

Meeting Logistics

- Listen only mode
- Group login – number attending in Q & A box
- Questions
 - Q & A box
 - Open lines periodically
- F5 full screen
- Will be recorded – Webinar, PowerPoint, and FAQ's will be available after the week of October 1

Lean Six Sigma (LSS)

Agreements Improvement Project
Phase 1

Agenda

- Overview of the LSS Process
- General System Changes
- Outgoing Agreements
 - Screens/Data Entry/Policies
- Incoming Agreement
 - Screens/Data Entry/Policies
- Supporting documentation/training materials
- Future Changes (integrated and time permitting)

General Changes

- Tooltips – scroll over
- Calendars
- Reordering tabs
- Turning On/Off fields
- Auto propagating of data
- Agreement Number autogeneration
- ADODR = “ARS PI”

General Changes

- Added “Go To” features
- Upload capabilities
- E-Green – Office File
- SEB-102 (Ethics requirements)
- All changes will be made in Work, Active, History, Status, Reporting forms, prints, and query fields
- Removed LOI

Outgoing Agreements

Outgoing – List Screen

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

416/417 Records

Proj 1235 52000 060 15 S Accn 04228 Modocode 12 35 15 00 Status New

List Project Info Comments Obj/App/Key Investigators Agreement Info Budget STP/Codes 417 CODES Dealings/Ethics Signatures

Accession	Project No					Modocode				Status	Start Date	Term Date
<input type="checkbox"/> 0423288	1235	52000	070	00	D	12	35	00	00	New	07/01/2012	06/30/2017
<input type="checkbox"/> 0423305	1235	51530	054	09	S	12	35	15	00	New	05/31/2012	05/30/2013
<input type="checkbox"/> 0422873	1235	52000	060	15	S	12	35	15	00	New	05/01/2012	09/30/2014
<input type="checkbox"/> 0423415	1235	52000	062	05	G	12	35	15	00	New	08/26/2012	08/31/2012
<input type="checkbox"/> 0423280	1235	52000	063	00	D	12	35	15	00	New	06/01/2012	05/31/2017
<input type="checkbox"/> 0421605	1235	51530	009	22	T	12	35	20	00	Revision	01/01/2012	12/31/2012
<input type="checkbox"/> 0423019	1235	51530	054	08	N	12	35	20	00	New	04/01/2012	03/31/2017
<input type="checkbox"/> 0420345	1235	52000	061	30	R	12	35	45	00	Revision	09/01/2010	08/31/2015
<input type="checkbox"/> 0422733	1235	52000	061	34	S	12	35	45	00	New	09/29/2012	09/28/2017
<input type="checkbox"/>												
<input type="checkbox"/>												

Add Record Delete Record Approve Multiple Records AIMS

Record: 3/9

Outgoing – List Screen

- Agreement Info tab moved to allow for identification of related inhouse project earlier
- Added AIMS button to go directly to AIMS screens from List screen
 - Multiple ways to enter AIMS from ARIS
- Modified buttons to “Add Record”, “Delete Record”, “Approve Multiple Records”

Outgoing – Project Info Screen

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

416/417 Records

Proj 1235 52000 062 07 G Accn 0423416 Modecode 12 35 15 00

List Project Info Comments Obj/App/Key Investigators Agreement Info Budget STP/Codes DES Dealings/Ethics

*Modecode 12 35 15 00 ?

*Project No 1235 52000 062 07 *Type G - Grant *Status New

*Project Title Test

*Start Date 08/26/2011 *Term Date 08/25/2013 Duration 12 (Months)

SY 0.00 Current Dollars \$.00

Department ?

*Perf Institute 0531 ? COLORADO STATE UNIVERSITY GRAND JUNCTION CO UNITED STATES

Agreement

Control No

SAES Other None

Agr Status

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1 ... List of Valu...

Outgoing – Project Info Screen

- Calendars added to select start/term dates
- Agreement # field:
 - autogenerated at the time AIMS is added for outgoing agreements;
 - nonmodifiable;
 - Foreign determination based on recipient table designation of domestic or international
 - Sequential numbering within location; starts new each FY
 - Conversion of existing data – agreement #s for existing agreements will auto populate

Outgoing – Project Info Screen

- Outgoing Agreement types added:
 - Outgoing Interagency (O);
 - Assistance Type Cooperative Agreement (ATCA) (A);
 - Standard Cooperative Agreement (B)
 - Grant (G) – modified in AIMS – was “Project Grant”
- Agreement types in ARIS = AIMS types
- Will auto propagate to AIMS from ARIS
- Can only be modified in ARIS

Outgoing – Project Info Screen

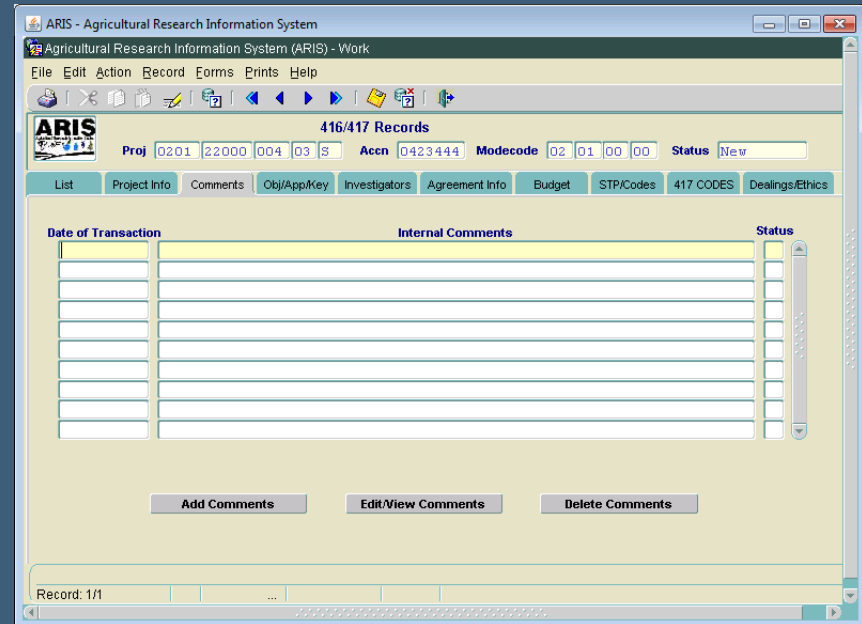
- Project Title - upper/lower case entry
- Slightly increased size to 148 characters (from 140)
- Tooltip added for Agreement type
- Tooltip added for SAES, Other, or None
- Modified label to “Performing Institute”
- Removed “Award Date” field

Outgoing – Agreement Number

- Autogeneration when AIMS record is created
- Agr No. Part 1: 58; 59; or 60 – based on agr type
- Agr No. Part 2: Location Code
- Agr No. Part 3: Last Digit of FY (FY indicator)
- Agr No. Part 4: Sequential number w/in the location & FY
- Agr No. Part 5: Foreign indicator – from recipient table
- Agr No. Part 6: MOU or NFCA indicator from Agr Type

