

**Projects Funded From Outside Funds
(T)rust or (R)eimbursable**

The first step in the CRIS documentation of soft funds is no longer the AD-416/417. Regardless of the source of funds or the amount, only the completion of the ARS-425 will be required until funding is received. Approval of the ARS-425 must be obtained from NPS prior to solicitation of funds.

Upon notification of funding, what is needed?

"Service Only" agreements: No further CRIS project documentation is required.

Research Agreements less than or equal to \$25,000: No further CRIS project documentation is required.

Research Agreements over \$25,000: Completion of the 416 and 417 is required before the ABFO can release the funds. The 416/417 cannot be completed until the 425 has been approved in the RMIS system. The 416/417 is then attached to the existing 425.

**Specific Cooperative Agreements (SCA)
(416-417 with 550A)**

NEW 416/417 WITH 550A

ITEMS TO CHECK ON THE 416/417:

1. Make sure performing organization IS NOT ARS. (This should be the organization to whom we are giving funds to perform the work.)
2. STP and Project number must agree
 - (a) If a project has only one STP code, use the first two numbers followed by three zeroes. Ex: 3.1.2.1 = 31000
 - (b) If there are two STP codes, with the first two numbers of each being the same - Use the following guideline:
Ex. 1.1.3.1 - 50% This would be 11000
 1.1.2.1 - 50%
 - (c) If there are two STP codes, with the first two numbers of each being different - Use the following guideline:
Ex. 2.1.1.4 - 50% This would be 21240
 2.4.3.1 - 50%

RULE: Use the first two numbers of each STP - Lower 2 numbers first followed by the first two numbers of the next STP followed by 1 zero.

3. **REMARKS** section on Executive Summary should state what changes were made and why.
4. **INVESTIGATORS** section on 416 - First name which is imported should be the In-House person. The other investigator should be the person who is associated with the Performing Organization. **NOTE: THE OUTSIDE INVESTIGATOR SHOULD BE CODED AS THE PRINCIPLE INVESTIGATOR.** ADODR which is listed on the 550A must be listed as an Investigator on the In-house "D" project. Check these names thoroughly as they are being imported from the Personnel File.
5. **OBJECTIVES AND APPROACH** on 416 - Make sure this field is typed from margin to margin - using the maximum allocated character spaces for each field.
6. **KEYWORDS** - No commas, no hyphens, no phrase repetition, no word repetition.
7. **DURATION:** Limited up to and including 60 months.
8. Make sure project is attached to an Active In-House (D) project

417 CODING

Some of the research codes which are being listed on this project should be listed on the corresponding In-House.

ITEMS TO CHECK ON THE 550A:

1. Check 550A Budget portion for requested "S" amount. Fiscal Year must be the current year and the accounting code must agree. **MOST OF THE TIME THE FUNDING PROJECT IS THE IN-HOUSE "D" PROJECT. ON RARE OCCASIONS IT IS POSSIBLE THAT THE FUNDING PROJECT MIGHT BE AN "R" OR "T" PROJECT.**

**Ex: Accounting Code -901
 FY-99**

CHECK LIST FOR SPECIFIC COOPERATIVE AGREEMENTS (SCA)

1. Complete ARS-416/417 and 550A in RMIS
2. Complete Whereas Statements
3. Prepare AD-700
4. Complete Cooperative Agreement Estimated Budget Form ARS-454

A SCA is amended when there is an extension of time or added funds.

Revisions to add funds or extend time cannot be made unless the project has an agreement # and award date.

X-Mailer: Novell GroupWise 4.1
Date: Wed, 16 Sep 1998 10:12:13 -0700
From: Jim Quaratino <QUARATIJ@ars.usda.gov>
To: JPRESTON@unlinfo2.unl.edu
Cc: BDAILEY@unlinfo2.unl.edu
Subject: SCA language

This is the language of the new SCA after I did the final revision.

You can keep this one as a model for future SCA language. Just give the scientists this file, have them revise Whereas(s), Sections A and B and then send it to me. It should save you some typing.

Jim Q



UNL8134.WPD

THIS COOPERATIVE AGREEMENT is made and entered into by Plant Pathology Department, Institute of Agriculture and Natural Resources, University of Nebraska-Lincoln, hereinafter referred to as the Cooperator, and the U. S. Department of Agriculture, Agricultural Research Service, hereinafter referred to as ARS; and

WHEREAS, both parties are engaged in research on increasing our knowledge of diseases of sorghum; and

WHEREAS, both parties are interested in research on sorghum ergot; and

WHEREAS, both parties have been engaged in research on sorghum ergot and its epidemiology; and

WHEREAS, both parties already have ongoing research efforts in this area; and

WHEREAS, the Cooperator is authorized to cooperate with other State, local, national organization or agencies whether voluntary or created by the laws of an political division thereof, and to enter into Contracts and Agreements within and without the State; and

