



## CHAPTER 8

### Agricultural Research Information System (ARIS)

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NOTE: With the conversion to ARIS-AIMS in May 2007, some forms may no longer be used; however, they are included in the chapter at this time.

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for ease of two-sided printing.

**ARIS**  
**General Information, Access, and Support**



**References:**

- a. Bulletin 02-001, Agricultural Research Information System, found at <http://www.afm.ars.usda.gov/ppweb/02-001aris.htm>
- b. ARIS Online Manual, found at <http://www.npstaff.ars.usda.gov/ARIS/Manual/>

**General Information**

1. The Agricultural Research Information System (ARIS) is the central repository that holds project research information. Authorized ARS employees have the ability to add, query, and report various project research information.
2. To request an ARIS account, contact Ruth Treat, SPA Program Analyst, 979.260.9348, or Email [rtreat@spa.ars.usda.gov](mailto:rtreat@spa.ars.usda.gov). The registration form is available at <ftp://ftp.nps.ars.usda.gov/aris/arisregform2.doc>
3. Problems with ARIS? First contact Ruth Treat. For issues that she can not help resolve, contact the ARIS Support Staff/Help Desk via e-mail at [aris@ars.usda.gov](mailto:aris@ars.usda.gov)

**Help Desk Operations**

1. Hours of Operation. The ARIS Support Staff is staffed between the hours of 7:00 a.m. and 4:30 p.m. ET Monday - Friday. The ARS ITD Helpdesk is staffed between the hours of 7:00 a.m. and 4:30 p.m. ET Monday - Friday.
2. Process. In order to process your ARIS trouble calls we have set up an automated system. This system will take your e-mail requests and automatically process a help desk request to the ARIS support staff. In order for this process to work, the following conditions must be met:
  - a. Please send all ARIS help requests to: [aris@ars.usda.gov](mailto:aris@ars.usda.gov) or select ARIS from the GroupWise address book.
  - b. The "Message" area of the e-mail must contain some text so do not put all of your request information in the SUBJECT line. In the SUBJECT, put a brief problem description, i.e., password reset or form problem or cannot access form. This will help us assign the call to the appropriate support person.
  - c. In the body of the message, please include requestor's name, ARIS UserID, e-mail address, and phone number, along with a more detailed description of the problem.

- d. Attach a screen shot of the error, if appropriate, to the Email in MS Word format.
4. For emergency contact, the ARS ITD Helpdesk can also be reached via telephone at 301.504.1074.
5. If members of the Help Desk are not available to answer phone calls, you may leave a voice-mail message. An acknowledgment of receipt of inquiry for voice-mail messages and Email messages will be given usually within four hours of receipt. Inquiries will be entered into the HEAT System processed on a first come first serve basis with recognition of prioritization for critical system problems.
6. Upon review and resolution of inquiries, ARIS Project staff will notify the user of the resolution or status within 48 hours. The resolution will be documented in HEAT. Under certain circumstances, telephone inquiries may be answered immediately.
7. ARIS Project staff will be the focal point for tracking the problem and reporting on its status.

### **ARIS Online Manual**

1. The ARIS Online Manual is available at <http://www.npstaff.ars.usda.gov/ARIS/Manual/> It contains all the information that you need to know in accessing the ARIS database, entering information, printing reports, reference tables, foreign travel, etc.
2. The online manual is updated as necessary, with an annotation placed by the respective chapter when it has been updated.

## **Chapter 15B. Timeframes for ARIS and Other Actions**

Listed below are timeframes for different actions to be taken over the course of the fiscal year. Some items are clean-up items that can be done year round, but each year at a certain time, usually around ARMPS time, it is a good idea to review information to make sure it is up-to-date and accurate.

**NOTE:** Different Areas may have different timeframes to do some actions. The timeframes listed below are general guidelines to follow, but dates can differ as long as all actions are being done.

### ***October:***

- Update Mission Statements (can be done year round).
- 421s (Annual Reports) for all projects due to National Program Staff (NPS).
- Fall cleanup of "425 Only" system (can also be done year round).
- CSREES NRI-CGP grant proposal time frames announced.
- Begin new program budget process - program increases.

### ***November:***

### ***December:***

- ARS-115s need to be completed to make appraisal period (should be entered year round).  
(NOTE: Different Areas may determine their own specific dates for completion of 115s.)

### ***January:***

- State Briefing papers are put on the NPStaff intranet for comments by the Area Directors.
- Run "Detail by Author" Reports for performance appraisals.

### ***February:***

### ***March:***

### ***April:***

### ***May:***

- Next FY Guideline Dollars file opens for fund transfer actions.
- Update journal acceptance dates on ARS-115s (can be done year round).
- Radiological Safety Assessment takes place in ARIS.

***June:***

- Print Guideline Dollars from Briefing Packet for ARMPS preparation.
- Update Biosafety (BRCOM) projects (can be done year round).
- Annual Reports (AD-421) memo sent out to begin 421 process.
- Post-doc application process opens for data entry in ARIS.
- Annual Report (AD-421) system opens.

***July:***

- Next FY fund transfer deadline in ARIS (usually towards end of month) in order to make final guidelines.
- CSREES NRI-CGP funded proposals; prepare and attach 416/417 to existing 425 in ARIS.
- Area/MU ARMPS reviews.
- Deadline to enter Administrator Funded Post-Doc proposals.

***August:***

- Early August - AD initial Screening of Post-Doc Proposals. Approved proposals due to NPS.
- Final ARMPS Guideline Dollars Available for Printing from Briefing Packet in ARIS.
- Deadline for adding funds to present FY SCAs (Extramurals).
- Update Journal Acceptance Dates on ARS-115s.
- BARD proposals announced.
- Verify Radiological Safety Licenses for the next fiscal year (if scientist has a license on October 1, they will be assessed for the entire fiscal year).
- BT assessment done for the next fiscal year.
- Late August - Post-doc proposal rankings deadline for NPS and AD.

***September:***

- Annual Reports (AD-421) due to Area (each Area differs on deadlines).
- Update Investigator/SY-time in ARIS (to agree with submitted ARMPS).
- Administrator Funded Post-Doc awardees announced at AC.

***Ongoing Activities:***

- Renumbering Inhouse Projects on Siblings (R, T, C, S, G type) 416/417 w/425 or 550 and 425 Only System.
- 425 Only System on Unfunded or Terminated Actions. Awarded Actions from Purpose #4, Research No Funds to ARS.
- Update Investigator and SY-Time .
- Update Biosafety Certification (BRCOM) in the Approach Section (416) Annually.
- Add RRP (Regional Research Project) Number and Percent to 416 (D type only).
- Update Mission Statements.



## ARIS Frequently Asked Questions

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### 1. How do we find the “Next Available Project Number”?

1. You need to go to the screen, “Research Documentation”.
2. Click on “Work”.
3. Choose “Next Available Project”.
4. A list of projects will appear for the first 4 digits of the user’s mode code.
5. To narrow the list, click on the “Query” button (also located under “Action”). Type in the fields necessary to narrow the project list (i.e., either by mode code, project number, type, etc).
6. From this screen, the user can sort the projects in descending order by clicking on the “Project No” column name (little gray box).

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### 2. How can we check CRIS approval status?

1. You need to go to the screen, “Research Documentation”.
2. Click on “Status”. Status section will show current level of the record.
3. For records that have been pulled at NPS level, go to “Work”, “NPS Review”, and select the appropriate document tracking system to see the routing of the record through NPS review.

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### 3. When is a new In-house (D) 416/417 needed?

A new In-house (D) 416/417 is needed when (1) a research project is initiated because of newly appropriated or redirected funds, or (2) a project is being replaced with a new one.

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### 4. Does the “Remarks” screen on the 416/417 need to be completed?

Yes, you ALWAYS need to state the reason(s) for current action (e.g., funds transfer, replacement, etc.) and enter any additional information relative to the project.

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**5. What information do I need to be concerned about for the “Investigator” screen?**

1. A list of the Category 1 and 4 scientists will be listed.
2. Put a “P” next to the Principal Investigator and indicate the SY time to be devoted to this CRIS project. Put an “X” next to all other Investigators on the project and indicate the SY time to be devoted to this CRIS project.
3. The total SY time listed on all in-house projects for any scientist should not exceed 1.0.
4. There should be no SY time listed on non-D projects.

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**6. Do In-house projects need “Sustainable Agriculture” Code (SA+O) and a “Farm Bill Purpose” Code” (FBP1)?**

Yes, all In-house projects are required to one SA code and at least one Farm Bill Code. SA & FBP codes are also required on “R” and “T” projects.

Also:

1. Use Special Classification Code “BARD 100%” for BARD Projects.
2. Use Special Classification Code “CRG 100%” for CSREES Competitive Grants.
3. Use Special Classification Code “CRADA 100%” for CRADA’s.

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**7. What are the procedures for documenting a request to apply for or receive Incoming Funds on (T)rusted or (R)eimbursable?**

The first step in the process is to enter information into the Incoming Agreement record section in ARIS.

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**8. Upon notification of funding, what is needed?**

1. “Service Only” agreements: No further ARIS-AIMS documentation is required.
  2. Research Agreements less than or equal to \$25,000: Enter ARIS-AIMS agreement documentation.
  3. Research Agreements over \$25,000: Add the 416/417 to the Incoming Agreement record and complete the ARIS-AIMS agreement information.
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SPA Contact: Ruth Treat, Program Analyst 979.260.9348.



## ARIS-AIMS A New Way of Doing Business

### **A. Outgoing Agreements Documented in ARIS-AIMS**

#### **Types:**

- **SPECIFIC COOPERATIVE AGREEMENT** - agreement between ARS and another party or parties that describes in detail a jointly planned, executed, and funded research program or project. ARS provides funds to cooperator.
- **GRANT (Non-Federal)** - transfer by ARS of money, property, services, or anything of value. No substantial involvement by ARS is anticipated; although some involvement is present between ARS and the recipient. (Do not confuse with grant proposals for outside funding!)
- **NON-FUNDED COOPERATIVE AGREEMENT** – an agreement between ARS and another party(ies) that describes in detail a jointly planned and executed project of mutual interest. There is no direct transfer of funds.
- **MEMORANDUM OF UNDERSTANDING (MOU)** – an agreement between ARS and another party(ies) that sets out, in very broad, general terms, a plan for the parties to coordinate their efforts on projects of mutual interest.

#### **Entering New Record:**

1. Go to ARIS, Work, 416/417/Agreements, Add Project. Enter information for all tabs.
2. Under Forms, pull down Agreement Info/AIMS and enter information.
3. While in Agreement Info/AIMS, under Forms, SOW/Budget, enter SOW and budget information.

#### **Revisions to Approved Record:**

1. Determine if action is one that will require an amendment to the actual agreement.
  - a. Amendment – (adding funds, extending, changing objective/approach, changing PI or ADODR).
  - b. Correction – Renumbering to associate with new parent, fixing a typo, changing non-PI/ADODR investigators.
2. Create appropriate type work record (amendment or correction).
3. Revise fields as necessary; include REMARKS.

#### **Approval Route:**

1. New – RL to CD/LD to LAO to Area to NPS to ADO.
2. Corrections – RL to CD/LD to LAO to Area to ADO.
3. Amendments involving funds, change of Performing Institute – all go to BPMS after Area.
4. Corrections/Amendments that revise Objective, Reason Research Can't be Done In-house – route to NPS after Area.
5. Addition of \$50,000 or 25% over original approved amount, or exceeds multi-year total or changes Intent – route to NPS after Area.

## B. Incoming Agreements Documented in ARIS-AIMS

### Types:

- TRUST FUND COOPERATIVE AGREEMENT - agreement between ARS and another party where ARS is paid in advance to conduct research of mutual interest (includes Foreign).
- Besides Trusts with funding associated, some Special types of Trusts are:
  - COOPERATIVE RESEARCH AND DEVELOPMENT AGREEMENT (CRADA) - a technology transfer agreement designed to expedite transfer of products and technology developed by ARS to the private sector. **The incoming record is required, but the AIMS section is not done.**
  - NO FUNDS TRUST - an agreement where an ARS scientist serves as a co-investigator or secondary investigator on a grant proposal submitted by a cooperator (3 or more parties involved). **Entry of an incoming agreement record is required, but AIMS is not done.** If the proposal is “funded” (no funds are directly received by ARS), then an action is needed to change status to active to indicate an ongoing cooperative project. If the agreement does not occur, an action of unfunded needs to take place within ARIS. **For a no-funds to ARS Trust, there is no actual agreement developed for signature.**
  - NO FUNDS CRADA - a technology transfer agreement designed to expedite transfer of products and technology developed by ARS to the private sector. This type of agreement is handled by Office of Technology Transfer - Technology Transfer Coordinator. Will have No Funds involved. **The incoming record is required, but the AIMS section is not done.**
- REIMBURSABLE COOPERATIVE AGREEMENT – agreement between ARS & another party where ARS is paid after submitting an invoice to the cooperator for work completed.
- Besides Reimbursables with funding associated, some Special types of Reimbursables are:
  - INTERAGENCY REIMBURSABLE AGREEMENT - agreement between ARS and another Federal Agency where the other Federal Agency reimburses ARS when invoiced by ARS for work completed. **The incoming record is required, but the AIMS section is not done.**
  - NO FUNDS REIMBURSABLE - an agreement where an ARS scientist serves as a co-investigator or secondary investigator on a grant proposal submitted by a cooperator (3 or more parties involved). **Entry of an incoming agreement record is required, but AIMS is not done.** If the proposal is “funded”, (no funds are directly received by ARS) then an action is needed to change status to active to indicate an ongoing cooperative project. If the agreement does not occur, an action of unfunded needs to take place within ARIS. For a No-Funds to ARS Reimbursable, there is no actual agreement developed for signature.