Outgoing – Comments Screen

- Changed heading to “Internal Comments” – indicates only used for internal purposes; not on executed agreement sent to cooperator
- Comments required for all work record transactions



Outgoing – Obj/App/Key Screen

- Thesaurus – shut off for all agreements
- No other changes

The screenshot displays the ARIS - Agricultural Research Information System interface. The window title is "ARIS - Agricultural Research Information System". The main menu includes "File", "Edit", "Action", "Record", "Forms", "Prints", and "Help". The status bar shows "416/417 Records". The main form area is divided into several sections:

- Objective:** A text area containing the text: "ARS Project Plan has three objectives that directly relate to this agreement. The first is to develop fingerprinting methods for identification of food and dietary supplements using UV and/or mass spectrometry; the second is to develop". Below this is a "Clear Objective" button.
- Approach:** A text area containing the text: "ARS and the COOPERATOR will develop a long-term relationship for agricultural scientific research on identification, quantification, and quality control of food and dietary supplement materials. ARS will develop modern chromatographic". Below this is a "Clear Approach" button.
- Keywords:** A list box containing "FINGERPRINTING", "CHEMOMETRICS", and "FOODS". Below the list are "Add" and "Delete" buttons.
- Thesaurus:** An empty text area with a vertical scrollbar.

The bottom of the window shows "Record: 1/1".

Outgoing – Investigator Screen

- Capability to add SY time is removed
- Default is 0.00 for reports and prints
- No other changes

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

416/417 Records

Proj 1235 52000 060 15 S Accn 0422873 Modecode 12 35 15 00 Status New

List Project Info Comments Obj/App/Key Investigators Agreement Info Budget STP/Codes 417 CODES Dealings/Ethics Signatures

ARS Indicator	Principal Indicator	Name (Last, First, MI, Suffix)
* <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CHEN PEI
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Add ARS Investigator Add Non-ARS Investigator Delete Investigator

Record: 1/1

Outgoing -Agreement Info Screen

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

ARIS 416/417 Records

Proj 1235 52000 062 27 N Accn 0423477 Modocode 12 35 15 00 Status New

List Project Info Comments Obj/App/Key Investigators Agreement Info STP/Codes 417 CODES Dealings/Ethics Signatures

Congressionally Mandated **Is there an Incoming Funds Request associated with this NFCA? If "Yes", Log No** 0000042318 ? ➔

Related In-house

*Project No 1235 52000 062 00 D ? *Accession No 0416474

Project Title DIETARY SUPPLEMENTS INGREDIENT DATABASE

***Reason Research can not be Performed by ARS Scientist:**
Expertise needed to conduct experiments...

***Relevance to Parent Project:**
Directly related to Objective 3 in approved Project Plan...

Record: 1/1

Outgoing - Agreement Info Screen

- Congressionally Mandated – yellowed out
- For NFCAs only, added Log No. field to connect to associated Incoming Agreement, if applicable
- Added Tooltip for “Reason Research Cannot be Performed by ARS Scientist”
 - “Provide specific expertise and/or experience the cooperator will provide towards the project’s overall objectives”
- Multi Year section (3 fields) removed

Outgoing - Budget Screen

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

416/417 Records

Proj 1235 52000 061 01 S Accn 0423478 Modecode 12 35 15 00 Status New

List Project Info Comments Obj/App/Key Investigators Agreement Info Budget STP/Codes 417 CODES Dealings/Ethics

Total Request Amount \$0.00 Prior Project Amt Total Project Amt Total SBIR Fee \$0

Funding Project					Accn No	Log No	Accounting Code	Amount	FY	SBIR Fee Amount
1235	52000	061	00	D ?	416473	0 ? →	201 1235 115	75,000.00	2012	1,950
				?		?				
				?		?				
				?		?				
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				?		?				
				?		?				
				?		?				

Add Delete Cancel

Record: 1/1

Outgoing - Budget Screen

- Defaulting in Accession # and/or Log # when funding project selected
- Warning messages added for incoming funds scenarios, when used to fund outgoing agreement
- Added capability to link to funding project - “go to arrow”
- Added validation between accounting code and project type
- For new “outgoing interagency” agreements – SBIR will not be assessed at this time

Outgoing - STP/Codes Screens

ARIS - Agricultural Research Information System
 Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

416/417 Records
 Proj 1235 52000 061 01 5 Acn 0423478 Modecode 12 35 15 00 Status New

List Project Info Comments Obj/App/Key Investigators Agreement Info Budget STP/Codes 417 CODES Dealings/Ethics

STP Codes

Obj	App	Elem	Prob	%	Description
*					

National Program (for ONP use only)

Code	Type (N / C)	Description
107	N	Human Nutrition

N = NP, C = Contributing

Region

Code	No	%

BPIM (for ONP use only)

Code	%

Select Coding from In-house Project

Record: 1/1

ARIS - Agricultural Research Information System
 Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

416/417 Records
 Proj 1235 52000 061 01 5 Acn 0423478 Modecode 12 35 15 00 Status New

List Project Info Comments Obj/App/Key Investigators Agreement Info Budget STP/Codes 417 CODES Dealings/Ethics

*Basic Research *Applied Research 075 *Developmental Effort 025

Field of Science

Code	Percent	Description
*		

Sub-Activity Classification

Code	Percent	Description
*		

RPA

Code	Percent	Description
*		

Special Classification

Code	Percent	Description
FBP6	100	ENHANCE HUMAN HEALTH
SA+0	100	SUSTAINABLE AGRI 0

Subject of Investigation

Code	Percent	Description
*		

Record: 1/1

Outgoing - Selecting Codes Screen

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

Inhouse Classification Codes

Subject of Investigation

Code	Percent	Description
5010	<input type="checkbox"/>	FOOD (NOT READILY ASSOCIA

Sub Activity Classification

Code	Percent	Description
6310	<input type="checkbox"/>	NUTRIENT COMPOSITION-FOOD

Field of Science

Code	Percent	Description
1010	<input type="checkbox"/>	Nutrition and metabolism

RPA Classification

Code	Percent	Description
0701	<input type="checkbox"/>	NUTRIENT COMPOSITION OF FOOD

STP Codes

Code	Percent	Description
5213	<input type="checkbox"/>	Food Composition Database

Buttons:

Outgoing - Selecting Codes Screen

- Selection of coding is based on related inhouse codes (similar to incoming record coding process)
 - Basic/Applied/Developmental – auto propagate
 - Special codes – auto propagate (only FBP and SA)
 - National Program (NP) – auto propagate
 - Enter percentages for all other coding, as applicable
 - Totals must = 100% for each category
 - Once saved, codes are inserted in coding screens
 - Modifications/deletions/additions then occur on the regular Coding screen(s)

Outgoing - Selected Coding

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

416/417 Records

Proj 1235 52000 061 01 S Acn 0423478 Modecode 12 35 15 00 Status New

List Project Info Comments Obj/App/Key Investigators Agreement Info Budget STP/Codes 417 CODES Dealings/Ethics

STP Codes

Obj	App	Elem	Prob	%	Description
* 5	2	1	3	100	Food Composition Database
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Delete

National Program (for ONP use only)

Code	Type (N / C)	Description
107	N	Human Nutrition
<input type="text"/>	<input type="text"/>	<input type="text"/>

N = NP, C = Contributing

Region

Code	No	%
<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Delete

BPIM (for ONP use only)

Code	%
<input type="text"/>	<input type="text"/>

Record: 1/1 ... List of Valu...