WHEREAS, the cooperative research to be conducted under this Cooperative Agreement will be collaboratively planned and conducted; and

WHEREAS, it is the intention of the parties to this Cooperative Agreement that such investigational work shall be for their mutual benefit and the benefit of the people of the United States; and

NOW, THEREFORE, for and in consideration of the promises and mutual covenants herein contained, and other good and valuable considerations, the parties hereby mutually agree with each other as follows:

A. The Cooperator Agrees To:

1. Prepare, in consultation with ARS, plan, and outlines the project to be undertaken.
2. Conduct, at the University of Nebraska-Lincoln and at the South Central Research & Extension Center, University of Nebraska, research to investigate sorghum ergot epidemiology in the Great Plains.

Investigation shall include the following:

- a. Research to determine extent of genetic variation in *Claviceps africana* found in the Great Plains sorghum production region. Mitochondrial and chromosomal ITS fragments obtained from *C. africana* isolates from the Great Plains collected by S.G. Jensen, USDA-ARS, will be amplified by PCR and sequenced. Sequence variation, if any, will be used to determine variation in *C. africana* in the US and will be compared to information from global collections being evaluated by ARS laboratory at Frederick, MD.

- b. Research to determine and measure environmental influences on the potential of *C. africana* to overwinter under field conditions. Survival of *C. africana* spores exposed to varying, calibrated doses of UV-B will be measured and related to exposure duration to natural sunlight. Survival of spores of *C. Africa* exposed to varying relative humidity will be determined and related to survival under natural climatic conditions. Survival of viable, infectious spores of *C. africana* under field conditions will be determined.
3. Provide necessary personnel, materials, available equipment, supplies, laboratory, greenhouse, office space, and facilities for research investigations as mutually agreed upon.
4. Make Annual Reports detailing the accomplishments and progress of the research to the ADO through the ADODR no later than December 31 of each year. A final progress report will be due within 90 days of project completion which will detail all the research, results accomplished, and list publications resulting from the research project.
5. Submit quarterly financial reports to the ADO through the ADODR on Standard Form (SF) 269, Financial Status Report, and a final report within 90 days of project completion.
6. Submit to the ADO through the ADODR an annual patent report to coincide with the annual progress report, and a final patent report within 90 days of project completion of this Cooperative Agreement in accordance with Schedule 1, attached.

B. ARS Agrees To:

1. Assist in the planning of experiments and studies, analysis of data, and preparation of reports based on data obtained from the investigations and studies.
2. Work closely with the Cooperator in planning and conducting the research outlined in Paragraph A above.
3. Partially defray the cost of the project by reimbursing the Cooperator for allowable, allocable and reasonable costs in an amount not to exceed that shown In the Federal Obligation block of Form ARS-451, a part hereof, including any amendments thereto.
4. Provide the services of an ARS representative to maintain close liaison with the Cooperator through scheduled visits and other means to review and evaluate research progress and to assist in the planning and coordination of research to be undertaken.

5. Make personnel, specialized equipment, and working space available to the project as required and mutually agreed upon. All such equipment will remain the property of ARS subject to its disposition.
6. Conduct research on the following aspects of the project:
 - a. Provide isolates of *C. africana* from the Great Plains collected by S.G. Jensen, USDA-ARS plant pathologist.

C. It is Mutually Understood and Agreed That:

1. The funding shown in the Federal Obligation block on Form ARS-451, Page 1 hereto, is hereby applied under this Cooperative Agreement to cover the anticipated costs to be reimbursed to the Cooperator for research work.
2. Prior to completion of the research effort, the parties will review the research results and determine the benefits of continuing the research project. In the event the project is continued, this Cooperative Agreement will be amended to provide for the additional research efforts, obligations of the parties, and performance period.
3. No part of the funds made available by ARS to the Cooperator shall be expended for capital improvements or travel of ARS employees. Purchase of nonexpendable equipment must have prior approval of the Authorized Departmental Official (ADO).
4. Reimbursement to the Cooperator for indirect costs and tuition remission is not allowable under this agreement.
5. This award is funded under a Letter of Credit. Payments will be made available through the HHS Payment Management System (PMS). PMS is administered by the Federal Assistance Financing Branch (FAFB), Office of the Deputy Assistant Secretary, Finance which will forward instructions for obtaining payment. Inquiries regarding payments should be directed to:

Chief, Federal Assistance Financing Branch
P.O. Box 6021
Rockville, Maryland 20852
Telephone: (301) 443-1660