- **SERVICES ONLY** – a non-research record used to receive funds from an outside source. **The incoming record is required, but the AIMS section is not done.**

Types of Services are:

- **GIFTS** – unconditional gifts from another party.
- **SALES / QUARTERS / SPACE** – incoming funds generated from the sale of agriculture products or funds received from temporary quarters or lease of space.
- **PERMITS / EASEMENTS** – incoming funds received from another party for the use of resources (i.e., right of way & building usage).
- **TRAVEL / ADMINISTRATIVE SERVICES**

#### **Entering New Record (PRE-AWARD):**

1. Go to ARIS, Work, Incoming Agreements, Add Agreement. Enter information for all tabs.
2. Approval of record route is RL to CD/LD to LAO to Area, to BPMS if IPSC waiver is requested, to NPS only if \$50,000 or over, or if CRADA. New record does not go to ADO.

#### **Revisions to Approved Record:**

1. If unfunding because proposal is not to be awarded funds, select record from Active and select UNFUND from Action menu. No work record is required.
2. Also, if terminating an Active record that has ended, select record from Active and select TERMINATE from Action menu. No work record is required.
3. All other actions require a work record. Work record types:
4. Amendment – initial AIMS information input, subsequent changes that will result in an amendment to the agreement
5. Correction – correction to information in a record (similar to outgoing) with no amendment to the agreement
6. Non-AIMS (records where no AIMS record is required; includes services, CRADAs, research no-funds, interagency)

#### **POST-AWARD:**

1. Create **amendment** work record.
2. Add 416 if funding exceeds \$25,000.
3. Under Forms, select Agreement Info/AIMS to add AIMS record, and/or Incoming Agreement to revise any previously approved information.
4. Route: RL to LAO to Area to ADO (NPS only if revision to previously approved information).

#### **Other Revisions:**

1. Create appropriate type work record.
2. Revise fields as necessary; include Remarks.
3. Approval Route of RL to LAO to Area to NPS to ADO if:
  - a. Increase to over \$50,000.
  - b. Increase of \$50,000 or 25% over original approved amount.
  - c. Change to Objective, Type of Work, Deliverables, Is Research Related to In-House.
  - d. All CRADAs.
4. Otherwise no NPS.



ARS-115  
Frequently Asked Questions

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**1. Can a technician co-author a publication?**

- A. It is only under exceptional circumstances that the contributions of a technician will serve to warrant junior authorship of a scientific publication. The prospect of junior authorship should be foreseen but no later than after the work is completed and before the writing has begun. See Policies and Procedures 152.2 dated May 12, 1997 - Authorship of Research and Technical Reports and Publications.

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**2. Can a support scientist be listed as the senior author on a publication?**

- A. Support scientists may appear as senior authors only with prior approval from the Area Director. See Policies & Procedures 152.2 - Authorship of Research and Technical Reports and Publications.

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**3. If the journal does not accept a manuscript, do I have to enter a new ARS-115?**

- A. Occasionally, a manuscript is submitted to a second or third journal following a refusal from the first journal. An ARS-115 is required for each submission. You will need to modify the active ARS-115, make the required changes, and mark "YES" in the field "Prev Submitted." Includes notes in "Remarks" to serve as a history, e.g., information about first journal, date rejected, reason, etc. **DO NOT CREATE A NEW RECORD.** Highlight the items changed on the printed ARS-115 and forward it to the next supervisory level for approval and release.

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**4. How many peer reviews do I need?**

- A. Form ARS-533 is required from two or more peers from outside the author(s) research unit. At least one peer must be in a location other than that of the author(s). The author(s) is strongly encouraged to get a review by a scientist who is not employed by ARS. Peer review comments must be addressed by the ARS scientist - either on the form or in a separate memo.

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**5. What if the senior author is non-ARS, or if the publication was reviewed through a University?**

- A. The first ARS scientist is responsible for ensuring that an acceptable review is obtained.

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**6. If the manuscript has ARS authors involving more than one Area or Research Unit, who enters it into the system?**

- A. The ARS-115 must be entered into the ARIS system by the Research Unit hosting the CRIS project. The hard copy of the ARS-115 should be first sent to the Research Leader of the first author for signature before it gets forwarded to the next level (CD/LD, if applicable). In situations where the responsible author has transferred to another ARS location, the Research Unit where the work was conducted has responsibility for entering and maintaining the 115 record.

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SPA Contact: Ruth Treat, Program Analyst 979.260.9348

## **Chapter 5. ARS-115 Publication Approval**

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115 Records

Log: 0000179631 Date Created: 04/13/2005 Proj: 1902 13210.003 00 D Modcode: 19 02 05 00

Accn No.	Project No.	Date Created	Log No.	Modcode	Submitter (Last, FI)
0406005	1902 13210 003 00 D	04/13/2005	0000179631	19 02 05 00	BRYANT R
0407075	1920 22000 029 00 D	04/22/2004	0000164392	19 20 05 00	LUSTER D
0403650	1935 42000 041 00 D	12/09/2004	0000173786	19 35 30 00	LUCHANSKY J
0408808	3625 32000 073 00 D	03/10/2005	0000178318	36 25 30 20	KEHRLI JR M
0408808	3625 32000 073 00 D	04/01/2005	0000179178	36 25 30 20	KEHRLI JR M
0408735	3640 21220 019 00 D	02/16/2005	0000177506	36 40 05 00	CARSON M
0404401	5438 32000 020 00 D	04/05/2005	0000179290	54 38 05 70	LAGREID W
0408319	5447 21220 002 00 D	03/21/2005	0000178734	54 47 05 00	DASHIELL K
0404325	6612 41420 009 00 D	12/23/2004	0000174957	66 12 05 04	HINTON JR A
0404771	6612 32000 035 00 D	04/08/2005	0000179461	66 12 05 08	CRAY P
0404771	6612 32000 035 00 D	04/07/2005	0000179405	66 12 05 08	CRAY P

Buttons: Add 115, Delete 115, Multiple Approvals

Record: 1/11 <OSC>

Figure 2. List of Records in Work File

To add a new ARS-115, click the “Add 115” button at the bottom of the screen. The Project Information screen will be displayed along with a window listing all 416 projects (Figure 3).

115 Records

Log: 0000181441 Date Created: 05/31/2005 Proj: Modcode:

416 Project List

Search: 1285%

Mode Code	Project No.	Stat.	Accession
1285-00-00	1285-88888-999-000	Active	0140047
1285-00-00	1285-88888-777-000	Active	0147824
1285-02-00	0500-00007-073-000	Active	0408919
1285-02-00	0500-00007-086-010	Active	0404695
1285-02-00	0500-00007-086-000	Active	0407331
1285-02-00	1285-13810-019-058	Active	0409117

Buttons: OK, Cancel

Choices in list: 17954

Record: 1/1 <OSC>

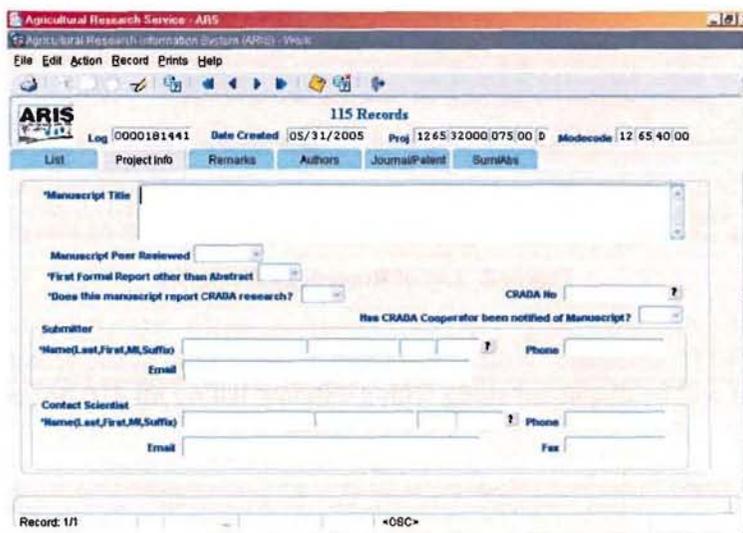
Figure 3. 416 Project List

Choose the project number that the ARS-115 should be linked to by placing the cursor on the project number. Scroll down the list or search for the appropriate project number (see Chapter 1 for searching techniques).

Once the project number is found, highlight it and click “OK.” The project number will be inserted into the ARS-115. A log number will also be assigned by ARIS. This log number will never change.

**Note:** Choose the project number carefully. Once the project number is chosen and the ARS-115 is entered and saved, the project number **CANNOT** be changed. If added incorrectly, a new ARS-115 will have to be entered to correct the project number and the incorrect ARS-115 will need to be deleted.

Once the project number is inserted, continue adding the remaining information on the Project Information screen (Figure 4).



**Figure 4. Project Information Screen**

When available, always use the “?” or LOV next to a field when entering data in ARIS. This ensures that the proper data from the reference tables will be entered in the field. The information to be added includes:

Manuscript Title	A required field.
Manuscript Peer Reviewed	Select Yes or No from the LOV.
Does this manuscript report CRADA research?	Select Yes or No from the LOV. If the answer is Yes, the CRADA No. and Notification fields are required. If the answer is No, select No and the CRADA No. field must be left blank. If the question was originally answered Yes at any point and subsequently changed to No, the CRADA No. and Notification fields will then be automatically cleared.
CRADA No.	When you click the “?”, a list of CRADA numbers will be provided. Choose the appropriate CRADA number. The CRADA number will be validated against the ARS-115 associated research project.

Has CRADA Cooperator been notified of manuscript?	Select Yes or No from the LOV. This is a required field if the answer to “Does this manuscript report CRADA research?” is Yes. To approve the ARS-115 to the next level, the answer must be Yes. (See Clearance/High Profile Topics/Responsibility located under Help on the Toolbar).
First Formal Report other than Abstract	This is a required field. Select Yes or No. Is this the first formal report for this research? <b>If Yes, an interpretive summary is required. If entering an abstract only, the answer is No.</b>
Submitter	This is a required field. The submitter of the manuscript should be listed here along with their e-mail address and phone number. The submitter should be an ARS employee, Category 1, 4, or 6.
Contact Scientist	This is a required field. List the ARS person to contact if someone has a question about the manuscript in this field with their phone number and e-mail address (required fields) and fax number.

To choose the Contact scientist and Submitter, click the “?” and a list of ARS employees will be displayed. Highlight the correct ARS scientist to be the Submitter and/or Contact Person, and click “OK”. The names chosen will be automatically inserted in the Project Information screen. Add the e-mail address, phone number, and fax number for the Contact Scientist.

Once all the information is entered on the Project Information screen, click the “**Remarks**” tab and the Remarks screen will be displayed (Figure 5).

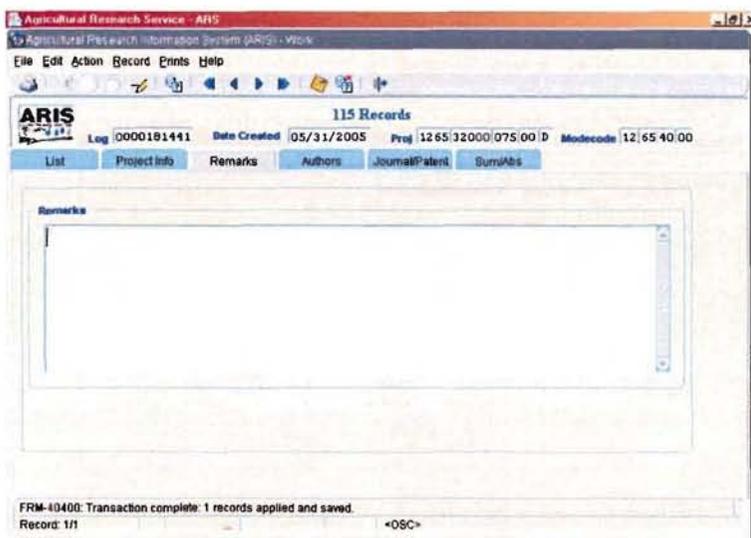


Figure 5. Remarks Screen

Although Remarks is not a required field, you should enter any information that is pertinent to the ARS-115. If entering a meeting abstract using a generic journal code, enter the meeting information such as the meeting name, location, dates, etc. If a waiver is requested and approved for clearance of non-ARS authors, state that and include the reason for the waiver in Remarks.

Once data entry is complete in Remarks, click the “**Authors**” tab to move to the Authors screen (Figure 6).

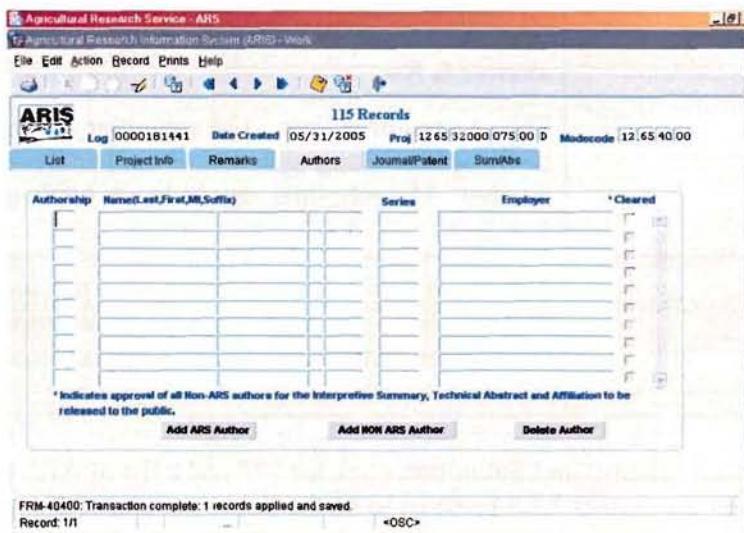


Figure 6. Authors Screen, Add Author Button

To add the authors, click the “**Add ARS Author**” button at the bottom of the screen (Figure 6) and a list of ARS employees within your mode code will be displayed (Figure 7).

