


Combined Letter of Intent/Incoming Funds Agreement ARIS Template: Request for approval to apply for, accept and use funds (or participate in an advisory/collaborative role with no funds to ARS) with any Non-ARS (Outside) Source **(Released 02/05/08)**

Blue Print: Tips/general information to assist with data entry. For examples of the information requested see "Instructions" link

Start Date: (limited to five (5) years maximum)	
Term Date:	
Contact:	
Phone: 	
Type (role of the ARS SY) Principal: Co-Principal: Secondary:	
Type of Agreement Trust Fund: Reimbursable:	
Primary Agreement Holder	YES
	NO
Award Date and Agreement Number blocks:	Leave blank, added by the NPA Agreements Section later.
Primary Agreement Proposed Total Funds:	
Purpose of Funds (mark one)	Res/\$25,000 or less:
	Res/\$25,001 or more:
	Res/No Funds to ARS:
Remarks	
Source of Funds (SOF): Identify the Non-ARS organization the proposal will be sent to.	Original SOF:
	Direct SOF:

IPSC:

How are the funds coming into ARS to be used?

Supplies: \$

RSA: \$

(Restricted/limited use, contact Jim Quaratino/ 970-492-7029)

Other Fed. Salaries: \$

*(Use for post-doc, temp. technicians, grad. students. **Reminder:** Incoming "soft funds" cannot be used for Cat. 1 or 4 salaries)*

Equipment: \$

Travel: \$

Other Costs: \$

(Use for IPSC; publication costs; computer costs; Specific Coop. Agreement funds)

ARS FTE #:

Enter the Full Time Equivalency for the entire period of the proposal (not just for one year).

(Required entry if funds are entered in Other Fed. Salaries block above; use 0.10=10%, 0.25=25%, etc.)

ARS Contact Financial Dealings (conflict of interest)

Do you, or any full-time resident of your household, have any activity or financial interest (dealings) with the Source of Funds Org(s)?

Yes

If Yes, provide an explanation/details:

No

Objective (3,200 character limit):

Approach (3,200 character limit):

Keywords (phrases are entered on one line (e.g., *Integrated Pest Management*)) and individual words are separated with a comma).

Title of Proposal (140 character limit, avoid abbreviations if possible; do not put a period (.) at the end).

Type of Work to be Completed: (700 character limit.)

Deliverables: (500 character limit.) **What will ARS do on this project, what will they provide to the Non-ARS organization?**

Work to be performed

In-house:

In-house: Select this if all of the funds received will stay within the ARS unit for their use, or if this is a Research, No Funds to ARS entry.

Both:

Both: Select this if part of the funds ARS receives will stay within ARS **and** part of the funds will go to a university under a Cooperative Agreement.

Extramural:

Extramural: Select this if all the funds ARS receives will go back out to a Univ. thru a Coop. Agrmnt. (Be prepared to explain why ARS is not retaining any of the funds)

Non-ARS Performing Organizations

Complete this section if either Both or Extramural was selected above.

- List Universities who will receive funds from ARS
- List Type of Agreement to be established with each University (RSA, Specific)
- Indicate the dollar amount each University will receive from ARS
- Provide a brief work description/reason why ARS will provide some of the incoming soft funds to a Univ. thru an Outgoing Coop. Agreement

Identify the related in-house/parent D project number (Example: 5402-21660-088-00D)

NOTE:

- The Title of the related in-house D project will default into the ARIS system Incoming Agreement and Letter of Intent.

Is the proposed research directly related to the in-house/parent D project of the ARS SY?

YES

NO

If NO, provide an explanation as to why the scientist is participating in a proposal and/or submitting a request for funds.

Relevance to the Parent D project identified above: (A) Identify the Objective/subobjective, milestone, and deliverables from the parent project that this project will relate to; (B) List the amount of time and effort the ARS SY(s) will be putting into this project; and (C) Explain how participating in this project will benefit your CRIS Project.

Coding: Codes automatically pull in from the parent project. Request a print out of the related in-house D project from the front desk to review and identify the appropriate codes for the Incoming Agreement ARIS entry. All codes on the D project can be selected, or just some of the codes, but a minimum of one code in each category is required (mark it as 100% if using only one).

Indicate % of this proposed project that supports the code(s) identified for each category (cannot leave any blank).

Field of Science

Sub-Activity Classification Codes

RPA = Research Problem Area

STP Codes = Strategic Plan

SOI = Subject of Investigation

National Program (NP codes cannot be changed).