6. The Cooperator will use its best efforts to provide performance under this Cooperative Agreement within the Federal Obligation amount shown on Page 1 of this Agreement and notify the Authorized Departmental Official's Designated Representative (ADODR) when it is anticipated that performance under this Cooperative Agreement will exceed this amount. The Cooperator is not obligated to continue performance under this Cooperative Agreement or otherwise incur costs in excess of the Federal Obligation amount unless authorized by the ADO. Costs incurred in excess of the Federal Obligation amount shall not be reimbursed without approval and written ratification by the Director, Extramural Agreements Division, ARS. Unallowable costs will not be approved in any case.
7. All rights, title, and interests in an invention solely made by an employee of ARS shall be owned by ARS. Any invention made jointly under this Cooperative Agreement by at least one employee of ARS and at least one employee of the Cooperator shall be jointly owned. Any invention made under this Cooperative Agreement solely by an individual employed by the Cooperator shall be owned by the Cooperator provided ARS is granted a royalty free, nonexclusive, world-wide, irrevocable license to practice the invention for U.S. Government purposes.
8. Cooperator employees, while engaged in work at ARS facilities, will abide by Standard Laboratory Procedures, e.g. laboratory notebook, dissemination of information, and equipment operation standards. Unless otherwise provided for herein, Cooperator's employees shall not operate Government-owned vehicles without prior specific written authorization by the ADO.
9. Either party may furnish equipment and/or facilities at no cost to the other, as may be mutually agreed to between the Cooperator and the ADODR for successful completion of this project; however, in no manner shall ARS be held liable for damage or loss of Cooperator's property located at ARS facilities.
10. It is further understood that ARS shall not be held responsible for any injury sustained or malady or death incurred by the Cooperator's personnel who occupy ARS space; neither will ARS be held responsible for any breakage, theft, or acts of vandalism to the Cooperator's equipment and supplies during the period of the Cooperative Agreement. The employees of the Cooperator, while engaged in duties at ARS, shall adhere to the hours of work, conduct and other incidental matters stated in the rules and regulations of the U. S. Department of Agriculture and ARS.

11. The Cooperator agrees to provide and maintain the necessary types of insurances, as may be needed under this Cooperative Agreement, including but not limited to workers' compensation, comprehensive general liability insurance and employer's liability insurance either through commercial insurance or a reasonable self-insurance mechanism in amounts sufficient to protect the Federal Government's interest in not being subject to unwarranted damage claims resulting from the Cooperator's use of ARS facilities.
12. ARS may technically supervise work of a Cooperator's employees while at ARS facilities engaging in research under this Cooperative Agreement; however, ARS may not intervene in the employer-employee relationship between a Cooperator and its employees. In addition, ARS may not act so as to hire or otherwise engage in personnel management of a Cooperator's employees.
13. Data which were collected, compiled, and evaluated under this Cooperative Agreement shall be shared and mutually interchanged by the Cooperator and ARS with the final results of this project made available to both parties.
14. In advertising, the Cooperator will not refer in any manner to the Federal Government or agencies thereof in connection with the use of the results of this research without prior specific written authorization by the ADO. Unless otherwise provided herein, information obtained as a result of this project will be made available to the public in printed or other forms by the Government at its discretion. The Cooperator will be given due credit for its cooperation in this project.
15. Any public information released concerning work carried out under this Cooperative Agreement will describe the contributions of both parties to the research effort.
16. Any technical publication developed as a result of this Cooperative Agreement shall be submitted by the developing party to the other for advice and comment. In event of dispute, a separate publication may be made with effective statements of acknowledgment and disclaimer.
17. ARS participation shall be subject to passage by the Congress of the United States of an appropriation of funds for the fiscal year from which expenditures may be legally made.
18. This Cooperative Agreement may be amended by the ADO at any time by mutual agreement between the parties in writing. Unilateral amendments may be issued by the ADO for changes which are purely administrative in nature.
19. This Cooperative Agreement may be terminated by either of the parties upon 60 calendar days notice in writing of one party to the other party.

20. The ADO has delegated ADODR responsibilities to the individual named on Page 1 of this Agreement subject to the limitations as provided for in the attached ADODR Designation Letter and Instructions.

21. Correspondence and documentation regarding this Agreement should cite Agreement Number 58-5440-8-134 and copies of such correspondence and documentation between the Cooperator and the ADODR shall be sent by the originating party to the ADO at:

James E. Quaratino
USDA, Agricultural Research Service
Northern Plains Area
1201 Oakridge Dr., Suite 150
Fort Collins, CO 80525-5562

22. The estimated budget, Form ARS-454, is hereby incorporated into the agreement. ARS will reimburse for salaries and fringe benefits of cooperator's personnel, materials and supplies, and publication costs/page charges in the amount of \$36,600.00, and will contribute in-house resources in an amount of \$26,500.00. As evidence of the Cooperator's contribution to this joint research effort, the cooperator will contribute direct costs in the amount of \$30,000.00.

