

NPA Specific Cooperative Agreement (SCA) Process: The proposed research must support the mission of ARS, be of mutual interest to all parties, supplement the program(s) of the scientist/unit, be related to the expertise/assignment of individuals, and be fully documented and tracked. *All parties must mutually contribute resources to the effort and the Cooperator must have a 20% resource contribution to the initial agreement and for each amendment action adding funds to the agreement.*

ACRONYMS: Area Office = AO; Authorized Departmental Officer = ADO; Authorized Departmental Officer's Designated Representative = ADODR; Budget & Management Program Staff = BPMS; Deputy Administrator = DA; Headquarters = HQ; Health & Human Services/Payment Management System for Letter of Credit = DHHS/PMS/LOC; Location Support Staff = LSS (includes the Program Asst., Admin. Officers, Financial/Acctg. staff); National Finance Center = NFC; National Program Leader (NPL); Office of National Programs (ONP, formerly called National Program Staff/NPS); Principal Investigator = PI; Small Business Initiative Research/Small Business Group = SBIR/SBG Fee

Agreements Section Responsibilities	ARS Scientist (ADODR) Responsibilities	LSS Responsibilities
<p>Jim Quaratino: 970-492-7029; jim.quaratino@ars.usda.gov; Marcie Currie-Gross: 970-492-7022; marcie.currie-gross@ars.usda.gov</p>		
<ul style="list-style-type: none"> ▪ Prepare/provide ARIS/AIMS templates & SOW examples. Templates are located under the AO's Services/Grants & Agreements link at http://www.ars.usda.gov/Main/docs.htm?docid=16581 ▪ Review & approve the ARIS/AIMS SCA entry and assign/enter an Agreement Number; release the ARIS/AIMS to the ONP level for review/approval. NOTE: ONP review includes the HQ NPL's, DA, & BPMS levels. ▪ Ensure the Cooperator's Contribution provides for the mandatory 20% resource contribution (Column C on the REE-454 Budget page). ▪ Obtain the CATS generated AD-700 and ensure the 2.5% SBIR (aka the SBG Fee) that will be assessed by ONP is accounted for as a Line Item entry on the AD-700 (not applicable if the SCA is being funded with Incoming/soft funds). ▪ Notify the ARS PI of his/her ADODR assignment and the requirement to complete the annual ADODR training in AgLearn while the ARIS/AIMS is pending Line Management approval (if the ADODR training has not already been completed). ▪ Monitor the ARIS/AIMS entry for ONP approval and release of the record to the Agreements/ADO level in ARIS. Upon release to the ADO level in ARIS, the Agreements Section will complete the agreement package and send it to the Cooperator's Office of Sponsored Programs for the Cooperator's review, approval, acceptance, and signature. (The majority of the universities are now accepting the agreement packages electronically via e-mail). ▪ Sign the agreement upon receipt from the Cooperator and send a pdf of the fully signed and executed agreement (or amendment) to the Cooperator, ADODR, LSS, NFC, & NPA Budget Office. ▪ Add the Award Date to the ARIS 416 and revise the Status from Pending to Active; ensure the Start and Term Dates align with the official agreement documents. ▪ Monitor the SCA for funds accountability; obtain Annual/Final Financial Status Reports from the Cooperator's administrative/accounting office; obtain the Annual/Final Performance Reports from the ARS ADODR. ▪ Revise the ARIS Status from Active to Expired and process all close-out actions related to the cooperative agreement in the ARIS, NFC, & HHS/PMS systems. Code the ARS-421 Progress Report as Final upon completion of all close-out actions in order to code the SCA Status as Terminated in ARIS. 	<ul style="list-style-type: none"> ▪ Obtain the ARIS/AIMS template and the blank REE-454 Budget page (electronically) from the LSS, Jim or Marcie, or from the NPA AO's Services/Grants & Agreements link at http://www.ars.usda.gov/Main/docs.htm?docid=16581 ▪ Work with the Cooperator's PI to determine the SCA budget. The Cooperator's PI should work with his/her administrative personnel to determine the Cooperator's Contribution entries for Column C. The Cooperator's contribution must include both Direct and Indirect Costs. Indirect Costs only are not allowed. ▪ Complete the ARIS/AIMS template, which includes the Statement of Work (SOW) for the actual agreement document. The ARIS part of the process is internal to ARS; the Cooperator does not see that portion. The Objective and Approach entries in ARIS <u>do</u> propagate to the AIMS SOW, so it is not necessary to write two separate Objective/Approach statements. NOTE: The ARIS/AIMS/REE-454 Budget data must be entered as one complete package. These three items no longer stand alone as separate submissions. ▪ Complete the ADODR training module in AgLearn. Print a copy of the training completion verification and e-mail the document to the attention of Jim Quaratino. NOTE: The Agreement package will not be sent to the Cooperator until the ADODR training has been completed. ▪ Maintain a copy of the fully executed agreement and all subsequent amendment actions. This applies to time extension actions as well as amendments adding funds to the SCA. NOTE: Research activities cannot begin until the agreement is fully signed by both ARS & the Cooperator. ▪ Obtain the annual Performance Report from the Cooperator's PI no later than June 1st of each year the agreement is in effect. PI Performance Reports should be electronic versions. This is a separate report from the ADODR's 421 Progress Report requirements, but the PI's information can be used in the 421 Progress Reports the ARS PI submits annually in ARIS. ▪ Forward the original Performance Report to either Jim or Marcie (electronically is fine, as long as there is clear indication the report was submitted by the Cooperator). NOTE: Amendment actions will not be processed unless the Cooperator's PI Performance Reports are current. 	<ul style="list-style-type: none"> ▪ Enter the ARIS/AIMS & REE-454 Budget information provided by the ARS PI/ADODR; obtain RL/LD/CD approvals & release to the Area level. ▪ Prepare the CATS AD-700 and send a copy to either Jim or Marcie. The AD-700 can be sent via pdf/e-mail or fax. It is not necessary to send the original. ▪ Maintain a copy of the fully executed agreement and all subsequent amendment actions. This applies to time extension actions as well as amendments adding funds to the SCA. ▪ The LSS agreement file should contain the approved ARIS document; AD-700; a copy of the fully signed and executed agreement and any amendments; copies of the Annual/Final Financial Status Reports; copies of correspondence, including e-mails and notes; copies of the Annual/Final Performance Reports submitted by the Cooperator's PI; the ARMP Extramural Plan for each year the agreement is in effect; and a copy of the AgLearn ADODR training certification. ▪ Enter the Annual/Final ARS-421 Progress Report into ARIS (response to Question 3 only). ▪ Renumber/align the sibling project number with Bridging or New D projects when applicable, including the in-house project number & 417 codes. ▪ Add of funds actions: please check with the ARS PI in March/April and again in June/July to ensure adequate time to process the amendment, which requires a current Performance Report before amendments can be processed. ▪ Obtain current Financial Status Reports from the Cooperator if they are past due or when preparing to add funds. This will show the current funding level to assist in determining if the add of funds is necessary (funds accountability issue). Send a copy of all Financial Status Reports to the NPA Agreements Section.