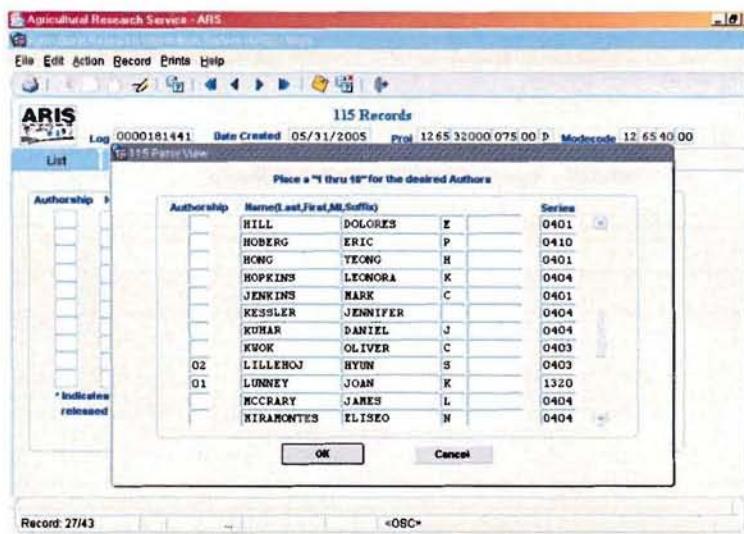


Figure 7. List of Authors in your Mode Code

Choose the ARS authors by entering the number of authorship (such as 01, 02, 03, etc.) next to the names of the authors on the list, then click “**OK**” (Figure 7).



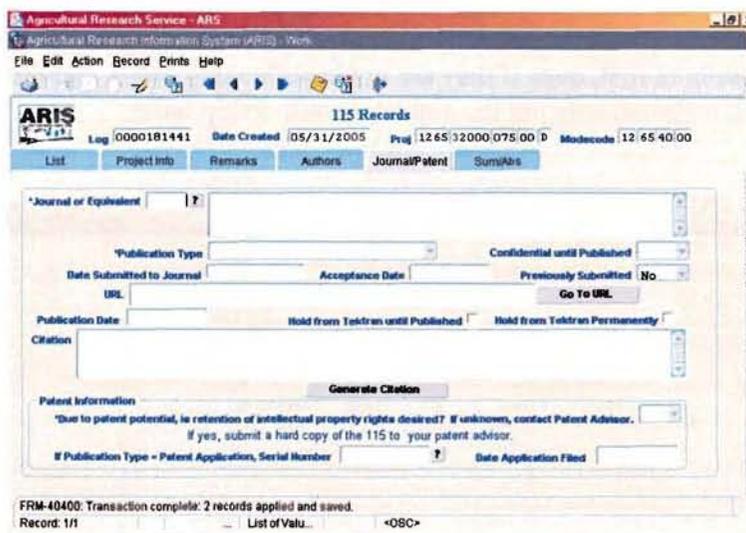


Figure 9. Journal Patent Screen

Enter the following information on the Journal Patent screen:

Journal or Equivalent	This is a required field. Enter the Journal or Equivalent Code by clicking on the “?” to choose the appropriate journal. Once the Journal Code is chosen, the journal name will propagate into the field. (see Chapter 1 for searching techniques). If the Journal Code is not listed, submit a request for a new Journal Code to your Area 115 Contact (see Requesting a New Journal Code section of this Chapter for information to be provided to your Area 115 Contact when requesting a new Journal Code).
Publication Type	Enter the publication type by choosing from the LOV. Choices include: Abstract, Book Chapter, Experiment Station, Germplasm Release, Government Publication, Literature Review, Monograph, Patent Application, Peer Reviewed Journal, Popular Publication, Proceedings/Symposium, Research Notes, Review Article, Trade Journal, or Other.
Confidential until Published	This data will propagate automatically based on the Journal Code selected and is not modifiable. This is a requirement of the journal. If the journal or equivalent has a confidentiality requirement, then the ARS-115 will not be sent to TEKTRAN until the Publication Date has been entered and the Publication Date exceeds the current date.
Date Submitted to Journal	This is not a required field. However, your Area may have other policies that may make this a required field. ARIS, however, will allow you to move on without adding this date.

Acceptance Date	The journal Acceptance Date is entered here. This field is left blank until the publication has been accepted by the journal. Once the Acceptance Date is known, it should be added on the ARS-115 (see Modifying an Active ARS-115 section of this Chapter).
Previously Submitted	Select Yes or No. The system default is No. If the manuscript has been previously submitted for approval, change this to Yes.
URL and Go to URL Button	The URL of the Journal can be entered here. If a URL is entered, you can click the “Go to URL” button to view the journal’s website.
Publication Date	This field is left blank until the Publication Date is known. Once known, the Publication Date should be entered (see Modifying an Active ARS-115 section of this Chapter).
Hold from Tektran until Published	Check (✓) this box if the ARS-115 should be held from TEKTRAN until after the manuscript is published. The ARS-115 will not go to TEKTRAN until the Publication Date has been entered or the Publication Date exceeds the current date. This field is modifiable at all levels.
Hold from Tektran Permanently	Check (✓) this box if the ARS-115 should never go to TEKTRAN. This field is modifiable at all levels.
Citation	Before adding the citation, the Acceptance Date and Publication Date must be entered. Once both dates are entered, use the “ <b>Generate Citation</b> ” button to have ARIS enter the citation information. The generated citation includes authors (in authorship order), title of publication, title of journal, and publication year, which is based on the Publication Date entered. You must manually enter the volume, page number(s), edition information, etc., to complete the citation. Also, see Appendix 2, Citation Format, for examples of correct formatting.
Retention of Intellectual Property Rights?	This is a required field. Select Yes or No. If retention of intellectual property rights is required, choose Yes. If Yes, submit a hard copy of the ARS-115 to the Patent Advisor. If unsure, contact your Patent Advisor for guidance.
Patent Application Serial Number and Date Application Filed	These are required fields if the Publication Type is Patent. The Patent Application Serial Number must be entered by using the LOV. You can either scroll down the LOV or search for a specific serial number. If the LOV does not include the serial number you are looking for, contact the Patent Advisor. Once a serial number is chosen, the Serial Number and Date Application Filed will propagate into these fields. If the Publication Type is changed from a Patent, these fields will be cleared. Note: A 115 cannot be entered for a patent until the U.S. Patent and Trademark Office assigns a serial number.

When all data is entered, click the “Sum/Abs” tab. The Interpretive Summary/Technical Abstract screen will be displayed (Figure 10).

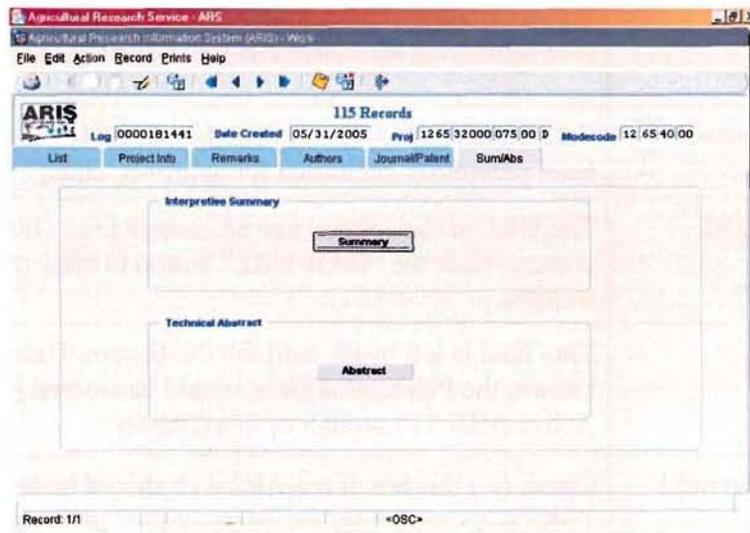


Figure 10. SUM/ABS Tab Screen

To add the Interpretive Summary, click the “Summary” button in the middle of the screen and a blank Summary page will be displayed (Figure 11).

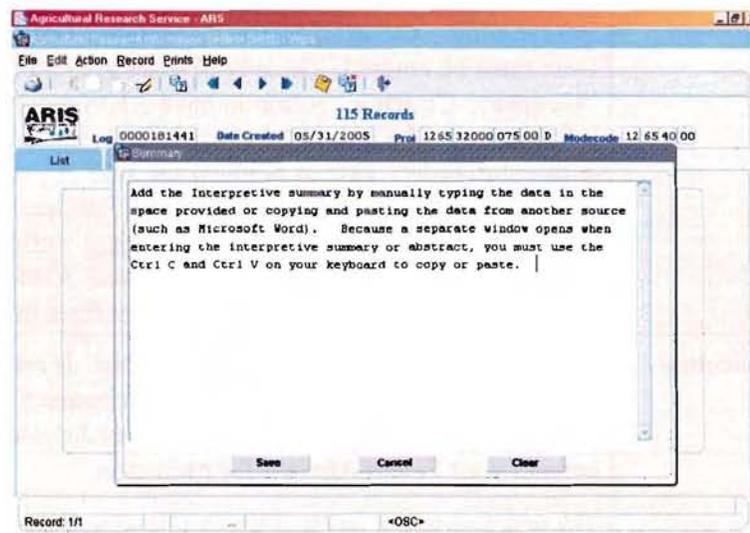


Figure 11. Interpretive Summary Screen

Add the Interpretive summary by manually typing the data in the space provided or copying and pasting the data from another source (such as Microsoft Word). **Note:** Because a separate window opens when entering the interpretive summary or abstract, you must use **Ctrl C and Ctrl V** on your keyboard to copy or paste. The Abstract and Interpretive Summary are no longer limited to 25 lines each. When all data entry is complete, click the “Save” button at the bottom of the screen, and you will be returned to the Summary/Abstract screen. **Note:** Scientific notation cannot be used at this time, and there is currently no spell check capability.

Add the Technical Abstract in the same manner as the Interpretive Summary. Once complete, click the “List” tab, and you will return to the Work File List screen. The ARS-115 entry is now complete and will be displayed on your List screen.

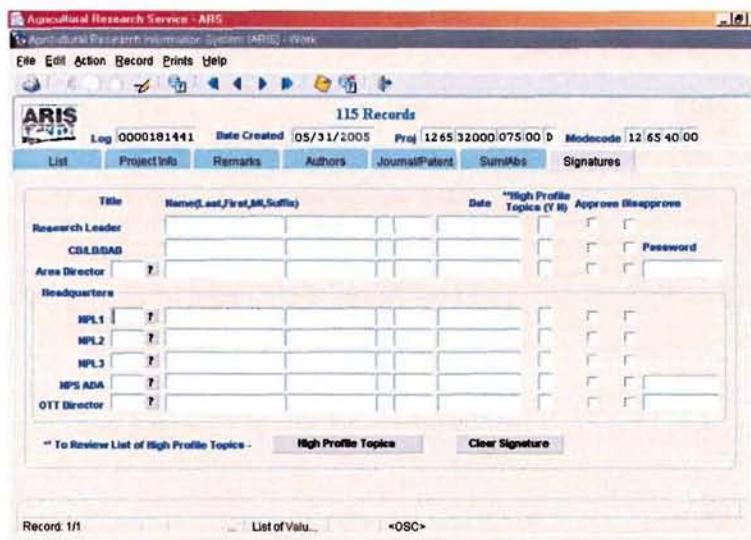
### **Printing ARS-115**

The completed ARS-115 should be printed for review and approval. To print the ARS-115, check (✓) the ARS-115 you wish to print from your List screen, click “Prints” and then “ARS 115”. ARIS will launch Adobe Acrobat and display the ARS-115 print file. To print, click the Printer icon on the Adobe Acrobat Toolbar.

### **Approval of ARS-115**

The List of High Profile Topics should be reviewed by the Approving Official prior to signing the ARS-115 and marking the High Profile Topics box. To review the List of High Profile Topics, click the “High Profile Topics” button at the bottom of the “Signatures” tab screen and the list will be displayed. If an ARS-115 is marked as a High Profile Topic, it will go to NPS for approval. All other ARS-115s will bypass NPS and go directly to OTT. A “Y” in the “High Profile Topics” box ensures proper line and program management review of the 115 during the approval process. It does not withhold information from publication or from public release through TEKTRAN.

Once the ARS-115 has been approved through your Area’s approval process, from your Work File List screen, click the “Signatures” tab and the Signature screen will be displayed (Figure 12).



**Figure 12. Signatures Tab**

Add the appropriate approving official’s name, date of approval, answer Y or N (Yes or No) in the High Profile Topics box, and check (✓) the appropriate box for approval or disapproval. Then click the “List” tab. ARIS will prompt “Do you want to save these changes?” If yes, click “Save”, and you will return to your List screen. The ARS-115 will no longer be listed in your Work File, but will be moved to the next level for approval.

## ARS-115 Status

To see where an ARS-115 is in the approval process, from the Research Documentation screen, click “Status” and then “115” (Figure 13).

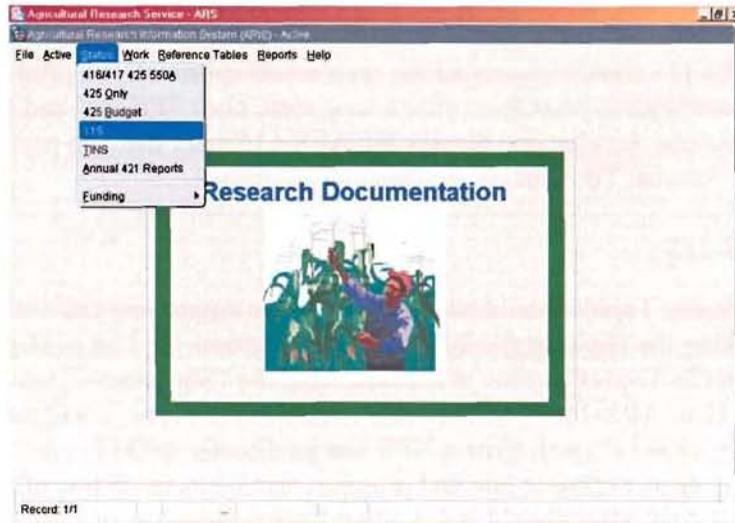


Figure 13. Status Screen, 115 Option

A list of all your ARS-115s currently at any level in the Work process will be displayed (Figure 14).