Budget Form
(454)

X-Mailer: Novell GroupWise 4.1
Date: Tue, 21 Jul 1998 11:30:50 -0700
From: Jim Quaratino <QUARATIJ@ars.usda.gov>
To: BDAILEY@unlinfo2.unl.edu, BMEYERS@unlinfo2.unl.edu,
JPRESTON@unlinfo2.unl.edu, JSCHAPER@unlinfo2.unl.edu,
PBUSHMAN@unlinfo2.unl.edu
Subject: ARS-454, Budget Form for SCA(s)

The attached files were created in Word Perfect 6.1 for use by NPA scientists or their representatives when itemizing the budgets for Specific Cooperative Agreements.

This message is being sent to all NPA LAO(s), all RL(s), all RL secretaries, and to senior scientists who have cooperative agreements.

The file (ars-454.wpd) is the form itself and the file (instr454.wpd) is the instruction sheet on how to use the form and do the calculations.

My intent is to have a format that is easier to use, and one that can be attached to an E-Mail message. For the people using these files, there no longer will be a need to prepare a typed hard copy of the budget and mail it to me.

The ADODR(s), or their representatives, can complete the ARS To Reimburse and the ARS In-house Sections of the budget and than E-mail it to their university Principal Investigator(s) to have the university cost sharing portion completed. When the ADODR receives back an acceptable budget from the PI it can then be E-Mailed to me for inclusion in the agreement.

Please call me at (970) 229-5529, or E-Mail me at quaratij@ars.usda.gov if you have any questions, or suggestions for improvement of this process.

Jim Quaratino
NPA ADO

 ARS-454.WPD

 INSTR454.WPD

The following is information that you will need to know prior to using form ARS-454 (Cooperative Agreement Estimated Budget):

- 1) It was created in WordPerfect 6.1
- 2) Margins are set at left (.5), right (.5), top (.6) and bottom (.5)
- 3) Areas that contain wording and are not shaded are "locked" and you will not be able to input any information in those areas.
- 4) The shaded areas (cooperator, agreement no., amendment no., rate and base) will need to contain your specific information for the budget.
- 5) The comments area is "unlocked" - just be sure that you do not increase the size of it too much by using your enter key. If you should happen to do this, a page 2 will be created.
- 6) Before using the form you will need to go to your menu bar and click on "table" - then click on "calculate" - then ensure "calculate table" is selected and exit by selecting "OK."
- 7) I would suggest using your mouse to position the pointer over the area you wish to input your figures in first. After you enter in that first set of numbers you will need to use your "tab" or "arrow" keys to move throughout the form. You will notice that once you shift to another area the totals (areas with the bold arrow to the left of them) will automatically calculate the totals.

If you should have any problems using the form or if by chance you do not understand the above information - please contact me as soon as possible. My phone number is 970-229-5514. If you can't reach me via the phone (I do work part-time) just e-mail me your questions.

Thank you for your cooperation - Tammy Schreiner

U.S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE

COOPERATIVE AGREEMENT ESTIMATED BUDGET

COOPERATOR AGREEMENT NO. AMENDMENT NO.	ARS TO REIMBURSE	ARS IN-HOUSE	COOPERATOR IN-HOUSE
A. Salaries and Wages			
1. PI(s)/PD(s)			
2. Other Professional Personnel			
3. Support Personnel			
Total Wages and Salaries	\$0.00	\$0.00	\$0.00
→			
B. Fringe Benefits (If charged as Direct Costs)			
C. Total Salaries, Wages, and Fringe Benefits (A plus B)	\$0.00	\$0.00	\$0.00
→			
D. Nonexpendable Equipment (Attach supporting data) . (List items and dollar amounts for each item)			
E. Materials and Supplies (See Note 1)			
F. Travel			
1. Domestic (Including Canada)			
2. Foreign (List destination and amount for each trip)			
G. Publication Costs/Page Charges			
H. Computer (ADPE) Costs			
I. All Other Direct Costs			
J. Total Direct Costs (C through I)	\$0.00	\$0.00	\$0.00
→			
K. Indirect Costs (Specify rate and base)			
Rate:			
Base:			
L. Total Costs (J plus K)	\$0.00	\$0.00	\$0.00
→			
Comments:			
Notes: 1. Materials and supplies valued in excess of \$5,000 should be identified in the comments section. 2. This is an estimated budget and is prepared for each program year the Cooperative Agreement is planned to be in effect. 3. Statute requires a contribution of resources by all parties toward meeting the objectives of the Cooperative Agreement. 4. ARS is prohibited from reimbursing State Cooperative Institutions for indirect costs or tuition remission. However, indirect costs can be used to meet the cost sharing requirement toward the cooperative effort. For other organizations ARS may be able to reimburse for indirect costs. 5. Unallowable costs cannot be considered a resource contribution.			

