

Reminder Calendar

Weekly or Regular Basis

- Mid South Area Weekly Reports are due in the Area Office by COB Tuesday
- Check PCMS, CATS weekly
- Back up computer on a regular basis

Bi-weekly

- T&A's

Monthly

- Check for any supplies that need to be ordered
- Reconcile Status of Funds report (weekly at year end)
- Check ARIS to monitor progress of manuscripts, check for any 416/417's, 550's or 425's which will be terminating and need to be extended or will require reports
- Request necessary reports from SY's
- RL itineraries due to Area Office monthly

Quarterly

- Quarterly Civil Rights Assessment Report due to Area Director
- Quarterly ACRM, Outreach, and 1890 Institutions Reports due to Area Personnel Office
- Quarterly Visitors report due to Area Director

December/Late December

- Update investigator/SY time on projects in ARIS to agree with approved ARMPS
- Go through both computer and hard copy files, disposing of materials that may be discarded
- Prepare new files for the coming year for T&A's and any other "calendar year" files
- Prepare to submit to Area Office foreign travel requests for April 1 of current year through March 31 of following year
- In ARIS, ad funds on mandated pass through projects as soon as approval of final budget is received from Area
- Give SY's first draft of their ARIS Detail by Author report and ask for input for their accuracy
- Pull Detail by Author reports from ARIS for ARS-435 Appraisals

JANUARY

- Pull Detail by Author reports from ARIS for ARS-435 Appraisals
- Submit documentation of Cat. 1, 2, 3, 4, and 6 accomplishments, appraisal, and award forms to Area Director (if at Center, submit through Center Director)

February

- Be sure that all Cat. 1, 2, 3, 4, and 6 employees have performance standards and IDP's in place for coming year

March

- Complete the "Receipt of Funds from Non-Federal Sources" report for travelers who have accepted funds from outside sources and forward to the Area Office (this covers travel from 10/1-03/31. P&P 341.2
- Performance standards and IDP's usually due to Area Office for all Cat. 1, 2, 3, 4, and 6 employees

April

- Type performance elements on Performance Appraisal (AD 435) for Cat. 5, 7, 8, and 9 personnel. Distribute to supervisors with instructions for completion
- Prepare new performance standards and IDP's (ars-48)

May

- Return completed Appraisal forms (AD 435) for Cat. 5, 7, 8, and 9 employees, along with Award forms (AD-287), to the Area Office
- Solicit SY's for equipment, travel and personnel needs for the Annual Resource Management Plan System (ARMPS)
- National Science Foundation (NSF) grant proposals announced
- ARMPS guidelines announced
- Late May: Run guideline dollars from ARIS using briefing packet for NEXT FY to complete ARMPS when message is received from Area that it is available
- ARMPS made available in ARIS

June

- Make sure all Cat. 5, 7, 8, and 9 employees have performance standards and IDP's in place for the coming year
- Postdoc application process opens for data entry in ARIS
- ARMPS packages due to Area Office and reviews are scheduled

July

- Schedule is announced for ARIS entry of Annual Reports (421's)
- Print Detail by Author report SY's only and provide to supervisors with employees' current standards to complete mid year reviews (December cycle employees)
- Mid July: Area notification of deadline in ARIS for Permanent or Temporary FY fund transfers between D-type projects and for HQ-funded Postdoc's, and deadline for extramural agreements adding current year funds or extending time in ARIS
- Postdoc fund transfers to be included in next FR ARMPS are due (person has to be on-board before funds can be transferred). (If you plan to use Postdoc funds next fiscal year, this temporary funds transfer must be put in ARIS now in order to show up in August guidelines)

August

- Prepare and enter Annual Reports in ARIS (421's)
- Make sure all mid-term appraisals have been completed on Cat. 1, 2, 3, 4, and 6 employees
- Office on International Cooperative Development (OICD) Scientific Cooperation proposals are due; Bi-national Agricultural Research and Development (BARD) proposals announced: Need 425 in ARIS
- Final ARMPS guidelines dollars available for printing from briefing packet
- Final ARMPS due in late August to Area Office

September

- Prepare requisition AD-700 for Research Support Agreements (RSA). Update related documentation
- Prepare new files for travel vouchers and other "fiscal year" filing
- Prepare AD-700's to renew any expiring contracts
- Update investigator/SY time on projects in ARIS
- Review Status of Funds weekly

October

- Update investigator/SY time on projects in ARIS to agree with ARMPS
- Prepare Blanket Travel Authorizations for next year
- Update Mission Statement in ARIS
- Make sure Mid-term performance evaluation reviews are completed on all Cat. 5, 6, 7, 8, and 9 employees
- Check Status of Funds to make sure funds for all prior FY expenditures have been obligated

- Complete the “Receipt of Funds from Non-Federal Sources” report for travelers who have accepted funds from outside sources and forward to the Area Office (this covers travel from 10/1-03/31. P&P 341.2
- NRI-CGP grant proposals announced
- Fall cleanup of 425's only

November

- Late November: Send memo to SY's and RL's to submit documentation of their accomplishments to immediate supervisor for performance appraisals
- Deadline for ARS 115's to be included in Detail by Author report documentation
- Funded Postdoc's announced
- Area requests meeting names and dates for foreign travel anticipated April 1 of coming year through March 31 of following year. (Travelers names are not necessary at this time)

** This is a basic guide as each area may use different dates.