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

416/417 Records

Proj 1235 52000 061 01 S Acn 0423478 Modecode 12 35 15 00 Status New

List Project Info Comments Obj/App/Key Investigators Agreement Info Budget STP/Codes 417 CODES Dealings/Ethics

'Basic Research' 'Applied Research' 075 'Developmental Effort' 025

Field of Science

Code	Percent	Description
* 1010	100	Nutrition and metabolic
<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Delete

Sub-Activity Classification

Code	Percent	Description
* 6310	100	NUTRIENT COMPOSITION-FOOD
<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Delete

RPA

Code	Percent	Description
* 701	100	NUTRIENT COMPOSITION OF
<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Delete

Subject of Investigation

Code	Percent	Description
* 5010	100	FOOD (NOT READILY ASSOC
<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Delete

Special Classification

Code	Percent	Description
FBP6	100	ENHANCE HUMAN HEALTH
S&+0	100	SUSTAINABLE AGRI 0
<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Delete

Record: 1/1 ... List of Valu...

Outgoing - Dealings/Ethics Screen

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

416/417 Records

Proj 1235 52000 061 01 S Accn 0423478 Modecode 12 35 15 00 Status New

List Project Info Comments Obj/App/Key Investigators Agreement Info Budget STP/Codes 417 CODES Dealings/Ethics

Dealings

*Does the ARS PI or any full-time resident of your household have any activity or financial interest (dealings) with the Cooperating Organization or are you applying as an adjunct scientist? No

If yes, enter a brief explanation

Conflict of Interest Documentation

SEB-102 Conflict of Interest Certification on File

Area Ethics Advisor Review

*Confirmation and determination of "dealings" question responded to by SY:

If dealings, enter a brief explanation

Record: 1/1

Outgoing - Dealings/Ethics Screen

- Reworded Financial Dealings question
- Reworded label for “Area Ethics Advisor Review”
- Added Conflict of Interest Documentation section
 - SEB-102 Certification required
 - Upload Certification form
 - Required at RL level or initial level of entry
 - Not required for Outgoing Interagency Agreements
 - Area Ethics Advisor/Area Office will review to ensure conformity

Outgoing - AIMS–Agreements Screen

- Agreement number auto generated on AIMS first entry
- Type of Agreement – auto populated from ARIS
 - Nonmodifiable
- Added note below Comments field

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work - AIMS

File Edit Forms Reports Prints Help

Agreement Information

Agreement No. 58 1235 2 0929 Control 18945 Amendment No 00 Correction (Y/N) N
Project No 1235 32000 001 01 S Accn No 0423478

Agreements Agy/ARS P/Finance Cooperator Info Payment/Report Accounting Provisions E-Green

*Type of Agreement S Specific Cooperative Agreement

Specialist
*Name (Last,First,MI,Suffix) GREGOR BERNADETTE E ?

Authority ? U.S.C.3318 (b)

Period of Agreement
Start Date 09/11/2012 Term Date 09/10/2013 Duration (Months) 12

Prior Obligation \$0.00 Change in Obligation \$75,000.00 Total \$75,000.00

Comments
Comments will be printed on REE-451, Page 2

Outgoing - Agy/ARSPI/Finance Screen

- ARS PI – phone number required at All levels
- ARS PI – email address auto populates from Delegation of Authority table
 - Not modifiable on screen

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work - AIMS

File Edit Forms Reports Prints Help

Agreement Information

Agreement No 58 1235 2 0929 Control 18948 Amendment No 00 Correction (Y/N) N
Project No 1235 52000 061 01 S Accn No 0423478

Agreements Agy/ARS PI/Finance Cooperator Info Payment/Report Accounting Provisions E-Green

Agency

Agency USDA, AGRICULTURAL RESEARCH ? Contact(Last,First) GREGOR BERNADET
Address BUDGET, FISCAL AND AGREEMENTS BRANCH, EBSC
10300 BALTIMORE AVE, BG 003/RM 331, BARC-WEST
City BELTSVILLE State MD Postal Code 20705 Country US

ARS PI

Name(Last,First,MI,Suffix) HARNLY JAMES M
Address 10300 BALTIMORE BLVD.
RM 102 BG 161 BARC-EAST
City BELTSVILLE State MD ? Postal Code 20705 Country US ?
Email James.Harnly@ARS.USDA.GOV
*Phone Phone Fax

Agency Finance Office

Office Name USDA, AGRICULTURAL RESEARCH SERVICE ?
Address BUDGET, FISCAL AND AGREEMENTS BRANCH, EBSC
10300 BALTIMORE AVE, BLDG. 3
City BELTSVILLE State MD ? Postal Code 20705 Country US ?
Email

Outgoing - Cooperator Info Screen

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work - AIMS

File Edit Forms Reports Prints Help

ARIS Agreement Information

Agreement No 58 1235 2 0929 Control 18948 Amendment No 00 Correction (Y/N) N
Project No 1235 52000 061 01 S Accn No 0423478

Agreements Agy/ARS PI/Finance Cooperator Info Payment/Report Accounting Provisions E-Green

Type of Org 85 Land Grant College or Tuskegee Instit Budget Class

Admin Contact or Sponsored Program Office

*Recipient Code 19021 ? Name COLORADO STATE UNIVERSITY
Address 123 Test Street Copy Address
City FORT COLLINS State CO Postal Code 80523-2002 Country US **USPS Web Site**
Email
*Phone 101-303-1111 FMMI Vendor Code
DUNS ID 785979618 SAM Registration Date 09/20/2012 SAM <http://www.sam.gov/>

Cooperator / Sponsor / Recipient Designated Representative (i.e., PI)

Name (Last,First,MI,Suf) SMITH JOHN
Address 123 Test Street
City FORT COLLINS State CO ? Postal Code 80523-2002 Country US ?
*Email jsmith@univ.edu
*Phone 101-303-1111 Fax

Outgoing - Cooperator Info Screen

- Admin Contact or Sponsored Program Office
 - Zip +4 required for all domestic agreements
 - USPS Website link added
 - SAM link added
 - DUNS ID – auto propagates
 - SAM Registration Date – auto propagates
 - DUNS Parent ID removed
 - DUNS Confidence Level removed
 - Phone # required at ADO level
 - Email Address required at ADO level
- Cooperator/Sponsor/Recipient Designated Rep (i.e. PI)
 - Email address required at ADO level
 - Phone # required at ADO level