ARS-454 (4/93)

**Annual Report
(421)**

The Request for CRIS Project Reports (AD-421) for Fiscal Year 2000 (October 1, 1999 to September 30, 2000) and Guidance for Completing Each Question in the AD-421 can be found at <http://www.npstaff.ars.usda.gov> -RMIS - Chapter 15E.

(Revised 10-2000)
Replaces pages 16-41 - 16-48

16-41

Post-Doc

HELPFUL INFORMATION FOR POST DOC

- (1) Proposals should be prepared offline in a word processing package that a user has tested with RMIS, i.e., annual reports or ARS-115's. The user must set the document width to 75 characters using Courier 10 pt. The Submitter's name will be selected from the personnel file.

FORMAT WILL BE AS FOLLOWS:

The first two lines are for the TITLE and then two carriage returns, then 54 lines for the text information.

- (2) The user logs onto RMIS and transfers the ASCII file. The user then selects PF11 (Post Doc Applications). When the user selects PF6 ADD, the user will select the related ARS Research Project of the scientist and then enter the name of the ASCII file that was transferred to the system.
- (3) After entering the ASCII file name the user can select the Print Option to obtain a copy of the document with the cover page that will have the proposal title, name of scientist, and summary information on the related ARS research project and a place for the signatures.
- (4) To submit the proposal to the next management level, the user enters a name on the signature screen.

After notification has been received that the proposal was funded and after Post Doc has reported for duty:

Use the following guidelines for preparation of RMIS paperwork.

Go into the Active File and create a work record of the CRIS project which the proposal was submitted under. Go into the Work File and bring up the 416.

(1) Remarks Section: Request dollar amount, FY, Administrator's funds for Post Doc (Name), Class of (Year), EOD(Supply Date), Mentor: (Supply Name).

(2) Fund Transfer: Needs to be prepared. Project Giving Funds: 0101-88888-016-00D. This Fund Transfer is "Temporary."

A Submitter CANNOT submit more than one proposal.

July 24, 2000

FROM: Joe Garbarino
Director, Budget and Program Management Staff

SUBJECT: Headquarters funding support for postdoctoral positions

TO: Administrator's Council (Forwarded from Dr. Blackburn)

This memo is to clarify policy concerning Headquarters funding support for postdoctoral positions in the Agency.

Up until and including the class of 1998, Headquarters paid for one year funding of a two-year postdoctoral associate position. The location and/or Area Office was obligated to provide the funding for the second year. For example, a class of 1998 postdoctoral associate allotment of \$50,000 provided for one year funding from Headquarters and could have been requested in full or spread over several fiscal years depending on the entry date of the Postdoc. The second year's funding was not provided by Headquarters (unless the associate qualified as a minority outreach or T. W. Edminster Awardee).

Beginning with the Class of 1999, policy was amended to increase funding allotment from \$50,000 for one year to a total of \$80,000 for two years, but restricted the amount of funding to \$40,000 per year (\$50,000 per year if the associate qualified as a minority outreach or T. W. Edminster Awardee).

There has been some confusion under existing policy regarding the amount that can be requested in any given fiscal year. The maximum amount of Headquarters funding to be provided per fiscal year cannot exceed \$40,000 a year. This is necessary to stay within the total funds set-aside for the Postdoctoral Program. The per year amount of \$40,000 does not have to be taken all at once but can be spread over several fiscal years, as needed. Please plan accordingly.

Please forward a copy of this information to **all** Research Leaders in **all** of your locations. If you have any further questions on funding issues, please contact Carol Gerehart at 301-504-4474.

cc: AAO's
Jill Stetka
Steve Helmrich
Carol Shelton
Angel Cradle
Carol Gerehart

Forms and Acronyms

1. Accession: 2-4. Agency ID: _____ 5. Project Number: 6. Status: E, N, R, X
 Default _____ (tErm, New, Rev, Xpired)
 7. Title: _____
 8. Performing Organization: _____ (Institution will appear here)
 (Department will appear here)

Remarks:

12. SY Time/Investigator(s) SY Total: Calculated
 SY Time/Name SY Time/Name SY Time/Name
 .: _____ .: _____ .: _____
 .: _____ .: _____ .: _____
 .: _____ .: _____ .: _____
 16. Research Location on Campus: A=Yes, B=No Total Net to Loc: \$ _____
 17-2. Agreement With: A=SAES, B=Other FY: _____
 21. Facilities: Agreement No: _____
 A=Federally Owned, B=Federally Leased, C=Combined, D=State, E=Other
 22. Regional Project Number: A: _____% B: _____%