Project No.	Creation Date	Log No.	Modcode	Submission Level	Date Mod	User
1265 31320 070 00 D	05/10/2005	0000180665	12 65 40 00	CD/LD/DAD Level1	05/17/2005	RAFLESTEI
1265 31320 070 00 D	05/31/2005	0000181438	12 65 40 00	RL Level1	05/31/2005	RAFLESTEI
1265 31320 070 00 D	05/27/2005	0000181391	12 65 40 00	CD/LD/DAD Level1	05/31/2005	RAFLESTEI
1265 32000 055 00 D	09/01/2000	0000115764	12 65 40 00	RL Level1	05/09/2005	SMHALBRI7
1265 32000 071 00 D	05/23/2005	0000181185	12 65 40 00	CD/LD/DAD Level1	05/25/2005	RAFLESTEI
1265 32000 071 00 D	05/26/2005	0000181349	12 65 40 00	CD/LD/DAD Level1	05/27/2005	RAFLESTEI
1265 32000 071 00 D	05/06/2003	0000150997	12 65 40 00	Approved	01/25/2005	RAFLESTEI
1265 32000 075 00 D	05/31/2005	0000191441	12 65 40 00	NPS Level1	05/31/2005	ANEARL

Figure 14. List of 115s in Work Process

Scroll down to find the appropriate ARS-115 Log Number or query by clicking on “Action” and then “Query Screen”. A query screen will be displayed (Figure 15).

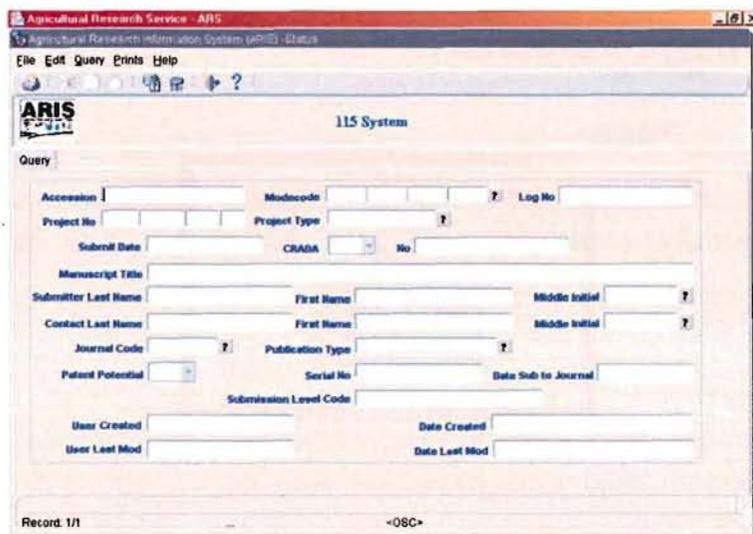


Figure 15. 115 Query Screen

Enter the query criteria (log number, mode code, project number, etc.) and execute the query. It is best to search by log number, if known. If not known, enter as much information in the query screen as possible to narrow the search. When the query is executed, the List screen will display all the ARS-115s that meet the criteria entered in the query. Once the appropriate ARS-115 is displayed, you can see Submission Level. **Note:** You can only view and/or print from the Status screen. You cannot modify in Status.

#### Submission Levels:

<i>RL Level</i>	Research Leader Work File
<i>CD/LD/DAD Level</i>	Center or Location Work File
<i>Area Level</i>	Area Office Work File
<i>NPS Level</i>	National Program Staff Work File
<i>OTT Level</i>	Office of Technology Transfer Work File
<i>Approved</i>	Approved (will be moved to the Active File through the overnite process)

#### *Modifying an Active ARS-115*

To modify an active (previously approved) ARS-115, a work record must be created from the active ARS-115. From the Research Documentation screen, click “Active” and “115” (Figure 16).

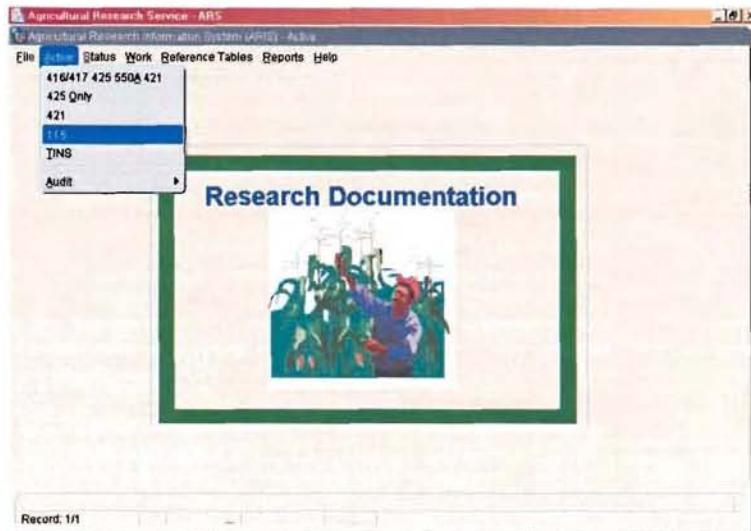


Figure 16. Active Screen, 115 Option

A Query screen will be displayed. Query ARIS for the specific ARS-115 which needs to be modified by entering the log number (Figure 17). If the log number is unknown, enter other information in the query screen to obtain the correct ARS-115.

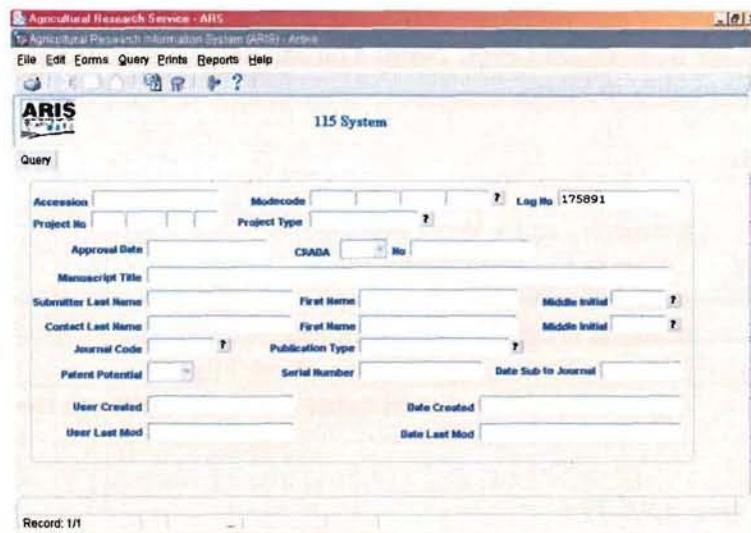


Figure 17. 115 Query Screen

Once the information is entered on the query screen, execute the query by clicking the **“Execute Query”** button or by pressing Return on the keyboard. The ARS-115(s) will be displayed on the List screen. Mark the ARS-115 to be modified by placing a check (✓) in the box to the left of the project number, then click **“Action”** and **“Create Work Record”** from the Toolbar (Figure 18). ARIS will prompt, **“Do you want to continue creating work records?”** Click **“Yes”** and the message **“Marked Record Processing is complete”** will be displayed.



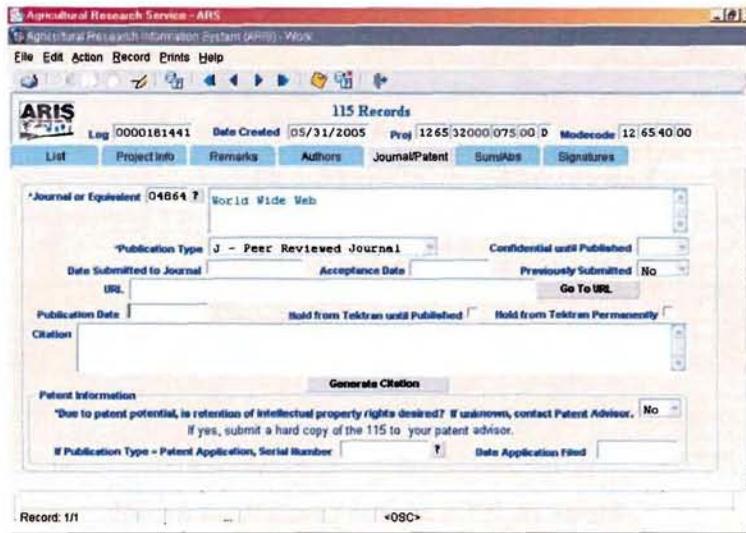


Figure 19. Journal Patent Screen

Add the Acceptance Date and/or Publication Date. After adding the Publication Date, ARIS will prompt you to enter the citation information. The citation is a required field when the Publication Date is added. To create the citation, the Acceptance Date AND Publication Date must both be entered. Once both dates are entered, click the “**Generate Citation**” button. The citation generated by ARIS includes: authors (in authorship order), title, journal title, and publication year, which is based on the Publication Date entered (Figure 20).

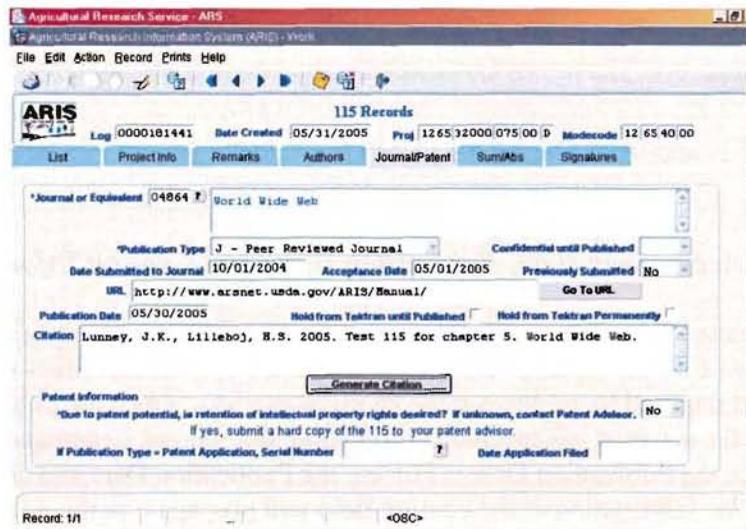


Figure 20. Generated Citation

You may need to modify the information that propagates into the citation field due to capitalization errors. Double clicking in the citation field, opens the editor box. This will enable you to view the whole citation and more easily modify as necessary (Figure 21). Volume, page numbers, etc., then need to be added to complete the citation. Click “OK” after you have completed the modifications to the citation.

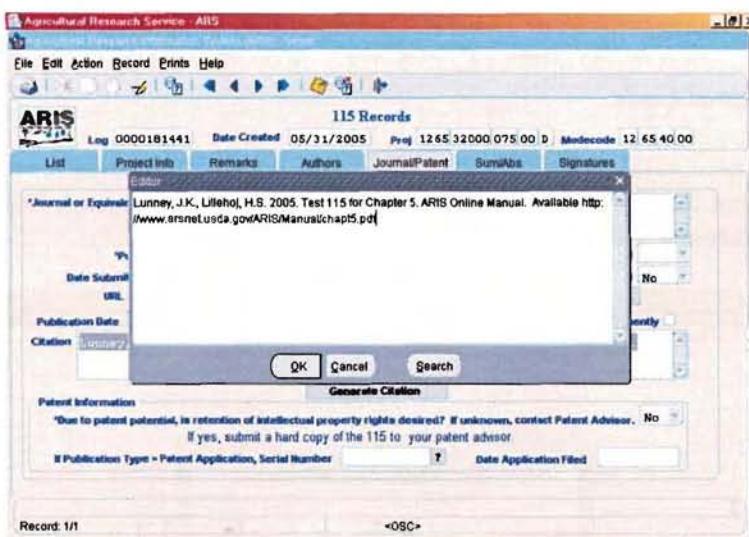


Figure 21. Editor Box

**Note:** If the citation field already contains information and the “Generate Citation” button is pressed, ARIS will not overwrite the existing citation. You must delete the existing citation, then generate the new citation.

After all the information is entered, click the “List” tab, and ARIS will prompt, “Do you want to save these changes?” (Figure 22). Click “Save” and you will be returned to the List screen.