Outgoing - Payment/Report Screen

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work - AIMS

File Edit Forms Reports Prints Help

Agreement Information

Agreement No 58 1235 2 0929 Control 18948 Amendment No 00 Correction (Y/N) N
Project No 1235 52000 061 01 s Accn No 0423478

Agreements Agy/ARS PI/Finance Cooperator Info **Payment/Report** Accounting Provisions E-Green

Payment

HHS / Payment Management System Treasury Check / EFT
 ARS Receives Funds Advance Payment Authorized
 Pre-Award Costs Authorized


Performance Report **Financial Report** **Management Report (RSA Only)**

Quarterly Quarterly
 Semi-annual Semi-annual
 Annual Annual
 Final Final

Forward Reports To

ARS PI ADO
 Final Non-Expendable Property Report
 Report of Inventions and Subcontracts via iEdison Web interface at <http://www.IEdison.gov>

Record: 1/1



ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work - AIMS

File Edit Forms Reports Prints Help

Agreement Information

Agreement No 58 1235 2 0928 Control 18943 Amendment No 00 Correction (Y/N) N
Project No 1235 52000 062 27 N Accn No 0423477

Agreements Agy/ARS PI/Finance Cooperator Info **Payment/Report** Provisions E-Green

Payment

HHS / Payment Management System Treasury Check / EFT
 ARS Receives Funds Advance Payment Authorized
 Pre-Award Costs Authorized


Performance Report **Financial Report** **Management Report (RSA Only)**

Quarterly Quarterly
 Semi-annual Semi-annual
 Annual Annual
 Final Final

Forward Reports To

ARS PI ADO
 Final Non-Expendable Property Report
 Report of Inventions and Subcontracts via iEdison Web interface at <http://www.IEdison.gov>

Record: 1/1



Outgoing - Payment/Report Screen

- Label changes –
 - “Forward Reports To”
 - “Report of Inventions and Subcontracts”
- Added check box for Final Non-Expendable Property Report
- Turn off Management Reports for all Non RSAs
- Turn off Payment Section for NFCAs and MOUs

Outgoing - Provisions Screen

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work - AMS

File Edit Forms Reports Prints Help

ARIS **Agreement Information**

Agreement No 58 1235 2 0929 Control 18948 Amendment No 00 Correction (Y/N) N
Project No 1235 52000 061 01 S Accn No 0423478

Agreements Agy/ARS PI/Finance Cooperator Info Payment/Report Accounting Provisions E-Green

Agreement includes the following

- Statement of Work
- Proposal
- Sponsor's Proposal/Award/Agreement
- Budget (Form REE454)
- Budget (Form REE455)

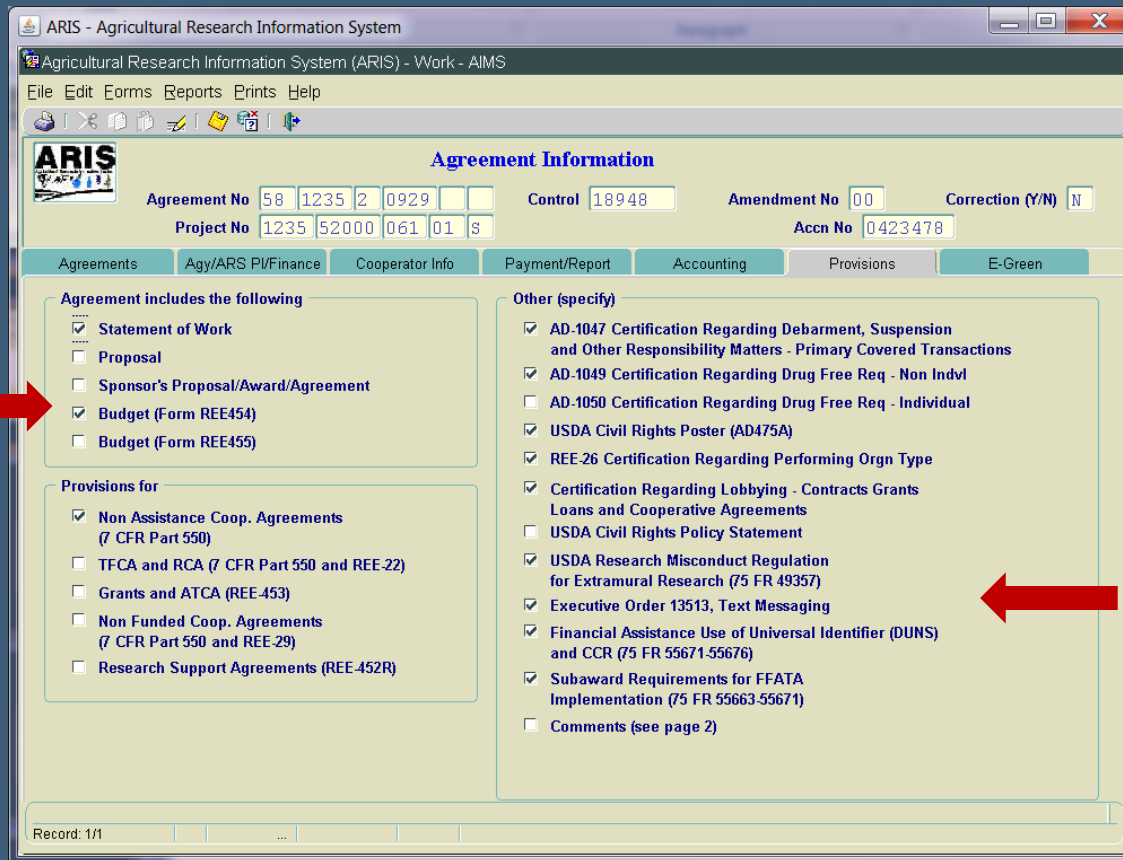
Provisions for

- Non Assistance Coop. Agreements (7 CFR Part 550)
- TFCA and RCA (7 CFR Part 550 and REE-22)
- Grants and ATCA (REE-453)
- Non Funded Coop. Agreements (7 CFR Part 550 and REE-29)
- Research Support Agreements (REE-452R)

Other (specify)

- AD-1047 Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions
- AD-1049 Certification Regarding Drug Free Req - Non Indvl
- AD-1050 Certification Regarding Drug Free Req - Individual
- USDA Civil Rights Poster (AD475A)
- REE-26 Certification Regarding Performing Orgn Type
- Certification Regarding Lobbying - Contracts Grants Loans and Cooperative Agreements
- USDA Civil Rights Policy Statement
- USDA Research Misconduct Regulation for Extramural Research (75 FR 49357)
- Executive Order 13513, Text Messaging
- Financial Assistance Use of Universal Identifier (DUNS) and CCR (75 FR 55671-55676)
- Subaward Requirements for FFATA Implementation (75 FR 55663-55671)
- Comments (see page 2)

