

ARIS ACTION CALENDAR

Supplement to ARIS On-Line Manual

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

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 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 AO) 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.