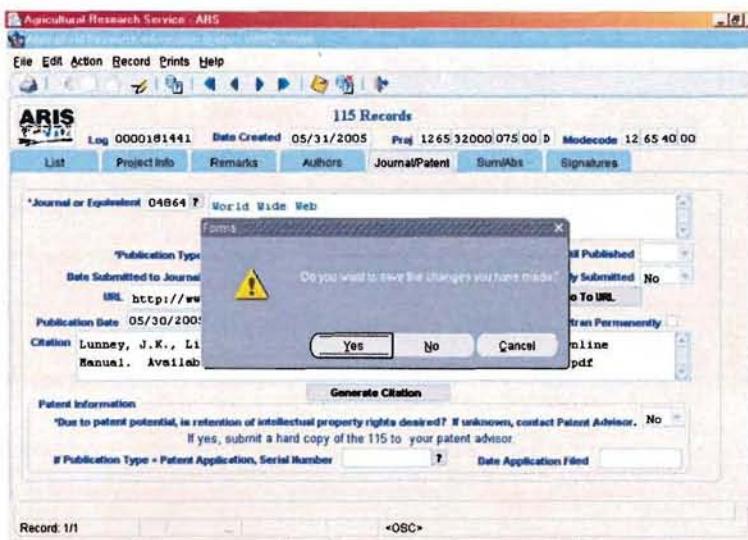


Figure 22. ARIS Prompt to Save Changes



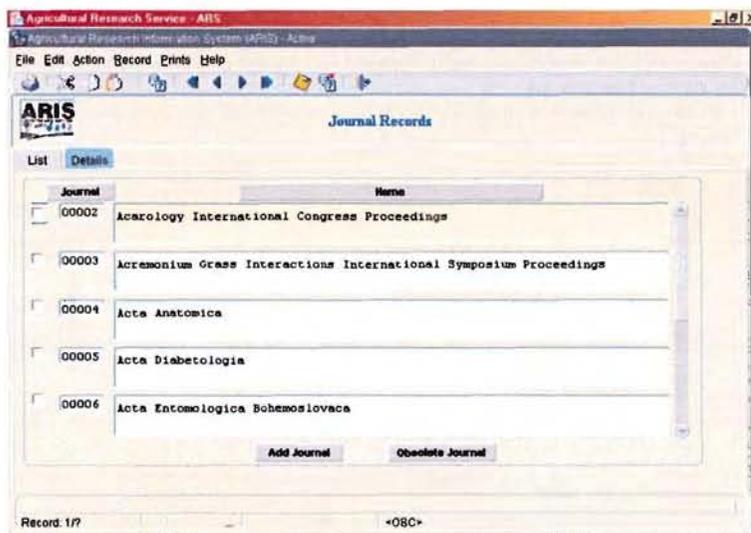


Figure 24. Journal Reference Table

To query for a specific journal, click “**Action**” and “**Query Screen**” on the Toolbar to display a query screen. Even if you are sure of the journal name, it is best to use the wildcard “%” before and after the query string. To query, enter a part of the journal name with a “%” at the beginning and end of the search string under “**Journal Name**”, press enter or click the “**Execute Query**” icon. For example, if you want to find all the Journal Codes with the word “phytopathology” in the title, enter %phytopathology% in the Journal Name section of the query screen (Figure 25).

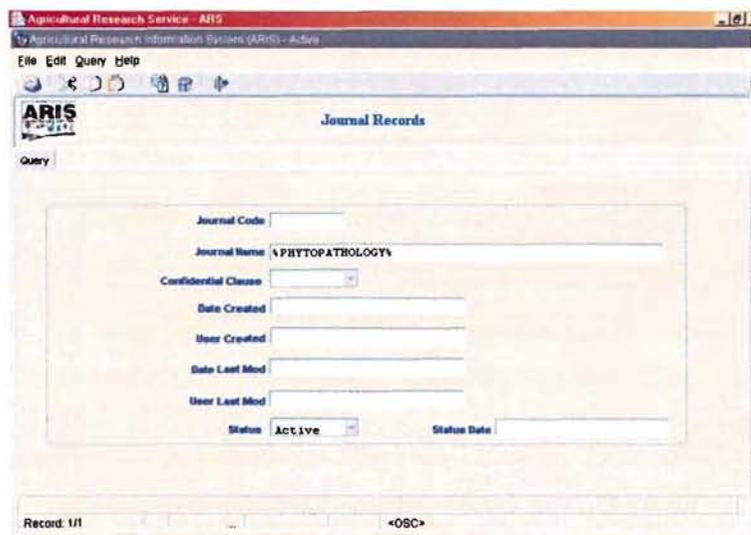


Figure 25. Search for Journals with “phytopathology” in the Title

This will generate a list of all the Journal Codes with the word “phytopathology” somewhere in the title (Figure 26). To sort the list in ascending numerical order, click the “**Journal**” header. Click again to sort in descending order. Click the double right arrows on the tool bar to scroll to the last record found. Notice the number of records found (Record Count) will be displayed at the bottom left corner of the screen.

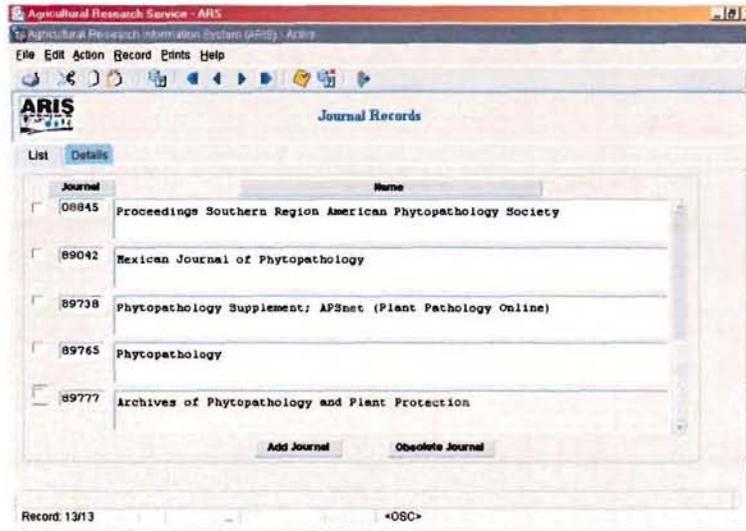


Figure 26. Search Results for “Phytopathology” in Title

It can be helpful to view the “Details” tab on the Journal Records screen to verify you have selected the correct Journal Code. The search for Journal Codes with “phytopathology” in the title has listed two possible journals to select, 02068, Phytopathology and 04687, Journal of Phytopathology (Figure 27).

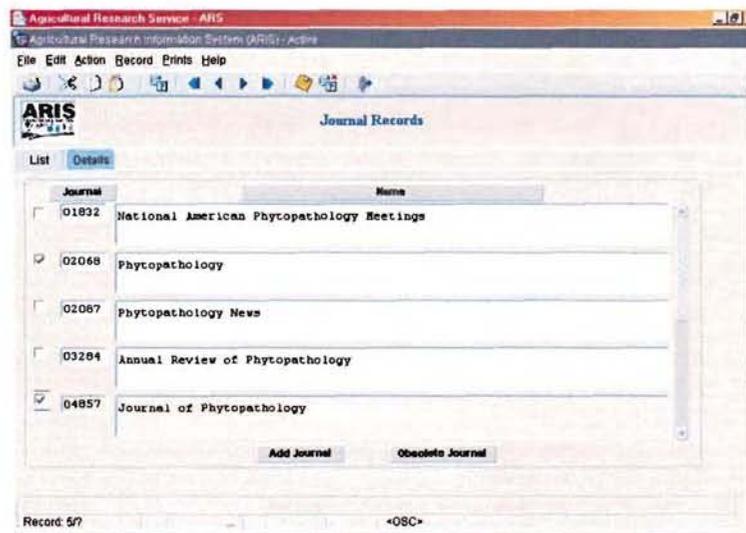


Figure 27. Two Possible Journals Found for Phytopathology

Select the journal code of interest by checking the box to the left of the code or by clicking in the Journal box or Name box on the Journal Records List Screen. Click the “**Details**” tab to view additional information about the selected journal code (Figures 28 and 29).

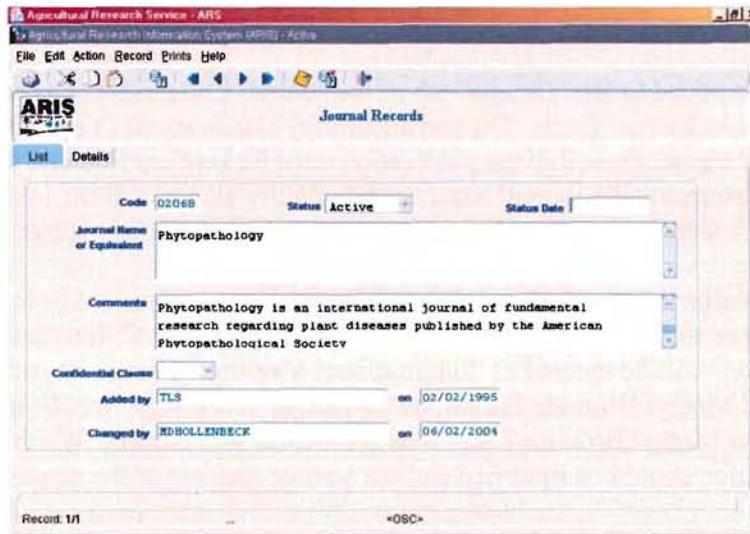


Figure 28. Details Tab Information for Phytopathology

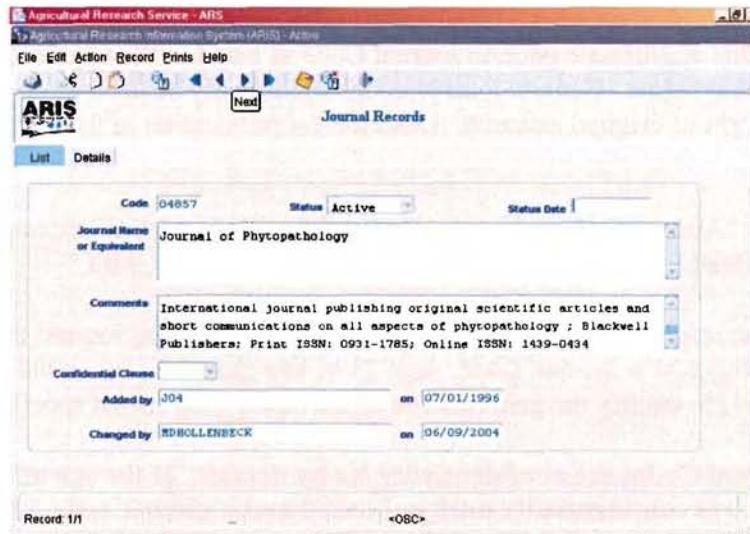


Figure 29. Details Tab Information for Journal of Phytopathology

When you are unable to find the Journal Code that you need, contact your Area 115 Contact to have a new Journal Code established. The Area 115 Contact will verify that a new Journal Code is required and will send a request to Headquarters to establish the new Journal Code.

### *Requesting a New Journal Code*

The following information should be provided when a journal code is requested:

- Name of the Publication, e.g., name of the journal, book, trade journal (required)
- Type of Publication, e.g., peer-reviewed journal, trade journal, proceedings
- Publisher, if known (optional)
- URL of the journal or publisher, if known (optional)
- Does the journal have a Confidentiality clause (required, see following paragraph)

### ***Confidentiality Clause Status***

This information is added to the “Details” tab of the Journal Code to serve as additional criteria to select the appropriate Journal Code. The confidentiality clause status (Yes or No) is specific to each journal. This clause states that the publication must be kept confidential until the journal has published it. To determine if a journal has a confidentiality clause, call the journal directly, search the journal’s website, and/or ask the scientist to obtain this information.

Journal codes for recurring meetings, workshops, congresses, symposiums, etc. will be entered without year dates or meeting number designations. For example, “5<sup>th</sup> International Meeting of Insect Physiologists” will be entered as “International Meeting of Insect Physiologists” and “2004 Proceedings of the Methyl Bromide Emissions Reduction Workshop” will be entered as “Proceedings of the Methyl Bromide Emissions Reduction Workshop”. When the citation is generated, the citation should be modified and the year or number of the meeting added.

### ***Use of Generic Journal Codes***

If, at the time of submitting an ARS-115, the name of the publication has not been determined or is not known, use the appropriate generic Journal Code as listed in the Currently Available Generic Journal table below. Generic journal codes should only be used when the publication is not first formal report of original research. Describe the publication in the remarks section of the ARS-115.

Remarks: “Abstract only to be presented at the USDA, ARS Workshop on Fusarium Head Blight of Wheat, July 4-7, 2004 in St. Louis, MO.”

When a publication results and the name of the publication is known, request the specific journal code (see Requesting a New Journal Code, page 22 of this chapter). When the acceptance date is added to the ARS-115, modify the generic code to the newly established specific code.

**The generic Journal Codes are confidentiality No by default. If the scientist, organization, or publisher requires confidentiality until published and a generic code is used, check (✓) the “Hold from Tektran until Published” box. When you add the publication date and citation, remove the check (✓).**

### **Currently Available Generic Journal Codes**

<b>Journal Name</b>	<b>Journal Code</b>
Agricultural Experiment Station Publication	08969
Agricultural Research Service Station Bulletin	03291
Agriculture Handbook	03233
ARS Publication	00050
Book Chapter	03708
CD ROM	04317
Complete Book	04321
Electronic Publication	06844
Experiment Station Bulletins	00856
Extension Circular	00865

<b>Journal Name</b>	<b>Journal Code</b>
Extension Fact Sheets	00867
Extension Publications	00868
Extension Reports	00869
Extension Service Bulletin	00870
Germplasm Release	05659
Government Publication/Report	90148
Home Page	04862
Invention Report	05684
Laboratory Publication	01630
Meeting Abstract	04466
Meeting Proceedings	89158
PhD Dissertation	05272
Popular Publication	90145
Review Article	90146
Science and Technical Review	02299
Software and User Manual Public Release	89180
Survey Notes	04795
Symposium Proceedings	02978
Trade Journal Publication	90147
Workshop Proceedings	88918
World Wide Web	04864

### ***Blank ARS-115 Form***

When entering an ARS-115, it is beneficial to have all the information at your fingertips before beginning the data entry process. To ensure you have all the information, print a blank ARS-115 form that you can give to the scientist to fill out or that you can use as a reference to facilitate data entry.

To print the blank form, from the Research Documentation screen, click “**Reports**”, “**Blank Forms**”, and then “**115**” (Figure 30). Adobe Acrobat will launch and display the Blank ARS-115. To print the form, click the printer icon.