Record: 1/1



Outgoing - Provisions Screen

- Agreement includes the following:
 - “Sponsor’s Proposal/Award/Agreement”
- Other (specify):
 - Hide Attachment A for all Non RSAs
 - Added - Executive Order 13513, Text Messaging
 - Added - USDA Research Misconduct Regulation for Extramural Research (75 FR49357)
 - Added - USDA Civil Rights Policy Statement
 - Added - Financial Assistance use of Universal Identifier (DUNS) and CCR (75 R 55671-55676)
 - Added - Sub-award Requirements for FFATA Implementation (75 FR 55663-55671)

Outgoing - E-Green Screen

- E-green now available in Work file
- All levels can Add
- All levels can View
- Only the level that adds the document can delete, other than ADO
- Added additional options in document type and sub doc type

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work - AMS

File Edit Forms Reports Prints Help

ARIS Agreement Information

Agreement No 58 1235 2 0929 Control 18948 Amendment No 00 Correction (Y/N) N

Project No 1235 52000 061 01 8 Accn No 0423478

Agreements Agy/ARS PIV/Finance Cooperator Info Payment/Report Accounting Provisions E-Green

Scan Documents

Document Type	Sub Document Type	Sub Sub Doc Type	Description	Scan Date
EMAILS/CORRESPONDE			email	09/13/2012

Add Document Delete Document

Record: 1/1

Outgoing – SOW Screens

- Added Accession number in header
- No other changes
- *NOTE: Incoming Agr Log No field – only for incoming agreements*
- *No changes to “Parties Agree to” Screen*

The screenshot displays the ARIS - Agricultural Research Information System interface. The window title is "ARIS - Agricultural Research Information System". The main menu includes "File", "Edit", "Record", "Prints", and "Help". The interface shows the "Statement of Work / Budget" screen with the following fields and values:

- Accession No: 0423416
- Statement of Work / Budget
- ARS Reimb/Recv Accounting Total: 75,000.00
- Incoming Agreement Log No: [Empty]
- Control No: 18875
- Agreement No: 59, 1235, 2, 146

Below the header, there are tabs for "SOM/Mut Interest", "Parties Agree To", "Comments", "Reimb/Recv", and "Reimb/Recv (cont)". The main content area contains two large text input fields:

- Statement of Mutual Interest
- Mutual Agreements

At the bottom, the status bar shows "Record: 1/1".

Outgoing - SOW/Budget Comments Screen

- Changed label to “SOW/Budget Comments”
- Added check box to indicate Internal Use Only
- Required to answer Yes or No
- If Yes is selected, comments WILL NOT print on the 454/455
- Added Note: Comments will Print on the 454/455 Budget Page 2 (if check box = No)

Outgoing - Budget Screens

- No changes at this time
- Future phase:
 - Increase size of description fields
 - Consolidate screens
 - Standardize all screens
 - Redesign for better viewing

Questions on Outgoing Agreements

Incoming Agreements

(Incoming Funds Records)

Incoming – List Screen

- Modified ARIS to say “Incoming Funds Records”
- AIMS entry is the actual “agreement”
- Added “go to” AIMS button
- Modified labels:
 - Add Record
 - Delete Record
 - Add/Generate 416

Incoming – Project Info Screen

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

ARIS Incoming Funds Records Date Created

Log 0000049114 Modecode 12 00 00 00 Status New Pre-Award Approval

List Project Info Comments SOF/Funds Dealings/Ethics Obj/App/Key Title/Deliver Org/Inhouse Coding e-Green

*Modecode 12 [?] Status New

*Start Date [?] *Term Date [?] Duration (Months)

ARS Principal Investigator

*Name (Last, First, MI, Suffix) [?] [?] [?]

Email [?]

*Purpose Of Funds [?]

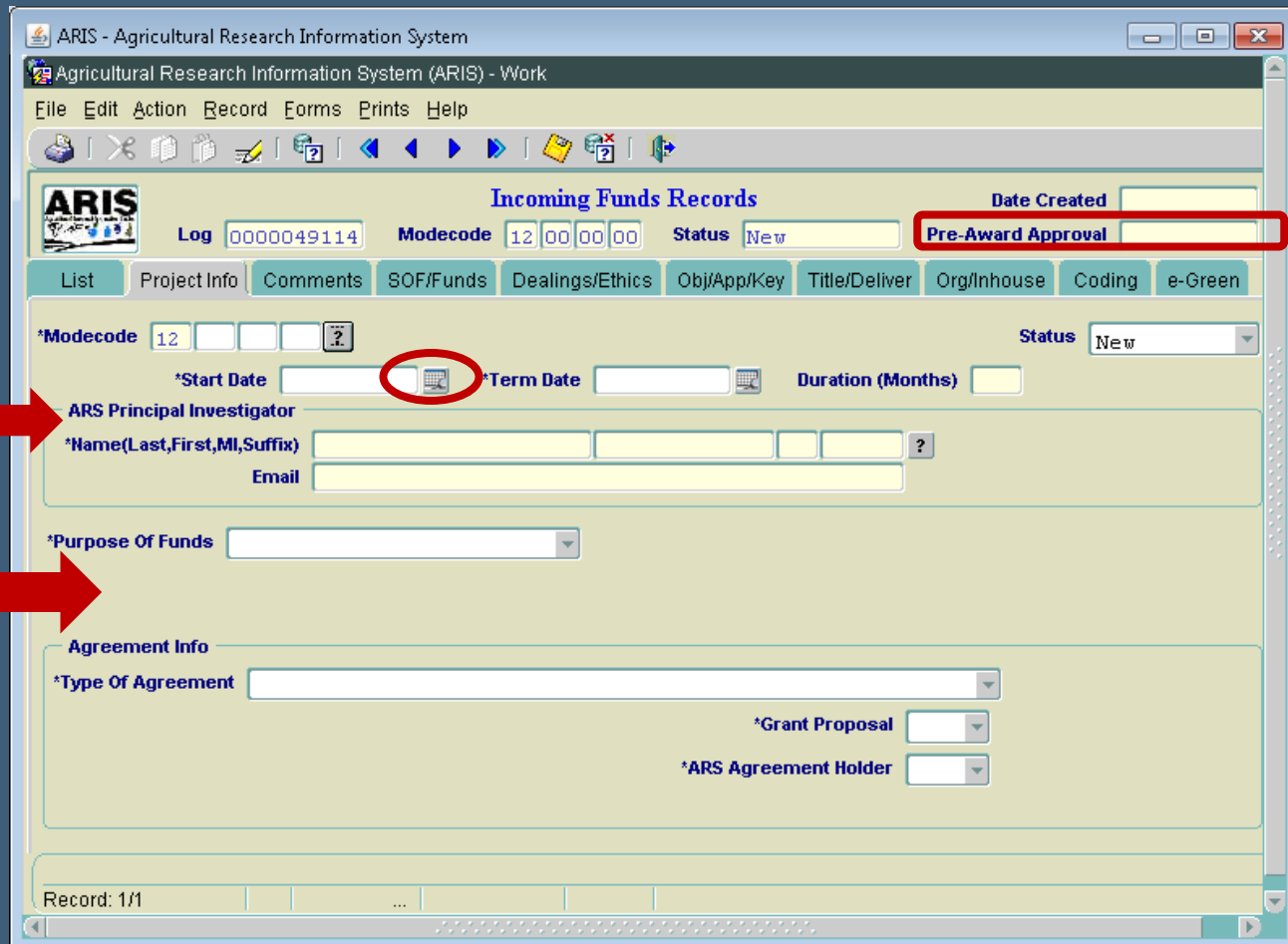
Agreement Info

*Type Of Agreement [?]

