

NPA Trust Fund (TFCA), Reimbursable (RCA), or Interagency Reimbursable (IRA) Cooperative Agreement Process (Incoming Funds): The proposed research must support the mission of ARS, be of mutual interest to all parties, supplement the program(s) of the scientist/unit performing the work, be related to the expertise/assignment of individuals, and be fully documented and tracked. *All parties must mutually contribute resources to the effort; funds are coming into ARS from a Non-ARS source.*

ACRONYMS: Area Director = AD; Area Office = AO; Authorized Departmental Officer = ADO; Authorized Departmental Officer's Designated Representative = ADODR; Authorized Organizational Representative = AOR; Budget & Management Program Staff = BPMS; Deputy Administrator = DA; Headquarters = HQ; Indirect Program Support Costs = IPSC; Letter of Intent = LOI; 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

Agreements Section Responsibilities	ARS Scientist (ADODR) Responsibilities	LSS Responsibilities
<i>Jim Quaratino:</i> 970-492-7029; jim.quaratino@ars.usda.gov ;	<i>Marcie Currie-Gross:</i> 970-492-7022; marcie.currie-gross@ars.usda.gov	

STEP #1: Determine if you wish to submit a research proposal to obtain Incoming Funds from a NON-ARS entity (*i.e.*, APHIS, NRCS, Forest Service, DOD, EPA, National Cattlemen's Beef Association, Texas Corn Producers, North Dakota Beef Commission, American Barley Assoc., SBARE, CSREES/NRI, etc.).
NOTE: It is an Agency/ONP requirement that the ARIS Incoming Agreement receive line management approval at all applicable levels **PRIOR** to submitting any competitive grant proposal, including those coded as Research, No Funds to ARS (the ARS PI will act in a collaborative/advisory capacity only).

<ul style="list-style-type: none"> ▪ Prepare/provide the ARIS Incoming Agreement/LOI template (formerly called the ARS-425). The template is located under the AO's Services/Grants & Agreements link at http://www.ars.usda.gov/Main/docs.htm?docid=16581 ▪ NOTE: A separate LOI is no longer required. The Incoming Agreement/LOI is a combined/one-step data entry process and both documents receive one-step review/approval. ▪ Review & approve the ARIS Incoming Agreement entry; release the ARIS. NOTE: The Incoming Agreement/LOI receives AD level approval if coded as Research, No Funds to ARS or when the amount requested is less than \$50,000. Funding requests of \$50,000 or more require ONP review/approval. ONP review includes the HQ NPL's & DA levels; it can sometimes include the BPMS level if the IPSC waiver is requested. ▪ Review the draft of the research proposal and budget documents and provide feedback to the ARS PI; ensure the IPSC is accounted for in the Budget & Incoming Agreement. ▪ Obtain the AD's signature and date on any documents requiring an AOR signature on the proposal and/or budget pages. ▪ Notify the ARS PI & LSS of the next action once funding notification/verification is received from the Non-ARS entity (includes adding the 416/417/AIMS). ▪ Provide the ARS PI with a SOW example and other relevant information necessary to enter/complete the AIMS Agreement portion of the process. NOTE: The AIMS Agreement SOW and/or Budget information cannot be added to the Incoming Agreement until the ARS PI and LSS receive notification from Jim Quaratino. ▪ Notify the ARS PI of his/her ADODR assignment and the requirement to complete the ADODR training in AgLearn while the AIMS process is pending. ▪ Once the AIMS is released to the Agreements/ADO level in ARIS, the Agreements Section will complete the agreement package and send it to the Non-ARS entity's Contact for review, approval, acceptance, and signature. ▪ Send a copy or pdf of the fully signed and executed agreement (or amendment) to the ADODR, LSS, ABFO, & NFC, along with information and instructions regarding the funding level, accounting code, and funds expenditure time frames. ▪ Add the Award Date to the ARIS, revise the Status from Pending to Active; ensure the Start & Term Dates align with the official agreement documents. ▪ Revise the ARIS Status from Active to Terminated; process all close-out actions related to the Incoming Funds cooperative agreement. 	<ul style="list-style-type: none"> ▪ Obtain the ARIS Incoming Agreement/LOI template (electronically) from the LSS, Jim or Marcie, or from the AO's Services/Grants & Agreements link at http://www.ars.usda.gov/Main/docs.htm?docid=16581 ▪ Complete the ARIS Incoming Agreement template, which includes an Objective and Approach that will eventually propagate to the AIMS Agreement/SOW if funding is received. The ARIS part of the process is internal to ARS; the Non-ARS entity does not see that portion. The Objective and Approach entries in ARIS do propagate to the AIMS SOW, so it is not necessary to write two separate Objective/Approach statements. ▪ Forward all copies of letters, e-mail correspondence, etc., you have had with the Non-ARS entity's personnel to the ADO. ▪ Send a copy of the draft proposal and budget pages to Jim Quaratino for review/comment. ▪ If the proposal is funded: Complete the ADODR training module in AgLearn (if not already completed for the current year). 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 Non-ARS entity 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. NOTE: Research activities cannot begin and funds cannot be expended until the agreement is fully signed by both ARS & the Non-ARS entity. ▪ NOTE: If the Unit/Location should receive a check: please forward the check to the attention of Jim Quaratino immediately. Do not sign, endorse, or deposit any payment received at the Location. ▪ Prepare the annual Performance Report as required in the Terms and Conditions of the agreement for each year the agreement is in effect. The Performance Reports should be electronic versions, sent to the Non-ARS entity, and a copy forwarded to the Agreements Section. <p>NOTE: Interagency Reimbursable (IRA) agreements flow the same as a Trust or regular Reimbursable through the step for submitting the ARIS Incoming Agreement/LOI request for approval. Once the ARIS Incoming Agreement is entered and released to the Area Office level: please call Jim Quaratino at 970-492-7029 for further instructions.</p>	<ul style="list-style-type: none"> ▪ Enter the ARIS Incoming Agreement information provided by the ARS PI/ADODR; obtain RL/LD/CD approvals & release to the Area level. ▪ Monitor the Incoming Agreement in the Status section for line management approval progress. ▪ Notify the ARS PI when the Incoming Agreement is approved so that s/he may make final plans for submitting the proposal. ▪ Upon notification by the Agreements Section, proceed with assisting the ARS PI for the remaining data entry in ARIS (adding the AIMS Agreement SOW and/or 416/417. The 416/417 is not added to the Incoming Agreement Log until the funding amount is \$25,000 or more). NOTE: The AIMS cannot be added to the Incoming Agreement Log until the Log is approved and drops back to the Active side of ARIS. ▪ Maintain a copy of the fully executed agreement and all subsequent amendment actions. This also applies to time extension actions. The LSS agreement file should contain the approved ARIS documents; a copy of the Annual/Final Performance Reports; and a copy of the ADODR training completion certification. ▪ Renumber/align the sibling project number with Bridging or New D projects when applicable (applicable to 416/417 project numbers ending in T or R only); or update the related in-house project number and 417 codes on the Incoming Agreement. ▪ Enter the Annual/Final ARS-421 Progress Report into ARIS (response to Question 3 only for R or T projects). The ARS-421 does not apply to Incoming Agreements with Logs for funding less than \$25,000. <p>NOTE: Enter ARMPs for soft funds (contact the NPA Budget & Fiscal Office for details & assistance).</p>
---	---	---