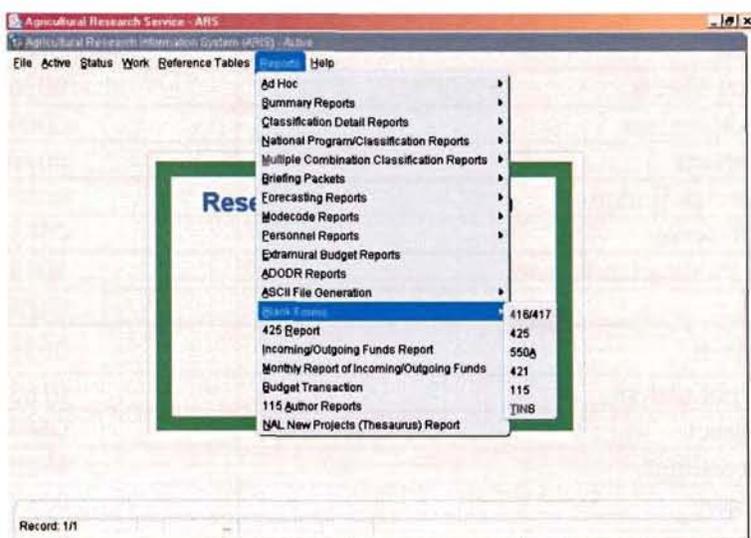


Figure 30. Printing a Blank ARS-115 Form

## General Information

### Acronyms and Definitions

Abstract	Brief technical description of an oral or poster presentation printed in a meeting announcement, proceedings, or program and not accompanied by a full-length manuscript.
AD-421	Annual Report
ARS-115	Request to Submit Manuscript for Publication.
Interpretive Summary	Brief explanation of the reason for the research and the accomplishments and significance of the research in language intelligible to the general public.
Manuscript	A scientific paper authored or co-authored by ARS scientific personnel that describes or reviews scientific research and is intended for publication: in a scientific journal; in a semi-technical or trade journal; as a scientific literature review or book chapter; as a popular article; in a meeting or symposium proceeds or workshop report.
Monograph	A scholarly book on a single, usually limited subject.
Original Scientific Paper	A manuscript, other than an abstract, that is the first formal report of research results.
Technical Abstract	Brief technical description that accompanies a full-length manuscript.
TEKTRAN	Technology Transfer Automated Retrieval System

### **Timely Submission of ARS-115**

The submission of the ARS-115 **MUST** be fully approved before any manuscript is submitted to a journal and/or published. In addition, scientists giving presentations that will have some type of written publication associated with it, must receive ARS approval through the ARS-115 process before giving the presentation at the meeting (e.g., abstract, proceeding, etc.).

### **Duplicate ARS-115s**

If there are duplicate ARS-115s in ARIS, please notify your Area Program Analyst of the 115 log numbers of the ARS-115s to keep and the ARS-115s to delete. Your Area Program Analyst will verify that the ARS-115 is a duplicate and send a request to the Headquarters staff to have the duplicate ARS-115s deleted. Duplicate ARS-115s are the only ARS-115s that are deleted from ARIS. Only Headquarters staff have access to delete ARS-115s. Headquarters staff will inform the Area Program Analyst when the ARS-115 has been deleted. If the ARS-115 is linked on an Annual Report (AD-421), it cannot be deleted.

### **Rejection of a Publication**

When a publication is rejected by a journal, the ARS-115 will remain in the Active File and is not deleted from ARIS. If the same manuscript is submitted to another journal for publication, the ARS-115 should be modified to show the new journal code and journal name. Change “**Previously Submitted**” to “**Yes**”, and modify any other appropriate information. Note in the Remarks that the manuscript was previously submitted to another journal. Provide the name of the original journal and the new journal.

### **Link to Annual Reports (AD-421)**

Each publication listed on an Annual Report (AD-421) is required to have an ARS-115 approved in ARIS. In addition, the citation information from the ARS-115 propagates into the Annual Report (AD-421) when the log number is referenced on the Annual Report. Therefore, it is important to enter ARS-115s in ARIS in a timely manner. This will reduce the data entry burden at Annual Report time.

### **High Profile Topics Designation**

The designation of High Profile Topic “**Yes**” or “**No**” must be determined for all types of publications. The Research Leader must note, with approval signature, whether the subject matter of the ARS-115 should be considered a high profile topic based on the High Profile Topics list. Each approval level must also note, with approval signature, a determination of high profile topic status. Each level of approval has the option of determination and may or may not agree with the preceding decision. ARS-115s marked “**Yes**” for High Profile Topic, move to NPS for approval. (See Clearance/High Profile Topics/Responsibility located under “Help” on the Toolbar)

### **Patentable Information**

If the information published or presented has patent potential, the ARS-115 block “Due to patent potential, is retention of intellectual property rights desired?” should be answered “**Yes**”. If answered “**Yes**”, the ARS-115 will move to the Active File in ARIS upon completion of the approval process. The ARS-115 will be held in the Active File during the review process by the Patent Advisor. While in the Active File, the publication may be viewed by anyone in ARS who has access to ARIS. The publication will be moved to TEKTRAN until after a patent has been filed or a determination is made that no patent will be filed and, at that time, may be viewed by anyone who has access to TEKTRAN.

### **Criteria for Moving ARS-115s to TEKTRAN**

The ARS-115/TEKTRAN system records are moved to history when the ARS-115 Approval Date exceeds 5 years.

ARS-115s will **NEVER** Go to TEKTRAN when the “**Hold from TEKTRAN Permanently**” box is checked.

ARS-115s will go to TEKTRAN after the following conditions are met:

1. When the Publication Type is a Patent and the Application Date plus 18 months is less than the current date.
2. When the “**Hold from TEKTRAN until Published**” box is checked, the Publication Type is not a Patent, and the Publication Date is less than the current date.
3. When the Confidential Clause on the chosen Journal Code is marked “**Yes**”, the Publication Type is not a Patent, and the Publication Date is less than the current date.
4. When the Publication Type is not a Patent, the conditions in No. 2 and No. 3 are met, if applicable, and the Journal Acceptance Date is less than the current date.

### **Authorship Involving Other Areas or Research Units**

If a publication has cooperative research and ARS authors in more than one Management Unit and/or Area, the ARS-115 should **ONLY** be entered in ARIS by the first ARS author listed. Each ARS author listed **SHOULD NOT** enter a separate ARS-115.

## Matrix for Data Entry Determinations

An ARS-115 is **NOT** required for oral or poster presentations in which the submission will not be published, such as an abstract in meeting proceedings.

Manuscripts that are “**first formal report**” of original scientific research require an interpretive summary be included in the ARS-115 (see P&P 152.1). An interpretive summary is not required for literature reviews, book chapters (unless first formal report of original research), or book reviews.

Use the Matrix below to determine how to answer the “**First Formal Report other than Abstract**” question on the ARS-115 and if an interpretive summary is required for the specific publication type.

Publication Type	First Formal Report*	Interpretive Summary	Technical Abstract
Peer Reviewed Journal	Yes	Yes	Yes
Abstract	No	No	Yes
Proceedings/Symposium	No*	No	Yes
Review Article	No	No	Yes
Other	No*	No	Yes
Research Notes	No	No	Yes
Trade Journal	No	No	Yes
Germplasm Release	Yes	No**	Yes
Book/Book Chapter	No*	No	Yes
Literature Review	No	No	Yes
Government Publication	No*	No	Yes
Monograph	No*	No	Yes
Experiment Station	No*	No	Yes
Popular Publication	No	No	Yes
Patent Application	No	No	Yes

\* If the publication is a “**First Formal Report other than Abstract**”, select “**Yes**” and an **Interpretive Summary** is required.

\*\* Germplasm Releases are considered “**First Formal Report**”, however, an Interpretive Summary is not required.

## Scientific Notation

Currently, scientific notation does not properly convert from word processing programs to ARIS. Therefore, scientific notations should not be used.

## **Spell Check**

Currently, spell check is not available in ARIS. However, the Technical Abstract and Interpretive Summary can be copied and pasted (**Ctrl C** and **Ctrl V**) from other software with spell check capability.

## ***References***

**P&P 152.1-ARS** (March 10, 1998): Procedures for Publishing Manuscripts and Abstracts with Non-USDA Publishers (Outside Publishing)

**P&P 152.2-ARS** (May 12, 1997): Authorship of Research and Technical Reports and Publications

## ***Appendix 1***

### **List of High Profile Topics July 2003 (Revised)**

*Manuscripts and abstracts dealing with these topics will be forwarded to the Area Office and then to the National Program Staff through ARIS to keep management aware of new research results*

1. Creation of transgenic agricultural organisms by genetic engineering.
2. Biotechnology risk assessment research (gene flow, unintended ecological effects) that is likely to affect policy and/or regulatory actions.
3. Cloning of animals by somatic cell nuclear transfer.
4. Somatic cell fusion to recombine DNA in ways that cannot be achieved through sexual crossing.
5. Dioxin research.
6. Intellectual property rights and patent policy of agricultural organisms.
7. Agricultural (crop and animal) practices that may increase emissions of greenhouse gases (e.g., carbon dioxide, methane, nitrous oxide); impacts of global change on human health.
8. Agricultural (crop and animal) practices that threatens human health and the environment through introduction of hazardous materials, including excess nutrients, pesticides, salts, trace elements, pathogens, and pharmaceutically active compounds into soils and water.
9. Agricultural (crop and animal) practices that threatens human health and the environment through introduction of particulates, ammonia, hydrogen sulfide, volatile organic compounds, methane, nitrous oxides and pathogens into air.
10. Boll weevil eradication program.
11. Policies related to international plant, animal, and microbial genetic resources.
12. Research findings and recommendations that are contrary to current dietary guidelines or may be used in food labeling.
13. Megadoses of nutrients that may be beneficial to human health/nutrition.
14. Radiolytic products in food.
15. Harmful microorganisms and their products (e.g., aflatoxin, mycotoxin, fumonisin, Salmonella, E. Coli) in agricultural commodities.
16. Pesticides or animal drugs in foods above approved tolerance levels.
17. All transmissible encephalopathy (TSE) research including BSE research.

18. Development of herbicide-resistant plants.
19. Animal well-being/animal use.
20. Biological items that may affect trade and export negotiations, e.g., fire blight in apples, TCK smut, karnal bunt, insect infestations in export products, etc.
21. Narcotic plant control.
22. Methyl bromide topics that relate to policy and/or regulatory actions.
23. Medfly/Malathion replacements.
24. Research studying antibiotic/antimicrobial resistance.
25. Bioterrorism/attacks on agriculture.
26. Glassy-winged sharpshooter/Pierce's disease.
27. Sudden Oak Death.
28. Asian Citrus Canker.
29. Anthrax.
30. Emerging diseases or pest research that may impact policy and/or regulatory actions.
31. Ralstonia bacterial brown rot.
32. Soybean rust.
33. West Nile Virus.

## Publication Citation Information, Formats, and Examples

The citation information should be inclusive enough to allow the article to be found or requested through a library.

Citation information should be sight-verified for complete accuracy before the record is approved. Some common problem areas include:

**Author Names** – Last name first, no space between author initials, and no “and” before last author.

**Spacing** – There is only one space between elements of the citation.

**Capitalization** – Capitalize proper names in the article title, or the second capital in names such as McMichael. For book titles, capitalize all important words.

**Abstract** – Insert the word “abstract” in brackets as the last word in the article title if the citation is for an abstract only.

**Punctuation** – Use the comma or period as shown in the specific format. Be sure to use a period after the journal title, before the volume information. End each citation with a period.

**Abbreviations** – Do not abbreviate journal titles unless that is what the journal uses for title (e.g., Transactions of the ASAE). Do not abbreviate meeting information. It is acceptable to use Paper No. Use p. (not pp.) to indicate pages.

**Pagination** – Include complete page numbers (e.g., use 241-252, **not** 241-52).

**Meeting Information** – Include as much information as possible, to help differentiate one meeting from another and to help in locating the publication in a library: meeting date and place, editor/compiler if identified, meeting title. In some cases, it may be necessary to include the name of the sponsoring/publishing organization.

**Records for Same Meeting** – Use a consistent format for all records presented at the same meeting or published in the same source.

Remember that ARIS is not capable of using subscript, superscripts, italic, or underline.

April 2006

ARIS ARS-115  
Publication Format Information

1. The “generate citation” button will now enter the citation information in the citation field in the format stated below.
2. In the citation field, when the “generate citation” button is used, the citation information will propagate to the field in upper/lower case as follows:

Authors	Upper/lower case
Title	First word of title upper case; other words all lower case
Journal Title	Upper/lower case

NOTE: The citation information generated will not be 100% accurate due to system restraints; so the citation information will need to be reviewed and modified accordingly.

3. Periods will be used after first and middle initials.
4. Full titles of journals will be used since they will propagate from the Journal Code reference table.
5. For Abstracts “[abstract]” will propagate after the title so it is easily distinguishable that the publication is an abstract.
6. The Journal Code reference table will be converted to upper/lower case, which will propagate to the citation field.

**GENERAL INFORMATION:**

A lot of 115s have citations entered without using the “generate citation” button. This is allowable as long as the citation format is followed and all the required information is present. The “generate citation” button was included in ARIS to make data entry less burdensome and repetitive.

Format instructions are based on a slightly modified Name-Year System from the Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers. The Name-Year System most closely resembles what is needed and, in addition, is what is used in and by many journals, professionals, scientists, etc.

## Journal Article:

### **Format:**

Author last name(s) and initial(s). Year of publication. Article title. Full journal title. Volume(issue):page numbers. (Use issue number if available; issue number should always be used if each issue within the volume restarts page numbering with 1.)

### **Examples:**

Anderson, R.J. 2004. Maize responses to a severe isolate of maize chlorotic dwarf virus. *Crop Science*. 55(3):640-649.

