

ARS □ CSREES □ ERS □ NASS

Bulletin

Title: Agricultural Research Information System/Agreements Information Management System Data Entry Requirements for the Research Support Agreement

Number: 08-700

Date: June 5, 2008

Expiration: June 5, 2009

Originating Office: Extramural Agreements Division, AFM/ARS

Distribution: ARS Headquarters, Areas, and locations

This Bulletin is issued to mandate the use of Agricultural Research Information System/Agreements Information Management System to award and administer the Research Support Agreement.

ACRONYMS/DEFINITIONS

Agreements Information Management System (AIMS) - the REE Agency's automated agreements management database. AIMS is housed on the Agricultural Research Information System platform.

Agricultural Research Information System (ARIS) - the REE Agency's research and information management database. ARIS houses research documentation, including all in-house research and associated publication information, Extramural Agreements, Licenses and Inventions, Technology Transfer, Post Doctoral, and Foreign Travel.

Authorized Departmental Officer (ADO) - the Agency's Official authorized to enter into, administer, and terminate extramural agreements. **The ADO is the only person that can obligate funds or commit the resources of the Agency with regard to extramural agreements.**

Research Support Agreement (RSA) - a cost reimbursable agreement with a State Cooperative Institution, college or university for the acquisition of goods and/or services without regard to competition and other acquisition regulations. The terms RSA and Cost Reimbursable Cooperative Agreement (CRCA) are interchangeable.

POLICY

New RSAs (including all amendments), awarded under the authority of 7 U.S.C. 3319a, must be initiated and approved in the ARIS/AIMS prior to execution.

All active RSAs must be entered into ARIS/AIMS for tracking and reporting purposes by August 31, 2008.

ACTION REQUIRED

The ADO for the RSA must ensure that all **active** RSAs are entered into ARIS/AIMS for tracking and reporting purposes by August 31, 2008.

Complete data entry is required on each of the following tabs in ARIS/AIMS:

- Project Information Tab
- ARIS Agreement Information Tab (applicable fields)
- Dealings/Ethics Tab
- AIMS Agreements Tab (Comments section, if applicable)
- Agy/ADODR/Finance Tab
- Cooperator Information Tab
- Payment/Report Tab

- RSA Budget Tab

RESOURCES

- Specific data entry requirements for the RSA are outlined in the ARIS Manual - Chapter 4D. The Manual may be accessed by clicking on the following link:
<http://www.npstaff.ars.usda.gov/ARIS/Manual/>
- For technical assistance related to connectivity, errors, and suggested system changes for ARIS or AIMS, please contact ARIS@ARS.USDA.GOV or ARS-AIMSHelp@ARS.USDA.GOV, respectively.
- For questions related to the appropriate use of the RSA instrument, please contact your Area ADO. For contact information click on the following link:
<http://www.afm.ars.usda.gov/agreements/areapersonnel.htm>

/s/ Sherri L. Carroll

SHERRI L. CARROLL
Director
Extramural Agreements Division