

**Incoming Agreement (formerly called the ARS-425)**

**PLEASE NOTE: Character limited boxes allow scrolling-this form is for electronic use only if text in the boxes scroll.**

**Applies to the following types of research projects:**

- Competitive grant proposals (CSREES/AFRI-with/without university partner, Non-Profits, Private Companies, etc.)
- Trust Fund Cooperative Agreements (Private companies and Non-Profit organizations)
- Interagency Reimbursable Agreements (APHIS, BLM, DOE, Forest Service, GIPSA, NASA, NRCS, etc.)

	<i>Required Information for the blocks in ARIS</i>	<b>Enter the response/description in this column and send the completed template to the ARIS data entry person via e-mail to utilize the copy/paste function</b>	
1	Start Date - (mm/dd/yyyy)		
2	Term Date - (mm/dd/yyyy)		
3	ARS Contact Name		
4	Type (role of the ARS SY)	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Co-Principal</li> <li>• Secondary</li> </ul>	
5	ARS Contact Phone #	(406)	
6	Type of Agreement	<ul style="list-style-type: none"> <li>• Trust Fund</li> <li>• Reimbursable</li> <li>• Research, No Funds to ARS</li> </ul>	
7	Grant Proposal	Yes	No
8	Is your ARS Unit the Primary Agreement Holder	Yes	No
9	Primary Agreement Proposed Total Funds Amount		
10	Purpose of Funds	<\$25,000	=>\$25,000
11	Remarks block		
12	Original Source of Funds		
13	Direct Source of Funds		
14	Requesting Waiver of 10% IPSC	Yes	No
15	Why are you requesting a waiver to the IPSC?		
16	How Are Funds to be Used? (mini-budget section)	Supplies and Materials:	\$
		Other Fed. Salaries	\$
		ARS FTE (if paying other Federal)	\$
		Salaries:	\$
		Equipment:	\$
		Travel:	\$
		Other Costs:	\$
		<b>Grand Total:</b>	\$
17	Conflict of Interest	Yes	No
18	Objective narrative (3,200 character limit)		

19	Approach narrative (3,200 character limit)			
20	Keywords			
21	Title on the Proposal (140 character limit)			
22	Type of Work to be Completed (by the ARS-SY; 700 characters)			
23	Deliverables (from the ARS-SY; 500 char.)			
24	Work to be Performed by ARS	<ul style="list-style-type: none"> <li>• <b><u>In-house</u></b></li> <li>• <b><u>Both</u></b></li> <li>• <b><u>Extramural</u></b></li> </ul>		
25	Will a University receive any of the funds from ARS?			
26	Related In-house parent D project number			
27	Is the proposed research directly related to the ARS SY's inhouse parent project?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No			
28	Relevance to the parent project			
29	Codes from the parent project (auto-filled by ARIS but can be modified) <i>Suggestion:</i> Obtain a current copy in-house D project from the unit secretary	<ul style="list-style-type: none"> <li>• <b>FOS = <u>F</u>ield of <u>S</u>cience</b></li> <li>• <b>RPA = <u>R</u>esearch <u>P</u>roblem <u>A</u>rea</b></li> <li>• <b>SOI = <u>S</u>ubject of <u>I</u>nvestigation</b></li> <li>• <b>Sub-Activity Classification Codes</b></li> <li>• <b>STP = <u>S</u>trategic <u>P</u>lan</b></li> </ul>		