Anderson, R.J., Thompson, J.L. 2004. Maize responses to a severe isolate of maize chlorotic dwarf virus. *Crop Science*. 55(3):640-649.

Hoffmann, W.C., Kirk, I.W. 2005. Spray deposition and drift from two medium nozzles. *Transactions of the ASAE*. 48(1):5-11.

Pivik, R.T., Dykman, R.A., Badger, T.M. 2005. Eating or skipping breakfast: Effects on resting EEG activity and heart rate. *The FASEB Journal*. 19(4):A434.

Robacker, D.C., Fraser, I. 2005. What do Mexican fruit flies learn when they experience fruit? *Journal of Insect Behavior*. 18(4):529-542.

Hornberger, T.A., Stuppard, R., Conley, K.E., Fedele, M.J., Fiorotto, M.L., Chin, E.R., Esser, K.A. 2004. Mechanical stimuli regulate rapamycin-sensitive signalling by a phosphoinositide 3-kinase-, protein kinase B- and growth factor-independent mechanism. *Biochemical Journal*. 380(Pt 3):795-804.

## Abstract:

### **Format:**

Author last name(s) and initial(s). Year of publication. Title of abstract [abstract]. Full title of journal/proceedings. Volume(issue):page number(s). (Paper number or Abstract number can be used in place of page number)

### **Examples:**

Steinheimer, T.R. 2004. Chemical fate of herbicides within a small agricultural watershed [abstract]. *American Chemical Society*. p. 102.

Hester, P.Y., Muir, W.M., Craig, J.V., Albright, J.L. 1995. Group selection for adaptation to multiple-hen cages: Response to social and heat stress [abstract]. *Poultry Science*. 74(1):102.

Kebrom, T.H., Burson, B.L., Finlayson, S.A. 2005. Enhanced apical dominance in phytochrome B mutant sorghum is correlated with increased expression of the TEOSINTE BRANCHED 1(TB1) gene in axillary buds [abstract]. *Plant Biology*. p. 229.

Stephens, J., Stoll, B., Guan, X., Helmrath, M., Burrin, D.G. 2004. Relative stimulation of superior mesenteric arterial (SMA) blood flow by enteral nutrition and glucagon-like peptide 2 (GLP-2) in total parenteral nutrition (TPN) fed neonatal piglets [abstract]. *Gastroenterology*. 126(4):A-142(Suppl. 2).

***Example with Paper/Abstract No.:***

Paarlberg, K.R., Hanna, H.M, Erbach, D.C., Hartzler, R.G. 1995. Cultivator design for interrow weed control on no-till corn [abstract]. American Society for Agricultural Engineers. Paper No. 95-1331.

Steinheimer, T.R. 2004. Chemical fate of herbicides within a small agricultural watershed [abstract]. American Chemical Society. Paper No. 102.

Robbins, J.M., Casey, P., Szeto, K., Jo, C., Simpson, P., Stuff, J., Weber, J., Connell, C., Champagne, C., Harsha, D., McCabe Sellers, B., Bogle, M.L. 2004. Are children in the Lower Mississippi Delta protected from the consequences of food insecurity [abstract]? *Journal of Federation of American Societies for Experimental Biology*. 18(4):A513.

***Example of Abstract with conference information:***

Starks, P.J., Phillips, W.A., Coleman, S.W. 2005. Remote sensing of crude protein in bermudagrass pastures during the summer grazing season [abstract]. In: Proceedings of American Society of Animal Science, Southern Section Meeting. Symposium on Tropically Adapted Breeds - Regional Project S-10-13, February 5-9, 2005, Little Rock, Arkansas. p. 7.

***Example of Abstract only available on CD:***

Northup, B.K., Daniel, J.A., Carson, L.B. 2005. Predicting soil characteristics of Oklahoma pasture with near infrared reflectance spectroscopy (NIRS) [abstract]. Society for Range Management, 58th Annual Meeting and Trade Show, February 5-11, 2005, Fort Worth, Texas. 2005 CDRom.

***Example of Meeting Abstract published in a numbered volume of proceedings:***

Velten, J.P., Cazzonelli, C.I. 2005. Effects of abiotic stresses on ptgs occurring within agrobacteria-infused leaf tissues [abstract]. *Keystone Symposia: Diverse Roles of RNA in Gene Regulation*, January 8-14, 2005, Breckenridge, Colorado. 114:41.

**Proceedings:**

***Format:***

Author last name(s) and initial(s). Year of publication. Title of paper. Title of Proceedings. Volume:Page number(s).

**Examples:**

Kanwar, R.S., Colvin, T.S., Karlen, D.L. 1995. Tillage and crop rotation effects on drainage water quality. Proceedings of Clean Water-Clean Environment 21st Century. III:163-166.

Miller, J.G. Janyes, D.B., Moorman, T.B. 1995. Prediction of atrazine persistence in a central Iowa field. Proceedings of Water Quality Modeling International Symposium. p. 109-118.

**Format for Proceedings w/Conference Information:**

Author last name(s) and initial(s). Year of publication. Title of paper. In: (editors, if any). Title of Proceedings. Title of Conference (if different from title of Proceedings), Date of Conference, Conference Location. Page number(s).

**Examples w/ Conference Information Included:**

Smith, J.L. 2004. Current issues in crop production. In: Proceedings of the Society of Plant Growers National Convention, February 5-7, 2004, Beltsville, Maryland. p. 23-24.

Smith, J.L. 2004. Current issues in crop production. In: Irvin, R.L., Smith, J.C., editors. Proceedings of the Society of Plant Growers National Convention, February 5-7, 2004, Beltsville, Maryland. p. 23-24.

**Example w/different conference title than proceedings:**

Smith, J.L. 2004. Current issues in crop production. In: Proceedings of the Society of Plant Growers. 4th International Conference of Plant Growers, February 5-7, 2004, Beltsville, Maryland. p. 23-24.

**Format for Proceedings only available on CD:**

Smith, J.L. 2004. Current issues in crop production. In: Proceedings of the Society of Plant Growers. 4th International Conference of Plant Growers, February 5-7, 2004, Beltsville, Maryland. 2004 CDROM.

Lopez, J., Latheef, M.A. 2004. Adult vial technique for evaluating insecticidal toxicity to cotton fleahopper. In: Proceedings of the Beltwide Cotton Conferences, January 5-9, 2004, San Antonio, Texas. 2004 CDROM.

Bell, A.A., Lopez, J., Esquivel, J.F., Medrano, E.G., Mauney, J. 2005. Isolation of cottonseed-rotting *Pantoea* spp. from stink bugs and plant bugs. In: Proceedings of the Beltwide Cotton Conferences, January 4-7, 2005, New Orleans, Louisiana. 2005 CDROM.

Bandura, V., Stewart, B.A., Baumhardt, R.L., Ambati, S., Robinson, C.A., Schlegel, A. 2005. Growing dryland grain sorghum in clumps to reduce tillers and early season water use and increase yield and harvest index [abstract]. Agronomy Abstracts, ASA-CSSA-SSSA Annual Meeting. Salt Lake City, Utah. 2005 CDROM.

## **Dissertations/Thesis:**

### **Format:**

Author last name and initials. Date of Degree. Title of Dissertation or thesis [Ph.D. Dissertation]. Place of Degree-Granting Institution: Degree-Granting Institution. Number of pages.

### **Examples:**

Dorsey, J.D. 1995. Farming system effects on soil properties [Ph.D. Dissertation]. Columbus, OH: Ohio State University. 340 p.

Milach, S.C.K. 1995. Genetic characterization and molecular mapping of dwarfing genes in oat [Ph.D. Thesis]. Minneapolis, MN: University of Minnesota. 94 p.

## **Patent:**

Patents are not listed as publications on the annual research progress report, but they should be listed in the response to question 7.

### **Format:**

Author last name(s) and initial(s). Date of patent. Title of patent. Patent Number.

### **Examples:**

Eller, F.J., Bartelt, R.J. 1995. Compositions for the control of pepper weevils. U.S. Patent 5,393,522.

## **Book Chapter:**

### **Format:**

Author last name(s) and initial(s). Year of publication. Title of chapter or part. In: Last name and Initial(s) of Editor(s) of book. Title of book. Edition information (if any). Place of publication: Publisher. Inclusive page numbers.

### **Example:**

Ogren, W.L. 1994. Energy utilization by photorespiration. In: Tolbert, N.E., Preiss, J., editors. Regulation of Atmospheric CO<sub>2</sub> and O<sub>2</sub> by Photosynthetic Carbon Metabolism. 3rd edition. New York, NY: University Press. p. 115-125.

Anderson, R.C., Genovese, K.J., Harvey, R.B., Callaway, T.R., Nisbet, D.J. 2006. Preharvest food safety applications of competitive exclusion cultures and probiotics. In: Goktepe, I., Juneja, V.K., Ahmedna, M., editors. Probiotics in Food Safety and Human Health. Boca Raton, FL: CRC Press. p. 273-284.

Patterson, P.H., Moore Jr., P.A., Angel, R. 2005. Phosphorus and Poultry Nutrition. In: Sims, J.T., Sharpley, A.N., editors. Phosphorus: Agriculture and the Environment. American Society of Agronomy Monograph Series No. 46. Madison, WI: American Society of Agronomy. p. 635-682.

## Book:

### **Format:**

Author last name(s) and initial(s). Year of publication. Title of Book. Place of Publication: Publisher. Number of pages.

### **Example:**

Bates, B. 1999. Bargaining for Life: A social history of tuberculosis. Philadelphia: University of Pennsylvania Press. 435 p.

Pellant, M., Shaver, P., Pyke, D.A., Herrick, J.E. 2005. Interpreting indicators of rangeland health. Version 4. Technical Reference 1734-6. U.S. Department of the Interior, Bureau of Land Management, National Science and Technology Center, Denver, CO. BLM/WO/ST-00.001+1734/REV05. 122 p.

## Electronic Journal Articles:

### **Format:**

Author last name(s) and initial(s). Year of publication. Title of article. Full journal title [medium]. Volume(issue):page numbers [if available]. Availability information.

### **Example:**

Loker, W.M. 1996. The crisis of modernization in Latin America. Journal of Political Ecology [serial online]. 3(1). Available: [http://www.library.arizona.edu/ej/jpe/volume\\_3/ascii-lokeriso.txt](http://www.library.arizona.edu/ej/jpe/volume_3/ascii-lokeriso.txt).

Yerk-Davis, G.L., Grant, D., McMullen, M.D., Cole, E.H., Houchins, K., Melia-Handcock, S. 1995. The UMC Maize RFLP Map Sequence. Plant Genome IV Abstracts. Available: <http://probe.nalusda.gov:8000/plant/index.html>.

Smith, J.C., Shafer, R.L. 2004. The effect of inoculation methods on bulb firmness. Electronic Journal of Biotechnology. 4(3). Available: <http://ejb.ucv.cl/content/vol3/issue3/full/4/index.html>.

Fredrickson, B.L. 2000. Cultivating positive emotions to optimize health and well-being. Prevention & Treatment. 3:Article 0001a. Available: <http://journals.apa.org/prevention/volume3/pre0030001a.html>

Hopkinson, J., Schanler, R.J. 2004. Breastfeeding in the perinatal period. UpToDate Online Journal [serial online]. 12.2. Available: <https://store.utdol.com/app/index.asp>.

Galloway, J.M., Haggard, B.E., Meyers, M.T., Green, W.R. 2005. Occurrence of pharmaceuticals and other organic wastewater constituents in selected streams in Northern Arkansas, 2004. United States Geological Survey Technical Report. SIR 2005-5140. Available: <http://pubs.water.usgs.gov/sir2005-5140>.

## **Computer Programs/CD-ROM:**

### **Format:**

Author last name(s) and initial(s). Year of publication. Name/Title of CD-ROM/Computer Program [medium]. Version. Publication location: Publisher.

### **Example:**

Gallo, A.E. 1996. The food marketing system in 1996 [CD-ROM]. Version 1.1. Washington, D.C.: U.S. Department of Agriculture, ERS.

Smith, J.C. 2004. PRO-CITE: Personal Bibliographic Software [computer program]. Version 1.4. Beltsville, MD: Scientific America.

## **Newsletter:**

Newsletters cannot be used as publications on annual research progress reports, but can be added into question 7.

Perkins Veazie, P.M., Clark, J.R. 2005. Blackberry research in Arkansas and Oklahoma. BRAMBLE: Newsletter of the North American Bramble Growers Association, Summer 2005. p. 9.

Huang, Y. 2005. Development of a new genetic transformation system for sorghum using *Agrobacterium* and immature inflorescences. International Sorghum and Millets Newsletter. 46:69-72.

Pitman, W.D., Croughan, S.S., Nash, J.L., Venuto, B.C. 2005. Somaclonal variation in seed germination of dallisgrass biotypes. Plant Genetic Resources International Board Newsletter. 3(3):414-420.

Mornhinweg, D.W., Bregitzer, P.P., Obert, D.E., Peairs, F.B., Baltensperger, D., Hammon, R. 2005. Russian wheat aphid resistant barley-cultivar and germplasm release. Barley Newsletter 48:27. Available: <http://wheat.pw.usda.gov/gqpages/BarleyNewsletter/48/toc.htm>.

## **Experiment Station Bulletins:**

These cannot be listed as publications on the annual research progress reports, but can be entered into the response for question 7.

Webber III, C.L., Harris, M.A., Shrefler, J.W., Durnovo, M., Christopher, C.A. 2005. Organic weed control with vinegar. In: Brandenberger, L., Wells, L., editors. 2004 Vegetable Trial Report. Oklahoma State University, Division of Agricultural Sciences and Natural Resources, Department of Horticulture and Landscape Architecture, Stillwater, Oklahoma. MP-162. p. 34-36.

