



# LEARN TO LOVE ARIS



## Types of Projects

- **D** – in-house; annual Congressional appropriation – the Parent Project
- **X** – special appropriation projects
- **L** – Cross-location projects
  
- **SUBORDINATE (SIBLING) PROJECTS**
- **R** – Reimbursable (resources coming in, paid after work is done)
- **T** – Trust (resources coming in, paid before work is done)
- **CRADA**, special Trust with a for-profit company
- **S** – Specific Cooperative Agreement (\$ going out on Cooperative venture)
- **G** – Grant (\$ going out on semi-Cooperative venture)
- **N** – Non-Funded Cooperative Agreement (no \$ exchange – specific in scope)
- **M** – Memorandum of Understanding (no \$ exchange – broad in scope)
- **C** – Contract

## Project Numbering

**3625-11630-002-00D**

**36=Area**

**25=Location**

**11=STP 1.1.2.2 40%**

**63=STP 6.3.2.1 60%**

- If a project has only one STP code,

use the STP codes and three zeroes, as follows:

**4.2.1.1. @ 100%, use 42000 as the 5 digit number, 3625-42000-002-00D**

- If two STP codes are the same:

**4.2.1.1 @ 50%**

**4.2.1.2 @ 50%, use 42000 as the 5 digit number, 3625-42000-002-00D**

- If two STP codes are different, use the lower STP number, followed by the higher number, followed by a zero:

**4.2.1.1 @ 50%**

**4.3.1.3 @ 50%, use 42430 as the five digit number, 3625-42430-002-00D**

**4.3.1.3 @ 30%**

**2.1.2.6 @ 70%, use 21430 as the five digit number, 3625-21430-002-00D**

- **3.1.4.2 @ 40%**

**4.2.1.1 @ 60%, use 31420 as the five digit number, 3625-31420-002-00D**

**0=5<sup>th</sup> digit is always a zero**

**002=Next sequential number on D projects. On siblings projects it is the same as the D**

**00=Always two zeros on D projects, next sequential number on sibling projects**

## Determining a New Project Number

- **Research Documentation**
  - **Work**
  - **Next Available Project Number**
    - **Query for the first two fields of number for a D type project**
    - **Query on first three fields of project number and no project type for a sibling project**
- **To find all subordinate projects that need renumbered.**

Follow the same procedures for finding the next available project number for all other project types. Open the Research Documentation screen. From the toolbar, click **“Work”** and **“Next Available Project”** to list all active, expired, terminated, and pending projects. Click **“Action”** and **“Query Screen”** on the Menu bar or click the **“Query”** icon on the tool bar. The Query screen will open. Enter the project number you want to renumber all of the subordinate projects for (3625-21000-044), click the **“Execute Query”** button on the toolbar to view the query results. This will give you a listing of all the projects that must be renumbered. To find the next available number, click the **“Last”** record arrow on the tool bar.

<b>ARS-416/417 template:</b> For a project coded as D, X , or L only	
<b>Mode Code</b>	System defaulted to the access that the user is entered at; verify and correct as necessary.
<b>Project Number:</b>	For a new project, the ARIS User will assign a number  _____
	For revisions to an existing 416/417, system automatically pulls this in.
<b>Project Type:</b>	D = In-house Appropriated funds X = Other (special use code, must have guidance from Area Office and/or Headquarters) L = Cross-Location project
<b>Status:</b>	New (N), Revision (R), Expired (X), Terminated (E), Pending (F), or Unfunded (U) For work actions on approved projects, default status is Revision. Projects are changed to expired status at NPS level; termination is done through annual report process.
<b>Project Title:</b>  If a recently reviewed OSQR project, title must agree with PDRAM.	<b>140 characters maximum, needs to differ from previous project. Do not place period at the end; avoid abbreviations if possible.</b>
<b>Start and Termination Dates:</b>  Use format: 06/01/2003	_____ (Date the project is expected to begin)  _____ (Date the project will end/terminate, cannot exceed five years)  <b>Use dates provided by Area PA; dates subject to change at NPS level to date of final approval of record. When replacing D project, no time gaps between old and new.</b>
<b>Duration:</b>	System calculated, based on start and termination dates.
<b>SY and Current \$:</b>	System calculated, from investigator block and funding record; current FY funding level shown.
<b>Department:</b>	Leave blank: does not apply to D, X, or L coded projects
<b>Institute:</b>	Always defaults to the ARS location
<b>Agreement Number and Award Date:</b>	Leave blank: does not apply to D, X, or L coded projects
<b>Who is the Agreement with:</b>	<b>None</b> = does not apply to D, X, or L coded projects
<b>Remarks:</b> <b><u>Do not use Caps Lock!!!</u></b>  Documents what the action is for on the project.	Be Specific-if performing a transfer include FY, project transferring from, permanent or temporary and why. For updating SY time, include what time was before and what the new SY time will be. For extending term dates, include date you changed it from to new date.  <b>Examples:</b> establishing a new project; revising the SY Investigator time; time extensions; program increases; renumbering due to a change in the STP codes; fund transfers; etc.
<b>Objective:</b> ARS scientist provides this.  If a recently reviewed OSQR project, objectives must agree with PDRAM.	<b>Please e-mail this to the unit ARIS User so it can be copied and pasted into the ARIS block. (3200 characters maximum)</b>
<b>Approach:</b> ARS scientist provides this.	<b>Please e-mail this to the unit ARIS User so it can be copied and pasted into the ARIS block. (3200 characters maximum)</b>
<b>Keywords:</b>	<b>ARIS User:</b> Enter words or phrases, one word/phrase per line.