*Grant Proposal [?]

*ARS Agreement Holder [?]

Record: 1/1



The screenshot shows a web-based application window titled 'ARIS - Agricultural Research Information System'. The main content area is titled 'Incoming Funds Records'. At the top, there is a header with the ARIS logo and several input fields: 'Log' (0000049114), 'Modecode' (12 00 00 00), 'Status' (New), and 'Pre-Award Approval'. Below this is a navigation bar with tabs: 'List', 'Project Info', 'Comments', 'SOF/Funds', 'Dealings/Ethics', 'Obj/App/Key', 'Title/Deliver', 'Org/Inhouse', 'Coding', and 'e-Green'. The 'Project Info' tab is active. The form contains several sections: 1. 'ARS Principal Investigator' section with fields for '*Name (Last, First, MI, Suffix)' and 'Email'. 2. '*Purpose Of Funds' section with a dropdown menu. 3. 'Agreement Info' section with fields for '*Type Of Agreement', '*Grant Proposal', and '*ARS Agreement Holder'. 4. '*Start Date' and '*Term Date' fields with calendar icons. 5. '*Modecode' and 'Status' fields. 6. 'Duration (Months)' field. Red arrows point to the calendar icons for '*Start Date' and '*Term Date', and the '*Purpose Of Funds' dropdown. A red box highlights the 'Pre-Award Approval' field.

Incoming – Project Info Screen

- New field added in header – Pre-Award Approval
 - System generated
 - First time through Approval date
 - Never changes; nonmodifiable
- Changed “Contact” to “ARS Principal Investigator”
 - Formerly “Contact” or “ADODR”
 - Uniform through all agreements
 - Removed “Contact Type” and “Phone Number” fields
 - Added ARS PI Email – auto inserted when ARS PI is selected from the LOV (now uses the Delegation of Authority Table)
 - Message displayed if ARS PI training has not been done

Incoming – Project Info Screen

- Purpose of Funds field – moved up on screen
- Purpose of Funds field– used to turn on and off fields appropriate for the selection
 - Gifts
 - Services Only
 - Research (under/over \$25K, No Funds)
- Award Date removed

Incoming – Project Info Screen

- Added two Agreement types:
 - Interagency Reimbursable Agreements (IRA) (I)
 - Material Transfer Research Agreement (MTRA) (H)
- CRADA (C) – formerly “Trust” when 416 added; will now be shown as “C” on 416 and Incoming Funds Record
- Grant Proposal fields – turned off for Gifts and Services Only
- If Grant Proposal = Yes, Grant Awarded field is activated

Incoming – Primary Agreement Holder

- Label changes:
 - ARS Primary Agreement Holder - now ARS Agreement Holder
 - Primary Agreement Log Number – now ARS Agreement Holder Log No.
 - Primary Agreement Proposed Total Funds – now ARS Proposed Total Funding
- If ARS Agreement Holder = No, added “go to” arrow that will connect with the Active file - Agreement Holder (log)
- If ARS Agreement Holder = No, ARS Proposed Total Funding field is turned off

Incoming – Primary Agreement Holder

- Tooltips added:
 - ARS Agreement Holder: “Select Yes if this Unit is responsible for executing the actual agreement with the cooperator”
 - ARS Proposed Total Funding: “Enter the total amount of funding all ARS locations are proposed to receive”

Incoming – Agreement Number

- Autogeneration:
 - Research \leq or $>$ \$25,000 – upon entry of AIMS
 - Services Only – on saving of Proj Info screen
 - Gifts - no Agreement Number
 - No Funds to ARS - no Agreement Number
- If ARS Agreement Holder = No, once the ARS Agreement Holder has generated their Agreement Number, it will be auto inserted into the ARS Agreement Holder = No project, as long as the Log No. is listed on the Incoming Funds Record

Incoming – Agreement Number

- Agr No. Part 1: 58; 59; or 60 – based on agr type
 - Agr No. Part 2: Location Code
 - Agr No. Part 3: Last Digit of FY (FY indicator)
 - Agr No. Part 4: Sequential number w/in the location & FY
 - Agr No. Part 5: Foreign indicator – from recipient table
 - Agr No. Part 6: N/A for incoming
-
- If Start Date (FY) and/or agreement type changes, system auto updates agreement number and displays message

Incoming - Gifts

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

ARIS Incoming Funds Records Date Created 09/25/2012

Log 0000049164 Modecode 62 05 05 20 Status New Pre-Award Approval

List Project Info Comments SOF/Funds Dealings/Ethics e-Green Signatures

*Modecode 62 05 05 20 ? Status New

*Start Date 09/17/2012 *Term Date 09/16/2013 Duration (Months) 012

ARS Principal Investigator

*Name (Last, First, MI, Suffix) ARNOLD JEFFREY G ?
Email Jeff.Arnold@ARS.USDA.GOV

*Purpose Of Funds Gifts

Is the gift from a prohibited source (refer to ARS Bulletin on Gifts?)

Agreement Info

*Type Of Agreement Trust Fund Cooperative Agreement (TFCA)

*ARS Agreement Holder Yes

ARS Proposed Total Funding 17,000.00

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

ARIS Incoming Funds Records Date Created 09/25/2012

Log 0000049164 Modecode 62 05 05 20 Status New Pre-Award Approval

List Project Info Comments SOF/Funds Dealings/Ethics e-Green Signatures

*Modecode 62 05 05 20 ? Status New

*Start Date 09/17/2012 *Term Date 09/16/2013 Duration (Months) 012

ARS Principal Investigator

*Name (Last, First, MI, Suffix) ARNOLD JEFFREY G ?
Email Jeff.Arnold@ARS.USDA.GOV

*Purpose Of Funds Gifts

Is the gift from a prohibited source (refer to ARS Bulletin on Gifts?) Yes Waiver received? Yes Has clearance been received to accept the gift? Yes

Agreement Info

*Type Of Agreement Trust Fund Cooperative Agreement (TFCA)

