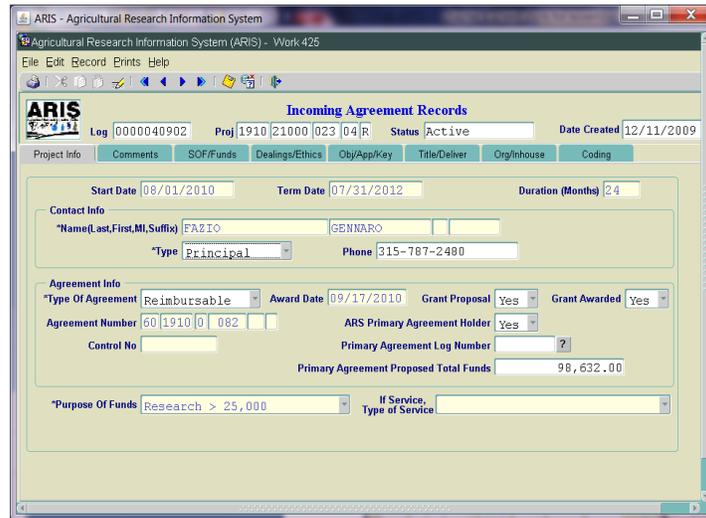


Figure 8 – Incoming Agreement Project Info Screen

From the Project Info screen, select the “**Org/Inhouse**” tab to display the performing organization and in-house project information (fig. 9). Click the “?” next to the in-house project number to view or search a list of active in-house projects. (See Chapter 1 for search instructions). Once the new inhouse project number is selected and saved, a dialogue box opens with a warning, “**WARNING: The Inhouse Project has Changed. Confirm Class. Codes are Still Relevant!!!**” Click “**OK**”.

If the coding is incorrect due to the change in related inhouse project, modify appropriately on the AD-416.

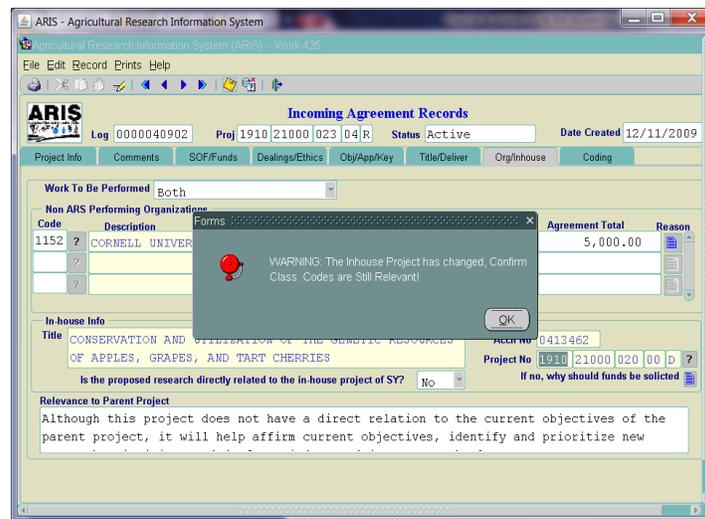


Figure 9 - Org/Inhouse Tab

In addition, the Relevance to Parent Project field must be reviewed and updated to reflect the new Inhouse project information. Once all fields have been updated and saved, follow your Area approval process to approve the record. The renumbering process is then complete.

### Outgoing Agreement (550) w/416 - Required Modifications

If the project is a Specific Cooperative Agreement (S), Grant (G), Memorandum of Understanding (M), Non-funded Cooperative Agreement (N), or Research Support Agreement (J), the Outgoing Agreement Information (550) must also be modified to reflect the new in-house project number.

Once a Work Record (**Correction Record**) has been created, from the Work file List screen, select/mark the project to be modified, modify the Project Number as indicated on Pg. 9, then select the “**Agreement Info**” tab (fig. 10).

Figure 10 – Agreement Info Tab

Click the “?” next to the Project Number to display a list of active in-house project numbers. The related in-house project should always be a “D” project. Find and select the correct Project Number. Click “**OK**” and ARIS will insert the new project number, the Accession Number, and the new title on the “**Agreement Info**” tab.

In addition, the Relevance to Parent Project field must be reviewed and updated to reflect the new Inhouse project information (not required for RSAs). Once all fields have been updated and saved, follow your Area approval process to approve the record. The renumbering process is then complete.

## Incoming Agreement w/o 416 (under \$25,000) - Required Modifications

When the related in-house project has expired or a new project number is issued or changed, all active related Incoming Agreements w/o 416 must be updated to show the new related in-house project number. This should be done soon after the new in-house project is established or the in-house project number has changed.

To modify the related inhouse Project Number on an Incoming Agreement w/o 416, create a Work Record from the Active Incoming Agreements file. **NOTE:** *If Active status and has AIMS, use “Create Work Record-Correction; if Active status and does not have AIMS (such as Interagency), use “Create Work Record – No AIMS”; if pending (no AIMS yet), use “Create Work Record – No AIMS”.*

From the Work file, add Comments (e.g., Modified related inhouse project number due to new replacement project), modify the Related Inhouse Project Number, and review and modify as appropriate the Relevance to Parent Project field. (**Note:** Follow the instructions on Pgs. 9-11.)

If the coding is incorrect due to the change in the related inhouse project, select the “**Coding**” tab (fig. 11).

The screenshot shows the ARIS - Agricultural Research Information System interface. The main window is titled "Incoming Agreement Records" and has a "Coding" tab selected. The interface includes a menu bar (File, Edit, Action, Record, Forms, Prints, Help) and a toolbar. Below the menu, there are fields for Log (0000038823), Modecode (19|10|05|00), and Status (Revision). A navigation bar contains tabs: List, Project Info, Comments, SOF/Funds, Dealings/Ethics, Obj/App/Key, Title/Deliver, Org/Inhouse, Coding, and Signatures. The main content area is divided into several tables:

Field of Science			Sub-Activity Classification		
Code	Percent	Description	Code	Percent	Description
1040	65	Molecular biology	4842	80	BIOL IMPROV & ADAPT
1080	35	Genetics (includes breedi	4911	20	GERMPLASM EVALUATION

RPA Classification			STP Codes		
Code	Percent	Description	Code	Percent	Description
201	60	PLANT GENOME, GENETICS, AI	2.1.2.3	65	Plant Genome Mapping
202	40	PLANT GENETIC RESOURCES AI	2.1.2.5	35	Plant Germplasm Evaluation

Subject of Investigation			National Program		
Code	Percent	Description	Code	Type (N/C)	Description
1110	100	APPLE	301	N	Plant Genetic Resources, Genc

At the bottom of the coding area, there are "Add" and "Delete" buttons, and a button labeled "Select Coding from Inhouse Project".

Figure 11 - Incoming Agreements – Coding Tab

Click the “**Select Coding from Inhouse Project**” button and modify coding as necessary. Once all coding has been modified, click the “**Save Selected Codes**” button to save the changes. Note: The NP codes cannot be modified as they propagate from the Inhouse project and only ONP can modify.

Once all fields have been updated and saved, follow your Area approval process to approve the record. The renumbering process is then complete.