<p><b>Codes:</b></p>	<ul style="list-style-type: none"> <li>• Maximum of 10 codes, must total 100%</li> </ul>
<p><b>Special Classification Codes:</b></p>	<ul style="list-style-type: none"> <li>• Minimum of 10% for any one code</li> <li>• Combination of codes can be over 100%</li> <li>• See details below for certain code requirements</li> </ul>
<p><b>Fund Transfers:</b></p>	<ul style="list-style-type: none"> <li>• This section applies to D or X projects only.</li> <li>• Transfer is made on receiving project, pulling funds from giving project(s).</li> <li>• The ARIS User obtains this information by working with the RL/location budget staff.</li> <li>• For replacement D projects, transfer is permanent full NTL amount for the FY. To determine this figure, go to Active, choose project you are replacing, go to “Project Info” tab. The figure in “Current dollars” is the amount you will transfer into your new project. Later BPMS does temporary transfer back to old project for expenses prior to replacement.</li> <li>• Comments must include: Temporary or Permanent, FY, amount of transfer, project transferring from, and brief reason for transfer.</li> <li>• <b>ie:</b> Replacing 3602-12220-003-00D. FY 07 PERMANENT Fund Transfer, \$761,532 completed. NP301 Peer Review process for final Project Plan Certified by OSQR as complete.</li> </ul>
<p><b>Requirements/Restrictions on some Special Codes:</b></p> <p><b>Obtain code guidance and/or assistance from the RL or the NPS</b></p> <p><b>For D projects:</b> If no guidance has been provided by NPS, start with previous D project.</p> <p><b>ARIS User:</b> Refer to Chapter 13A of the on-line ARIS manual for more information/details.</p>	<ul style="list-style-type: none"> <li>• <b>BT:</b> If used, minimum of 10% required, maximum 100% allowed</li> <li>• <b>BR:</b> Can have a combination of codes, minimum of 10% each, cannot exceed 100%</li> <li>• <b>PC:</b> Can have a combination of codes, minimum of 10% each, cannot exceed 100%</li> <li>• <b>FBP (Farm Bill codes):</b> Required on all D, X projects. Can use 1 to 6 codes, minimum of 10% each, must equal 100%.</li> <li>• <b>SA+ (Sustainable Ag Codes):</b> Only one code allowed and must equal 100%. Required on all D, X projects. Code is determined by worksheet, contact RL for assistance.</li> <li>• <b>BRCOM (Biosafety):</b> If the BRCOM is on a project, BL level and date of certification/recertification must be in the last line of the Approach on the 416</li> <li>• <b>BTER:</b> If BTER is listed, must have at least 2 BT codes listed on the project</li> <li>• <b>BPMS:</b> Can only be entered at NPS level. Minimum is 10%; combinations of different codes can be over 100%</li> <li>• <b>X1890:</b> Cannot be over 100%</li> <li>• <b>All other special codes:</b> Minimum of 10% for any one code; combination of codes can be over 100%</li> <li>• <b>Regional Project codes:</b> Can only be entered at NPS level.</li> </ul>

## REMARKS FOR 416/417

**Do not use “CRIS” in your research projects-anywhere! Do Not Use All Caps!!**

### Program Increase:

FY 08 Program Increase – Bioinformatics Institute for Model Plant Species of \$450,000. FY 07 Permanent fund transfer of \$450,000 from 0101-88888-028-00D. Modified 416/417 per Program Increase Memo #45. **Copy these remarks into the fund transfer comments**

### Replacing old project after OSQR review:

Replacing 3602-12220-003-00D. FY 08 PERMANENT Fund Transfer, \$761,532 completed. NP301 Peer Review process for final Project Plan Certified by OSQR as complete. **Copy these remarks into the fund transfer comments.**

### Change in SY time:

Updated SY time for R. Clark from 0.80 to 0.90, R. Wilson from 0.90 to 0.80 to agree with ARMPS.

## FUNDS TRANSFER COMMENTS

The Fund Transfer Comments section must include the following information:

- FY of the fund transfer
- Permanent or Temporary fund transfer
- amount being transferred
- giving project number
- reason for the fund transfer

## REMARKS 416/417 AGREEMENTS

### Extend and add funds to existing SCA:

Extension of time from 05/01/06 to 05/01/07, and FY 08 added funds, \$50,000, to SCA with Iowa State University to complete soybean rust research.

### Extend and receive additional funds on existing Trust/Reimbursable:

Extension of time from 05/01/06 to 05/01/07, and receiving additional funds, \$50,000, to Trust with Quaker Oats to study wheat disease.

### Establish new agreement:

Establish a SCA with Iowa State University, FY 08 funds \$25,000, R. Shoemaker, ADODR.

Establish Trust/Reimbursable with Monsanto for \$125,000, S. Claus, ADODR, log #31042.

Renumbering siblings:

Renumbered from 3625-21000-036-04S to 3625-21000-047-02S and outgoing agreement modified to agree with new Inhouse Project.

Renumbered from 3625-21000-036-05R to 3625-21000-047-03S and incoming agreement modified to agree with new Inhouse Project.