Gibbons, J.W., Moldenhauer, K.A., Gravois, K., Lee, F.N., Bernhardt, J.L., Meullenet, J.F., Bryant, R.J., Norman, R.J., Cartwright, R., Anders, M., Taylor, K., Bulloch, J., Blocker, M.M. 2005. 'Medark', semi-dwarf medium-grain rice cultivar. In: Norman, R.J., Meullenet, J.-F., Moldenhauer, K.A.K., editors. B.R. Wells Rice Research Studies 2004, Arkansas Agricultural Experiment Station Research Series 529. p. 44-48. Available: <http://www.uark.edu/depts/agripub/Publications/researchseries/>.

Eizenga, G.C., Lee, F.N., Jia, Y. 2004. Identification of blast resistance genes in rice wild relatives (*Oryza* spp.) and newly introduced rice (*O. sativa*) lines. Arkansas Agricultural Experiment Station Research Series 417. p. 29-36.

Marek, T., Porter, D., Howell, T.A. 2005. The Texas High Plains evapotranspiration network-an irrigation scheduling technology transfer tool. The Texas Water Development Board (TWDB) Contract #2004-358-008. Completion Report.

Brown, J.R., Blank, R.R., McPherson, G.R., Tate, K.W. 2005. Rangelands and global change. An Issue Paper Created by the Society for Range Management. p. 1-11.

Knutson, A., Muegge, M., DeLoach, C.J. 2003. Biological control of saltcedar. Texas Cooperative Extension L-5444 (Brochure).

Vogel, J.R., Brown, G.O., Daniel, J.A., Phillips, W.A., Garbrecht, J.D. 2000. Watershed management practices (1976-1999) for the water resources and erosion watersheds at the USDA-ARS Grazinglands Research Laboratory, El Reno, OK. Grazinglands Research Laboratory Research Publication. 75 p.

## **Trade Journals and Magazines:**

These cannot be listed in publications on the annual research progress report, but can be listed in the response for question 7.

Riley, K., Riche, M.A. 2005. Florida study achieves tank spawning of southern flounder on pelleted feed. *Global Aquaculture Advocate*. 8(5):52-53.

Riley, K., Weirich, C.R. 2005. HBOI, USDA/ARS building marine fish hatchery. *Fish Farming News*. 11(6):22-23.

Callaway, T.R., Anderson, R.C., Edrington, T.S., Genovese, K.J., Poole, T.L., Harvey, R.B., Nisbet, D.J. 2005. Pre-slaughter intervention strategies to reduce food-borne pathogens in food animals: What are we doing? *Feedinfo News Service Scientific Reviews*. Available: <http://www.feedinfo.com>.

Rath, N.C. 2004. Minimizing leg problems through management. World Poultry Turkey Special. 6:14-16.

Clark, R.N. 1999. Green power. American Society of Agricultural Engineers Resource Magazine. 6(12):33.

### **Review of Someone Else's Article:**

This should not be included on the annual research progress report because it does not report on the research conducted by the reporting project.

Garbrecht, J.D. 2003. Review of 'Mathematical Models of Small Watershed Hydrology and Applications' by Singh, V.P., Frevert, D.K. Journal of Hydraulic Engineering. 129:558-559.



1. Accession: 2-4. Mode Code: 5. Project Number: Date Last Modified:

% Net to Location

NP(s)  
STP (s)

- 32. Basic Research:
- 33. Applied Research:
- 34. Developmental Research:

Subject of Investigation	Research Problem Area Code	Field of Science Code	Percent Effort	Net to Location
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SubClass.	Codes	Description	%	Net to Location
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SOI  
Activity  
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\* Note: Rounding may cause minor differences in calculated value compared to the actual

Location / Management Unit Name

Agreement NO

Name of ADODR:

Telephone No:

Type of Agreement Requested:

Starting Date    Ending Date:

Type of Request:

Accounting Code:

Project Number:

Accession NO:

Title of Agreement:

Extramural Performing Organization:

Title of Related Inhouse:

Project Number:

Reason Research cannot be done by ARS Scientist:

Name and Title of Principal Investigator Conducting  
the Extramural Research:

Location where Extramural  
Research will be conducted:

Statement of work to be performed and report / publication requested by ARS:

Frequency of Report:

First Report due date:

Final Report due date:

Do you or any full-time resident of your household have any activity or financial interests  
(dealings) with the Cooperating Organization?

If Yes, enter brief explanation:

Area Ethics Officer Only:

Confirmation and determination of 'dealings' question responded by SY.

If Dealings, brief Explanation.

Agricultural Research Information System  
Plan and Authorization  
To Fund Extramural Research  
Budget Page

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Project Number:

Mode Code:

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ADODR:

Agreement Number:

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Funding Project	Accession	425 Log	Amount	FY	SBG Fee
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**ARS-425 template for CSREES/NRI or NSF ARIS: Approval to Accept and Use Funds from Outside Sources (Incoming Funds)**

**Definition of an Outside Source:** Any organization/institution/entity that is not ARS

**Start Date:** (mm/dd/year): \_\_\_\_\_ **End Date:** (mm/dd/year): \_\_\_\_\_

<p><b>Contact Info:</b> (ARS scientist submitting proposal)</p>	<p>_____, _____, _____ (_____) _____ - _____ (Last name) (First name) (MI) Phone number</p>
<p><b>Type:</b> (Role of the ARS scientist)</p>	<p>____ Principal _____ Co-Principal</p>
<p><b>Type of Agreement:</b></p>	<p>____ Trust (use for Competitive Grant Proposals/ CSREES/NRI, NSF)</p>
<p><b>Primary Agreement Holder:</b> <i>Complete this question when another ARS Unit/Location is participating in the project/grant proposal.</i></p>	<p>___ <b>YES</b> _____ <b>NO</b> YES = This Unit's ARS scientist will receive the funds and the NPA will be responsible for dispersing funds to others involved in the research project. NO = Another ARS Unit/Location, or a University, is receiving the funds and responsible for dispersing those funds to your ARS scientist/Unit.</p>
<p><b>Primary Agreement Proposed Total Funds:</b></p>	<p>\$ _____ Enter the dollar amount for the entire proposal.</p>
<p><b>Purpose of Funds:</b></p>	<p>___ Research, funds requested will be equal to/or less than \$25,000 ___ Research, funds requested will be greater than \$25,000</p>
<p><b>Remarks:</b></p>	<p><b>Example #1:</b> If funded, ARS will retain \$275,000 and \$100,000 will go to Kansas State Univ. <b>Example #2:</b> Co-PI on a proposal being submitted by Montana State University in the amount of \$395,000; ARS will receive \$175,000 if funded.</p>
<p><b>Source of Funds (SOF):</b>  (Think of this as the name of the outside organization ARS is submitting the project proposal to. If funded, how do the funds come into ARS?)  <b>The Original SOF and Direct SOF cannot be the same.</b></p>	<p>___ <b>Original SOF:</b> _____ Name of the organization/entity the funds will originate from. <b>Example:</b> A NRI Competitive Grant Proposal is being submitted by Kansas St. Univ., &amp; the ARS scientist is listed as a Co-PI on the proposal. ARS will receive some funds through a flow-down agreement with KSU. NRI is listed as the Original SOF and KSU will be listed as the Direct SOF.  ___ <b>Direct SOF:</b> _____ <b>(*Required Field)</b> Name of the organization/entity providing the funds directly to ARS. Funds will not come through any other organization/entity). <b>Example:</b> The ARS scientist is submitting a grant proposal to the North Dakota Barley Association or to CSREES. If the project proposal is funded, the funds will come directly to ARS from NDBA or CSREES. Leave the Original SOF blank when there is no "flow-down" process. Call Marcie/970-492-7022 if there are questions.</p>
<p><b>IPSC Waiver:</b> (overhead) (Indirect Program Support Costs)</p>	<p><b>NOTE:</b> IPSC is not waived on a Competitive Grant Proposal (CSREES/NRI, etc.). IPSC = 10% of the gross \$ received</p>
<p><b>Financial Dealings:</b> (Conflict of Interest question)</p>	<p>___ <b>NO</b> ___ <b>YES</b> Do you, or any full-time resident of your household, have any activity or financial interest (dealings) with the Cooperating Organization?</p>
<p><b>How are funds to be used?</b> Think of this section as a mini-budget explanation.  <b>Cat. 1 &amp; 4 salaries cannot be used (HQ restriction).</b>  IPSC (overhead) is entered into the Other Costs line</p>	<p><b>Supplies:</b> \$ _____ <b>Equipment:</b> \$ _____ <b>RSA:</b> \$ _____ (Use is restricted/limited. Contact Jim Quaratino at 970-492-7029) <b>Other Fed. Salaries:</b> \$ _____ (Use for post-doc, temp. technicians, grad. students) <b>Travel:</b> \$ _____ <b>Other Costs:</b> \$ _____ (Includes IPSC (overhead); publication; computer; and/or funds for a Specific Coop. Agreement)  <b>TOTAL PROPOSED:</b> \$ _____ (Total of all items above for the amount to ARS)</p>



## *ARIS*

### *Acronyms and Definitions*

<b>AAD</b>	Associate Area Director
<b>AAO</b>	Area Administrative Officer
<b>ABFO</b>	Area Budget and Fiscal Officer
<b>AC</b>	Accounting Code
<b>AC</b>	Administrator's Council
<b>Accession Number</b>	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.
<b>Active File</b>	The Active file contains the official project records
<b>AD</b>	Area Director
<b>ADO</b>	Authorized Departmental Officer
<b>ADODR</b>	Authorized Departmental Officer's Designated Representative. The ADODR is the ARS person who is responsible for the proper conduct of an extramural research project.
<b>AFM</b>	Administrative and Financial Management
<b>AO</b>	Administrative Officer
<b>ARMP</b>	Annual Resource Management Plan
<b>ARMPS</b>	Annual Resource Management Planning System
<b>ARS</b>	Agricultural Research Service
<b>ARSITS</b>	Agricultural Research Service Invention Tracking System
<b>ASCII</b>	Standard Character Set used for File Transfer
<b>BARD</b>	Binational Agricultural Research and Development fund for projects of mutual interest to Israel and the United States
<b>BPMS</b>	Budget and Program Management Staff
<b>CD</b>	Center Director
<b>Comp Grant</b>	USDA Competitive Grant
<b>CRAS</b>	CRIS Resource Allocation Schedule
<b>CRIS</b>	Current Research Information System. An automated system maintained by CSREES for storing and retrieving information on research projects of USDA and State Agricultural Experiment Stations.
<b>CSREES</b>	Cooperative State Research, Education, and Extension Service
<b>DAD</b>	Deputy Area Director
<b>DIR</b>	Directory
<b>EAD</b>	Extramural Agreements Division
<b>EOD</b>	Enter on Duty
<b>Extramural Research</b>	A legal document that enables ARS to obtain research or research-related services from organizations or individuals outside ARS (Specific Cooperative Agreement, Contract, Grant, Memorandum of Understanding, Non-Funded Cooperative Agreements) 550A.

<b>Forms AD-416/417</b>	Research Project forms
<b>Form AD-425</b>	Outside Funds Request (Reimbursable, Trust)
<b>Form AD-421</b>	Research Progress Report
<b>Form AD-550A</b>	Extramural (Specific Cooperative Agreement, Contract, or Grant)
<b>Form ARS-115</b>	Manuscript Approval
<b>FOS</b>	Field of Science
<b>FTE</b>	Full Time Equivalent
<b>FTIS</b>	Foreign Travel Information System
<b>FY</b>	Fiscal Year
<b>GPRA</b>	Government Performance and Results Act
<b>ID</b>	Identification Security
<b>In-House Research</b>	Research conducted by ARS scientists
<b>LD</b>	Laboratory Director
<b>Log Number</b>	A unique identification number automatically assigned to each ARS-115 and ARS-425 when entered in ARIS
<b>IPSC</b>	Indirect Program Support Cost
<b>IR</b>	Invention Report
<b>Mode Code</b>	A numerical identification of management units within the ARS organizational structure, e.g., 3635-10-00. The first 2 digits represent the Areas; the 2 <sup>nd</sup> two digits represent the location; the 3 <sup>rd</sup> two digits represent the laboratory or management unit; the 4 <sup>th</sup> 2 digits represent the research unit/management unit.
<b>MOU</b>	Memorandum of Understanding
<b>MU</b>	Management Unit
<b>MM/DD/YY</b>	Month/Day/Year
<b>NFCA</b>	Non-Funded Cooperative Agreement
<b>NPL</b>	National Program Leader
<b>NPS</b>	National Program Staff
<b>OA</b>	Office of the Administrator
<b>OAA</b>	Office of the Associate Administrator
<b>OTT</b>	Office of Technology Transfer
<b>PA</b>	Patent Advisor or Program Analyst
<b>PC</b>	Personal Computer
<b>PI</b>	Principal Investigator. The research scientist who has scientific leadership for the specific work described.
<b>P&amp;P</b>	Policies and Procedures
<b>PTO</b>	Patent Trademark Office
<b>PL-480</b>	Public Law 480-foreign research projects
<b>RA</b>	Research Associate
<b>REE</b>	Research, Education and Economics
<b>RL</b>	Research Leader

<b>RPA</b>	Research Problem Area. A classification component of CSREES-CRIS for arranging research problems according to national goals.
<b>RSA</b>	Research Support Agreement
<b>SAES</b>	State Agricultural Experiment Station
<b>SOI</b>	Subject of Investigation
<b>Special Classification Categories</b>	Special interest areas that require unique coding in RMIS, such as biotechnology (BT) and integrated pest management (IPM).
<b>STP</b>	Strategic Plan Code
<b>SY</b>	Scientific Year. Any professional scientific position that is identified as Category 1 (Research Scientist) or Category 4 (Service Scientist), including Research Associates.
<b>TEKTRAN</b>	Technology Transfer Automated Retrieval System
<b>USDA</b>	United States Department of Agriculture
<b>Work File</b>	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 Area Offices 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.