*ARS Agreement Holder Yes

ARS Proposed Total Funding 17,000.00

Incoming - Gifts

- No Agreement Number for Gifts
- Type of Agreement = Trust; system auto inserts
- Added:
 - “Is the gift from a prohibited source...”; If yes, message displayed “You must have a waiver from the Agency Administrator to accept a gift from a prohibited source”
 - Waiver (Yes/No) field added; if waiver = No, cannot approve until =Yes
 - “Has clearance been received to accept the gift?” - Yes/No option; if No, cannot approve until =Yes
- E-Green Tab added

Incoming – Services Only

ARIS - Agricultural Research Information System
Agricultural Research Information System (ARIS) - Work
File Edit Action Record Forms Prints Help

ARIS Incoming Funds Records Date Created

Log 0000049115 Modecode 12 00 00 00 Status New Pre-Award Approval

List Project Info Comments SOF/Funds Dealings/Ethics e-Green

*Modecode 12 35 15 00 ? Status New

*Start Date 09/23/2012 *Term Date 09/22/2013 Duration (Months)

ARS Principal Investigator
*Name (Last, First, MI, Suffix) HARNLY JAMES M ?
Email James.Harnly@ARS.USDA.GOV

*Purpose Of Funds Service Only Type Of Service

Agreement Info
*Type Of Agreement
Agreement Number
*ARS Agreement Holder

Record: 1/1

ARIS - Agricultural Research Information System
Agricultural Research Information System (ARIS) - Work
File Edit Action Record Forms Prints Help

ARIS Incoming Funds Records Date Created 09/15/2012

Log 0000049115 Modecode 12 35 15 00 Status New Pre-Award Approval

List Project Info Comments SOF/Funds Dealings/Ethics e-Green

*Modecode 12 35 15 00 ? Status New

*Start Date 09/23/2012 *Term Date 09/22/2013 Duration (Months) 012

ARS Principal Investigator
*Name (Last, First, MI, Suffix) HARNLY JAMES M ?
Email James.Harnly@ARS.USDA.GOV

*Purpose Of Funds Service Only Type Of Service Administrative Services

Agreement Info
*Type Of Agreement Trust Fund Cooperative Agreement (TFCA)
Agreement Number 58 1235 2 0931
*ARS Agreement Holder Yes
ARS Proposed Total Funding 77,000.00

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1

Incoming – Services Only

- Agreement No. will autogenerate upon saving of Proj Info screen
- Type of Service: Added Recycling/Rebate
- E-Green Tab added

Incoming – Comments Screen

- Modified label to: “Internal Comments”
- Comments required for all Work records

The screenshot displays the 'Incoming Funds Records' screen in the ARIS system. The interface includes a menu bar (File, Edit, Action, Record, Forms, Prints, Help) and a toolbar. The main content area features a table with the following data:

Date Of Transaction	Internal Comments	Status
09/13/2012	Testing - Adding new project. jcs	W

Below the table, there are three buttons: 'Add Comments', 'Edit/View Comments', and 'Delete Comments'. The status bar at the bottom indicates 'Record: 1/1'.

Incoming – SOF/Funds Screen

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

ARIS Incoming Funds Records Date Created 09/13/2012

Log 0000049113 Modecode 12 35 15 00 Status New Pre-Award Approval

List Project Info Comments SOF/Funds Dealings/Ethics Obj/App/Key Title/Deliver Org/Inhouse Coding Signatures

Source of Funds

Original SOF	Description	Type	Exemption Indicator	Non Profit Indicator
?				
*Direct SOF 1588 ?	M&M MARS	Non-Federal	N	

IPSC Non Exempt IPSC Percent 10.0000

Reason IPSC Changed

Budget Record Details

Fed Salaries	.00	Other Costs	9,600.00	Prior Proposed	\$.00
Equipment	.00	Extramural	2,000.00	Proposed Amount	\$27,000.00
Supplies	.00	IPSC Amount	5,400.00		
Travel	10,000.00			TOTAL PROPOSED	\$27,000.00

Record: 1/1

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Status

File Edit Action Record Forms Prints Help

ARIS Incoming Funds Records Date Created 09/09/2012

Log 0000049109 Modecode 12 35 15 00 Status New Pre-Award Approval

List Project Info Comments SOF/Funds Dealings/Ethics Obj/App/Key Title/Deliver Org/Inhouse Coding Budget Signatures

Source of Funds

Original SOF	Description	Type	Exemption Indicator	Non Profit Indicator
0102	AGRICULTURAL MARKETING SERVICE (AMS), U.S. DE	USDA	E	
Direct SOF 4830	KRAFT FOODS GLOBAL, INC	Non-Federal	N	

IPSC Exempt IPSC Percent 0.0000

Reason IPSC Changed

Budget Record Details

Fed Salaries	.00	Other Costs	55,000.00	Prior Proposed	.00
Equipment	.00	Extramural	20,000.00	Proposed Amount	75,000.00
Supplies	.00	IPSC Amount	.00		
Travel	.00			TOTAL PROPOSED	75,000.00

Record: 1/1

Incoming – SOF/Funds Screen IPSC

- IPSC section modified based on revised P&P329.5
- IPSC is based on the Original Source of Funds (OSOF), effective October 1
- IPSC not charged on agreements less than or equal to \$10,000 (effective October 1)
- Added Exemption Indicator, Non Profit Indicator, and IPSC Percent
- Added IPSC amount in “Budget Record Details”
- Waivers no longer requested; strictly based on SOF Reference Table (Exempt or Non Exempt)
- Reason IPSC Changed – BPMS only

Incoming- SOF/Funds Screen

- “How Funds to be Used” – now “Budget Record Details”
 - Only funding that the Unit is getting should be entered here (future Tooltip will be added when new proposal screen added – Phase 2)
 - Replaced “RSA” with “Extramural”
 - If funds entered in “Extramural”, must match extramural total on the Org/Inhouse screen
 - Added IPSC Amount

Incoming- SOF/Funds Screen

- IPSC Calculation:
 - Based on IPSC percent for SOF (shown on screen)
 - Calculated as 10% (or 20%) of total proposed funding
 - If IPSC is “Exempt”, no funding can be added in the IPSC field
 - If IPSC is “Non Exempt”, enter the calculated amount
 - If not correctly calculated, system will display message indicating not correct, and display the correct amount
 - Only a warning message, will still allow processing

Incoming – SOF/Funds Screen

- Removed fields:
 - Requesting Waiver; Why Waiver Requested; Waiver Approved by BPMS, Reason Waiver Denied
 - Cat 1 or 4 Salaries
 - ARS FTE
 - Total Proposed Amt has increased from \leq \$5,000...