24. OBJECTIVES: (7 lines of 75)

25. APPROACH: (15 lines of 75)

27. KEYWORDS: (6 lines of 75)

28. Award Date: 29. Start Date: 30. Termination Date: Duration: (months)
 __/__/__ __/__/__ __/__/__ Calculated

1. Accession: 2-4. Mode Code: 5. Project Number:
 From Page 1 From Page 1 From Page 1

STP(s) (STP Description will appear here) % Proposed Net to Loc
 % Calculated
 %
 Total Proposed Net to Loc: Calculated

32. Basic Research: % Calculated
 33. Applied Research: %
 34. Development Effort: %
 Total Proposed Net to Loc: Calculated

	Prime Commodity	Codes Activity	Research Problem Area Code	Field of Science Code	Prime %	Proposed Net to Loc
36.	_____	_____	_____	_____	_____ %	Calculated
37.	_____	_____	_____	_____	_____ %	
38.	_____	_____	_____	_____	_____ %	
39.	_____	_____	_____	_____	_____ %	
40.	_____	_____	_____	_____	_____ %	
41.	_____	_____	_____	_____	_____ %	
42.	_____	_____	_____	_____	_____ %	
43.	_____	_____	_____	_____	_____ %	
44.	_____	_____	_____	_____	_____ %	
45.	_____	_____	_____	_____	_____ %	
Total Proposed Net to Loc:						<u> </u> Calculated

SubClass. Codes	Description	%	Proposed Net to Loc
Commodity	(Desc. will appear here)	_____ %	Calculated
Commodity	_____	_____ %	
Commodity	_____	_____ %	
Commodity	_____	_____ %	
Commodity	_____	_____ %	
Commodity	_____	_____ %	
Commodity	_____	_____ %	
Commodity	_____	_____ %	
Commodity	_____	_____ %	
Commodity	_____	_____ %	
Commodity	_____	_____ %	
Commodity	_____	_____ %	
Total Proposed Net to Loc:			<u> </u> Calculated

Activity	(Desc. will appear here)	_____ %	Calculated
Activity	_____	_____ %	
Activity	_____	_____ %	
Activity	_____	_____ %	
Activity	_____	_____ %	
Activity	_____	_____ %	
Activity	_____	_____ %	
Activity	_____	_____ %	
Activity	_____	_____ %	
Activity	_____	_____ %	
Activity	_____	_____ %	
Total Proposed Net to Loc:			<u> </u> Calculated

Special	(Desc. will appear here)	_____ %	Calculated
Special	_____	_____ %	
Special	_____	_____ %	
Special	_____	_____ %	
Special	_____	_____ %	
Special	_____	_____ %	
Special	_____	_____ %	
Special	_____	_____ %	
Special	_____	_____ %	
Special	_____	_____ %	
Special	_____	_____ %	
Total Proposed Net to Loc:			<u> </u> Calculated

AD-417 3/96 Total Proposed Net to Loc: Calculated

Agricultural Research Service
 Research Management Information System
 ARS Project Documentation System
 Funds Transfer

Mode: - - - (Modecode Description will appear here)
 Type (P/T):

<u>Project Number</u>	<u>Accession</u>	FY <u> </u>	<u>Transactions</u>		<u>Total</u>
		<u>Net to Loc</u>	<u>Giving</u>	<u>Receiving</u>	
<u> </u> - <u> </u> - <u> </u> - <u> </u>	Default	Default		\$ <u> </u>	Calculated
<u> </u> - <u> </u> - <u> </u> - <u> </u>		Default	\$ <u> </u>		Calculated
<u> </u> - <u> </u> - <u> </u> - <u> </u>		Default	\$ <u> </u>		Calculated
<u> </u> - <u> </u> - <u> </u> - <u> </u>		Default	\$ <u> </u>		Calculated
<u> </u> - <u> </u> - <u> </u> - <u> </u>		Default	\$ <u> </u>		Calculated
<u> </u> - <u> </u> - <u> </u> - <u> </u>		Default	\$ <u> </u>		Calculated
<u> </u> - <u> </u> - <u> </u> - <u> </u>		Default	\$ <u> </u>		Calculated
<u> </u> - <u> </u> - <u> </u> - <u> </u>		Default	\$ <u> </u>		Calculated
<u> </u> - <u> </u> - <u> </u> - <u> </u>		Default	\$ <u> </u>		Calculated
		Calculated	Calculated	Calculated	Calculated

AUTHORIZATION TO APPLY FOR AND USE
FUNDS FROM OUTSIDE SOURCES

Modecode/Log Number: - - -
Location / Management Unit Name:

Status: Pending

Contact: _____
Series: _____ Grade: _____

Type: _ Principal CoPrin Secondary
Telephone: (____) ____-____

Purpose of Funds: _ 1=Research <=25,000 2=Research > 25,000 3=Services Only
4=Research-No Funds to ARS 5=Gifts

