

## ARIS ACTION CALENDAR

Supplement to ARIS On-Line Manual

JANUARY	<ul style="list-style-type: none"> <li>• New Program Increases</li> </ul>
FEBRUARY	
MARCH	<ul style="list-style-type: none"> <li>• Spring Cleanup of Incoming Agreements</li> <li>• Run Detail By Author Report of ARS-115s for each Scientist</li> <li>• Update Journal Acceptance date on ARS-115s</li> </ul>
April	<ul style="list-style-type: none"> <li>• Update Biosafety Info in projects with BRCOM in AD-417</li> </ul>
MAY	<ul style="list-style-type: none"> <li>• Print Guideline Dollars from Briefing Packet under Agency Retrievals for use in ARMP development</li> <li>• Next FY Fund Transfer opens for data entry</li> </ul>
JUNE	<ul style="list-style-type: none"> <li>• Next FY Fund Transfer data entry (last date to add – first week in July)</li> <li>• Postdoc application process opens for entry – closes first week in July</li> <li>• Deadline for adding funds to present FY Specific Cooperative Agreements</li> <li>• Run Detail By Author Report of ARS-115s for each Scientist</li> <li>• Update Journal Acceptance date on ARS-115s</li> </ul>
JULY	<ul style="list-style-type: none"> <li>• Deadline to add next FY Fund Transfers (including Postdoc Fund Transfers)</li> <li>• to be included in Final Guidance Dollars issued by BPMS in August</li> </ul>
AUGUST	<ul style="list-style-type: none"> <li>• Final Guideline Dollars available for printing</li> </ul>
SEPTEMBER	<ul style="list-style-type: none"> <li>• Admin funded Postdoc applications announced at Administrator's Council; start recruitment and submit Temporary Fund Transfer once personnel is on board</li> <li>• Update Investigator and SY time to agree with submitted ARMP</li> <li>• Run Final Detail By Author Report of ARS-115s for each Scientist for inclusion in the Performance Appraisal package</li> <li>• Update Journal Acceptance date on ARS-115s</li> </ul>
OCTOBER	<ul style="list-style-type: none"> <li>• Fall Cleanup of Incoming Agreements</li> <li>• Update Mission Statements</li> </ul>
NOVEMBER	
DECEMBER	<ul style="list-style-type: none"> <li>• Cleanup siblings, Incoming Agreements</li> </ul>

Renumber siblings to agree with new inhouse projects created.

- When siblings are renumbered, please remember that incoming agreements in the system are also siblings and need to be renumbered.
- This should be done each time you have a project number change on the D project.

Update Biosafety Certification on projects that have BRCOM as a Special Code. The Biosafety information is found in the Approach Section of the AD-416/417.

- Do this annually, but just so you know, it's looked at every time an action on a project is done in ARIS. If the info is not current, the action is held up until the certification or recertification is updated. NOTE: Do not include city, state, laboratory name, room number or names of Scientists.

Update Regional Research Project number and percent in the AD-416/417.

- Do this any time you know of an addition, deletion or change.

Update mission statements in ARIS for your Management Unit.

- Do this annually or any time you know the mission of your MU or responsible party (such as RL or LAO) has changed.

If you have a newly hired or retiring or resigning ARS investigator, update ARIS projects with the information.

- Do this as changes occur.

Cleanup of Incoming Agreements: Terminate completed projects, check with Scientist to see if pending projects, including No Funds to ARS, have been funded or unfunded, then update ARIS.

- Do this at least once a year.

Update Journal Acceptance Dates on ARS-115s. The performance appraisal period runs from October 1 to September 30, so updating and entering should be done throughout the year. Final cutoff date for ARS-115 entry and submittal to the Area is the first week of August.

- Do this whenever you can to avoid the fiscal year-end rush.