

**ARIS/AIMS  
Enhancements**

Extramural Agreements  
Business Process

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**Contact Information**

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**Change in Terminology**

- Currently: "AD-550a"  
– New: "Outgoing Agreement"
- Currently: "ARS-425"  
– New: "Incoming Agreement"
  - Pre-award Incoming Agreement
  - Post-award Incoming Agreement
- New: LOI - Letter of Intent

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## New Screen Title



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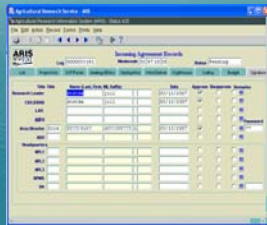
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## General Changes

- **Signature Screen:**
  - LAO line has been added (for agreements only)
  - Remarks box added for comments at each level of approval (optional use)



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## General Changes

- Eliminates exiting ARIS to get to AIMS
- Eliminates duplication of entries



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## Outgoing Agreement Changes

- No longer use term "550" - use outgoing agreement
- Added the Letter of Intent (LOI)
- LOI Email Notification feature

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## Outgoing Agreement Changes

- Adding AIMS info at same time as ARIS info
- Data propagation from ARIS to AIMS - eliminates duplication of data entry
- ARIS/AIMS will be approved at the same time
- All new outgoing agreements have the following approval chain:  
RL > CD/LD > LAO > Area > NPS > ADO

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## Outgoing Agreement Changes

- New tab added to AD-416/417 entry which eliminates duplication of effort:
  - Agreement Info



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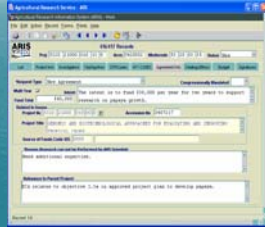
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## Outgoing Agreement Changes

- Agreement Info Tab
  - new fields
    - Multi-year box
    - Fund total
    - Intent
    - Relevance to Parent project



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## Outgoing Agreements

AIMS changes:

- Header line: added Project number and Accession number
- Provisions tab hidden, except for ADO level
- Payment/Report tab: ignore - ADO will enter

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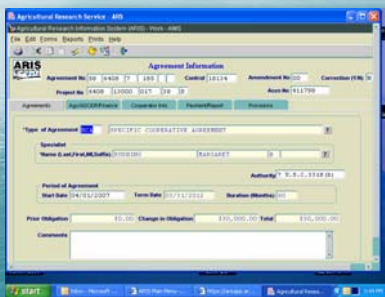
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## AIMS - Outgoing Screen



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## AIMS - Outgoing Screen

The screenshot displays the 'Agreement Information' window in the ARIS system. The window title is 'Agreement Information'. It contains the following fields and data:

- Agreement No: 14408
- Project No: 14408
- Type of Agreement: SPECIFIC COOPERATIVE AGREEMENT
- Specialist: Name & last, first, MI, suffix: [REDACTED]
- Period of Agreement: Start Date: 1/1/2007, Term Date: 12/31/2012, Duration (Months): 60
- Price Obligations: \$0.00, Change in Obligations: \$0.00, Total: \$0.00
- Comments: [Empty text area]

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## AIMS - Outgoing Screen

The screenshot displays the 'Agreement Information' window in the ARIS system. The window title is 'Agreement Information'. It contains the following fields and data:

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- Project No: 14408
- Type of Agreement: SPECIFIC COOPERATIVE AGREEMENT
- Specialist: Name & last, first, MI, suffix: [REDACTED]
- Period of Agreement: Start Date: 1/1/2007, Term Date: 12/31/2012, Duration (Months): 60
- Price Obligations: \$0.00, Change in Obligations: \$0.00, Total: \$0.00
- Comments: [Empty text area]

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## Outgoing Agreement - Amendments

- \*Adding funds: Area approval only
    - <\$50,000, or
    - <25% increase over prior approved amount
  - \*Adding funds: NPS approval
    - \$50,000 or greater, or
    - >25% more than prior approved amount
- NOTE: System will calculate

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### Outgoing Agreement - Amendments

- Modifications to "Objective" and "Reason Research Cannot be Done by ARS SY" - to NPS for approval
- Modification to "Performing Institute" field - to BPMS for approval
- Extension of Time (EOT) - Area approval only

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### Incoming Agreements

- Threshold for NPS approval raised from \$25,000 to \$50,000 (Bulletin 07-304)
- AD-416/417 still required for agreements above \$25,000

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### Incoming Agreements

- New terminology - incoming agreement, pre-award incoming agreement, post-award incoming agreement
- Pre-award incoming agreement will have to be approved and in the active file before any other actions can be done

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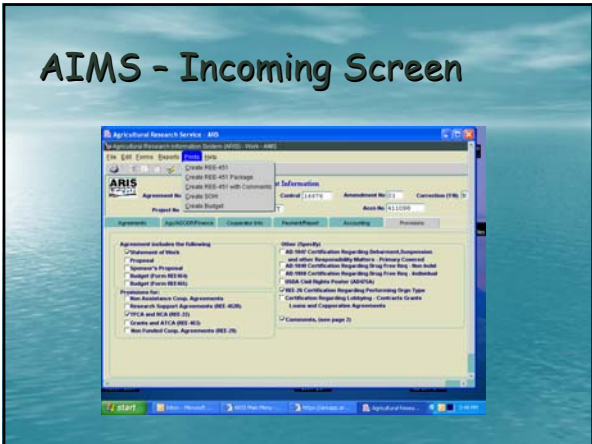
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## AIMS - Incoming Screen




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## Incoming Agreement - Amendments

- \*Adding funds: Area approval only
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- \*Adding funds: NPS approval
  - \$50,000 or greater, or
  - >25% more than prior approved amount
- \*If originally under \$50,000 then goes over, will go to NPS for approval.

NOTE: System will calculate

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## Incoming Agreements - Amendments

- Any changes to "Objective", "Type of Work to be Completed", "Deliverables", or answer to "Is Proposed Research Related to Inhouse Project" will go to NPS
- Extension of Time (EOT) - Area approval only
- Note: All amendments for CRADAs will still go to NPS for approval

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## References

- Bulletin 07-304 distributed for change in incoming agreement threshold
- Revised P&P 324.0
- Updated ARIS Manual, Chapters 4a, 4c, and 4d
- Incorporated AIMS manual into ARIS manual
- "Agreements for Dummies"

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