Type of Agreement: _ R=Reimbursable T=Trust C=CRADA

If Service, Type of Services: _ 1=Sale of Assets 2=Quarters & Other Services
3=Space & Other Services 4=Travel 5=Administrative Services

Remarks:

Source of Funds: _____ Type: U=USDA F=Other Federal N=Non-Federal

IPSC: W=Always Waived N=Never Waived Blank=Can Request Waiver
(Refer to IPSC Waiver Policy)

Requesting IPSC Waiver: _ Y=Exempt from Overhead N=OK to take Overhead

Why are you requesting waiver of IPSC? _____ Waiver approved by BPMS: _ (Y/N)

Do you or any full-time resident of your household have any activity or
financial interest (dealings) with the Cooperating Organization? _ (Y/N)
If yes, enter brief explanation:

Start Date: __/__/__ End Date: __/__/__ Duration: _____ (months)

How are funds to be used? ARS FTE: ____ Total Proposed Amount: \$
Category 1&4 Salaries: _____ Supplies: _____ Equipment: _____
Other Federal Salaries: _____ Travel: _____ RSA: _____
Other Costs: _____

Value of Owned or Controlled ARS Buildings & Land Utilized: _____

AREA ETHICS ADVISOR ONLY:

Confirmation and determination of 'dealings' question responded by SY. _ (1,2,3)
1=no dealings, no conflict 2=dealings, no conflict (contact Agency Ethics
Officer) 3=dealings, conflict (contact Agency Ethics Officer for waiver)
If 'dealings', enter brief explanation.

SERVICE ONLY AGREEMENTS STOP HERE

PLAN AND AUTHORIZATION
TO FUND EXTRAMURAL RESEARCH

MODECODE
- - - - -

LOCATION / MANAGEMENT UNIT NAME
(Modecode Description will appear here) _____
AGREEMENT NO _____

NAME OF ADOOR: _____ TELEPHONE NO: _____
Series: _____ Grade: _____

TYPE OF AGREEMENT REQUESTED: _____ STARTING DATE _____ ENDING DATE _____
(S, C, G, A) _____ / ____ / ____

TYPE OF REQUEST: (1=New Agreement 3=Add funds only ACCOUNTING CODE: _____
2=Extension of time w/added funds 4= Time only) _____

PROJECT NUMBER: _____ - - - - - ACCESSION: _____
TITLE OF AGREEMENT: _____

EXTRAMURAL PERFORMING ORGANIZATION:

TITLE OF PROJECT NUMBER PROVIDING FUNDS: _____ PROJECT NUMBER: _____
_____ ACCESSION: _____

REASON RESEARCH CANNOT BE DONE BY ARS SCIENTIST:

PRINCIPAL INVESTIGATOR CONDUCTING EXTRAMURAL RESEARCH: _____ LOCATION WHERE EXTRAMURAL RESEARCH WILL BE CONDUCTED: _____
PRINCIPAL INVESTIGATOR: _____ (1=ARS Facility
POSITION TITLE: _____ 2=Non-ARS Facility)

STATEMENT OF WORK TO BE PERFORMED & REPORT / PUBLICATION REQUESTED BY ARS:

FREQUENCY OF REPORT _____ FIRST REPORT DUE DATE _____ FINAL REPORT DUE DATE _____
(1=Quarterly _____ / ____ / ____
2=Semi-Annually 3=Annually)

Do you or any full-time resident of your household have any activity or financial interest (dealings) with the Cooperating Organization? _____ (Y/N)
If yes, enter brief explanation:

AREA ETHICS ADVISOR ONLY:
Confirmation and determination of 'dealings' question responded by SY.
(1=No dealings, no conflict 2=dealings, no conflict (Contact Agency Ethics Officer 3=dealings, conflict (Contact Agency Ethics Officer for waiver)
If Dealings, Brief Explanation:

ACRONYMS

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.
ACTIVE FILE	The Active file contains the official project records.
AD	Area Director
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.
ARMP	Annual Resource Management Plan
ARS	Agricultural Research Service
ASCII	Standard Character Set used for File Transfer
BARD	Binational Agricultural Research and Development fund for projects of mutual interest to Israel and the USA
BPMS	Budget and Program Management Staff
CD	Center Director
COMP GRANT	USDA Competitive Grant
CRAS	CRIS Resource Allocation Schedule
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
CSRS	Cooperative State Research Service
DAD	Deputy Area Director
DIR	Directory

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, Contract, or Grant)
F1-F32	Function Key Options
FORMS 416/417	Research Project
FORM 425	Outside Funds Request (Reimbursable, Trust)
FORM 115	Manuscript Approval
FY	Fiscal Year (October 1 through September 30 each year)
ID	Identification Security
IN-HOUSE RESEARCH	Research conducted by ARS scientists
LD	Laboratory Director
MODE CODE	A numerical identification of management units within the ARS organizational structure. The 4th Mode Code level indicates the geographic location; the 5th level, the research unit, laboratory, or institute; and the 6th level, the laboratory or research unit. (Example: 5402-20-00: 5402 indicates Fort Collins, Colorado; 20 indicates Sugarbeet Research Unit).
MU	Management Unit
MM/DD/YY	Month/Day/Year (Note: year is always four digits, e.g. 1999)
NPL	National Program Leader
NPS	National Program Staff
OCI	Office of Cooperative Interactions
PA	Patent Advisor
PAA	Program Analysis Assistant
PI	Principal Investigator. The research scientist who has scientific leadership for the specific work described

PTO	Patent Trademark Office
PL-480	Public Law 480-foreign research projects
RL	Research Leader
RMIS	Research Management Information System
RPA	Research Problem Area. A classification component of CSRS-CRIS for arranging research problems according to national goals
SAES	State Agricultural Experiment Station
SPECIAL CLASSIFICATION CATEGORIES	Special interest areas that require unique coding in RMIS, such as Biotechnology (BT) and integrated pest management (PM)
STP	Strategic Plan Code
SY	Scientist Year. Any professional scientific position that is identified as Category 1 (Research Scientist) or Category 4 (Service Scientist), including Research Associates
TEKTRAN	Technology Transfer Automated Retrieval System
USDA	United States Department of Agriculture
Work File	The file in which new or modified ARS project records are held until they are moved 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 move records from the work file to the Active File.

RMIS Search

Instructions for Performing Searches in RMIS

- If you want to search on the title of a project which contains the words corn and sun enter the following in the title field:

corn&sun

(Do not leave any blank spaces)

- If you want to search on the title of a project which contains the words corn or sun enter the following in the title field:

- corn;sun

- If you want to search on the title of a project which contains the word Natural in the title field but are unsure how to spell it. Type in what you are sure of and substitute a "?" for what you are not sure of:

natur?

- If you want to search on mode cords 1275-35 through 1275-45 enter the following:

Mode Code 1: 12

Mode Code 2: 75

Mode Code 3: 34:45

To recap:

& Search criteria for item containing all of the specified criteria (and

: Search criteria for a range

; Search criteria for item containing one or more of the specified criteria (or)

- Hints when performing journal searches:

Do not search on the entire journal name; select a few key words, start out with two if you get more than a screen-full of hits perform the search again using three words. Keep adding words until you only have a screen-full of hits.

Make sure that except for the Journal or Equivalent line all lines should begin with a ?. If you are having difficulties, hit the PF20 key. This will clear the entire screen and put a question mark on every line.

You do not have to enter the entire word enter part of it followed by a ?. For instance if you search on the words "Bees" you would not receive any hits for journals containing the word "Bee". By using the following search criteria, "Bee?" you will receive hits on all journals containing the word Bee or the word Bees.

It is not a good idea to print a current listing of all publications currently in the system. First, the list would be extremely length. Second, new publications are being added every day.

Do not search on dates, locations, or numbers. So that a journal will not have to be entered every year, Dates and Numerical Designations of journals are omitted. For example: The Eleventh International Congress on Chickens, June 12, 1997 would be entered as "The International Congress on Chickens."

The computer staff has added several general options to select from. This will avoid having a lot of journal entries in the system that will only be used once:

For a Book Chapter use	3708
For a Complete Book use	4321
For an Abstract only use	4466

Mission Statement

ADD/MODIFY MISSION STATEMENT

Below is a Research Unit Mission Statement .

**Mode code: 5440-20-00 NORTHERN PLAINS AREA
LINCOLN, NEBRASKA
WHEAT, SORGHUM AND FORAGE RESEARCH**
Facility: UNIVERSITY OF NEBRASKA, KEIM HALL, EAST CAMPUS

**Address: WHEAT, SORGHUM & FORAGE UNIT
344 KEIM HALL, E.C. U OF NE
LINCOLN NEBRASKA 68583**

**Responsible Person: KENNETH P VOGEL
RESEARCH LEADER**

Telephone Number: (402)472-1564

Mission Statement:

Forages and range, wheat, and sorghum are three primary components of agriculture in the Great Plains. The mission of the unit is to improve the productivity, stability of production, and profitability of wheat, sorghum, and forage and range in the central Great Plains by developing improved plant germplasm and management practices with basic and applied research in plant genetics, plant pathology, plant physiology, agronomy, and range science.

Total Scientists: Total Personnel: Total Allocation:

The Mission Statement should be updated yearly according to the following instructions:

- Screen 1 F7 Work 416-425-550-421
- Screen 2 F7 Mission Statement - Add/Modify
- Screen 3 F1 Display/ (9) Modify
 or
 F6 Add (Enter Data)