New SOF Reference Table

Oracle Fusion Middleware Forms Services

Agricultural Research Information System (ARIS) - Active

File Edit Action Record Reports Prints Help

ARIS

Source of Funds Records

List Details

*SOF Code	0166	Status	Active	Non Profit Organization	No
*Description	NIFA - AGRICULTURE AND FOOD RESEARCH INITIATIVE (AFRI) COMPETITIVE GRANTS PROGRAM U.S. DEPARTMENT OF AGRICULTURE				
Organization	NIFA	NATIONAL INSTITUTE OF FOOD AND AGRICULTURE			?
City	WASHINGTON	State	DC	Country	UNITED STATES
*SOF Type	USDA	IPSC Percent	10.0000		
Research IPSC	Non-Exempt				
Non Research IPSC	Non-Exempt				
Comments	Formerly known as National Research Initiative. AFRI is a grant program under NIFA.				
User Created	USDA	Date Created	03/20/2012		
User Last Mod	KLJENKINS	Date Last Mod	08/30/2012		

Supporting Documentation

Document [View Document](#)

[Upload Document](#) [Delete Document](#)

Record: 1/1 ... <OSC>

New SOF Reference Table

- Added “Organization” – high level
- Modified “waived” to “exempt”
- Added Supporting Documentation – to support Exemption policy
- Added City, State, Country

- Exempt list also posted on EAD Website
- In process of “cleaning up” data

Incoming - Dealings/Ethics Screen

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

ARIS **Incoming Funds Records** Date Created 09/13/2012

Log 0000049113 Modecode 12 35 15 00 Status New Pre-Award Approval

List Project Info Comments SOF/Funds Dealings/Ethics Obj/App/Key Title/Deliver Org/Inhouse Coding Signatures

ARS PI Financial Dealings

*Does the ARS PI or any full-time resident of your household have any activity or financial interest (dealings) with the Cooperating Organization or are you applying as an adjunct scientist? No

If Yes, enter brief explanation

Conflict of Interest Documentation

SEB-102 Conflict of Interest Certification on File Upload Certification

Area Ethics Advisor Review

Confirmation and determination of "dealings" question responded to by SY?

If "dealings", enter brief explanation

Record: 1/1

Incoming- Dealings/Ethics Screen

- Reworded Financial Dealings question
- Reworded label for “Area Ethics Advisor Review”
- Added Conflict of Interest Documentation section
 - SEB-102 Certification required
 - Upload Certification form
 - Required at RL level or initial level of entry at point of award (when entering AIMS)
 - Not required for Interagency Agreements, Services Only, Gifts, or No Funds to ARS
 - Area Ethics Advisor/Area Office will review to ensure conformity
- Removed Area Director Only questions

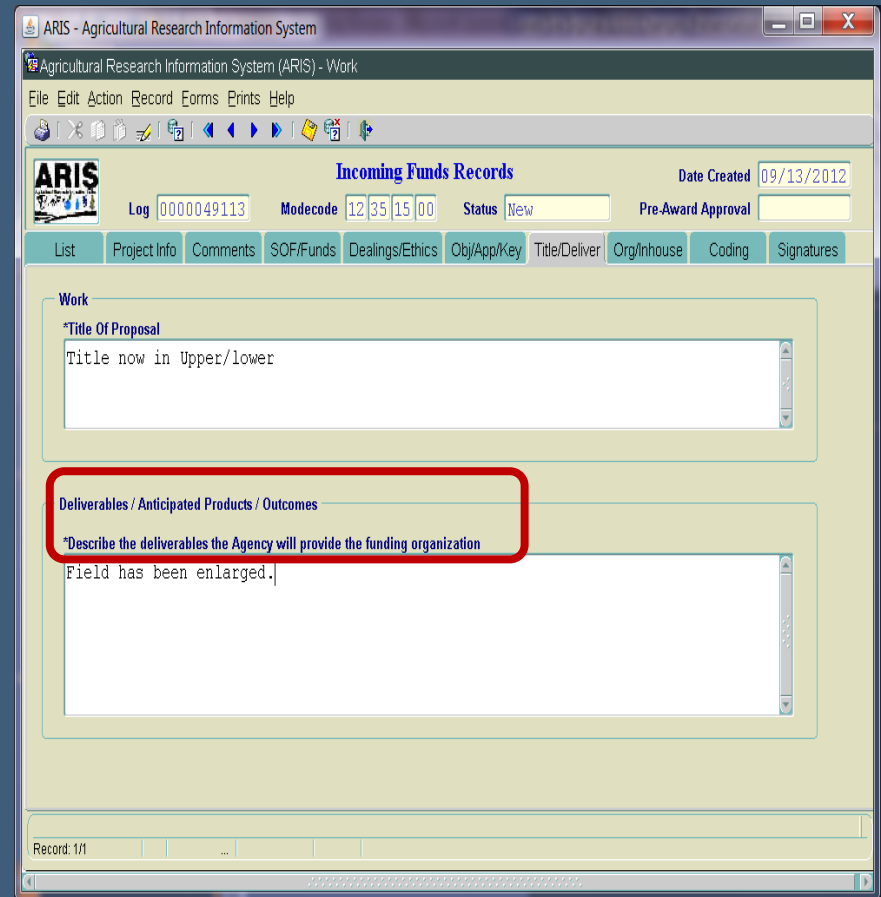
Incoming – Obj/App/Key Screen

- No changes

The screenshot shows the 'Incoming Funds Records' form in the ARIS system. The window title is 'ARIS - Agricultural Research Information System'. The application title is 'Agricultural Research Information System (ARIS) - Work'. The menu bar includes 'File', 'Edit', 'Action', 'Record', 'Forms', 'Prints', and 'Help'. The toolbar contains various navigation and editing icons. The form header includes the ARIS logo, a 'Log' field with value '0000049113', a 'Modecode' field with value '12351500', a 'Status' dropdown set to 'New', and a 'Date Created' field with value '09/13/2012'. There is also a 'Pre-Award Approval' field. Below the header is a tabbed interface with tabs for 'List', 'Project Info', 'Comments', 'SOC/Funds', 'Dealings/Ethics', 'Obj/App/Key', 'Title/Deliver', 'Org/Inhouse', 'Coding', and 'Signatures'. The 'Obj/App/Key' tab is active. The form contains three main sections: '*Objective' with a text area and a 'Clear Objective' button; '*Approach' with a text area and a 'Clear Approach' button; and '*Keywords' with a list box containing three empty entries and 'Add' and 'Delete' buttons. At the bottom, there is a status bar showing 'Record: 1/1'.

Incoming -Title/Deliverables Screen

- Changed Title field to be Upper/lower case
- Increased length of Title field to 148 characters
- Deliverables label changed to “*Deliverables/Anticipated Products/Outcomes*”
- Increased size of Deliverables field to unlimited



The screenshot shows the ARIS - Agricultural Research Information System interface. The main window title is "ARIS - Agricultural Research Information System". The application title is "Agricultural Research Information System (ARIS) - Work". The menu bar includes "File", "Edit", "Action", "Record", "Forms", "Prints", and "Help". The toolbar contains various icons for navigation and editing. The main content area is titled "Incoming Funds Records" and includes a "Date Created" field set to "09/13/2012". Below this, there are fields for "Log" (0000049113), "Modcode" (12 35 15 00), "Status" (New), and "Pre-Award Approval". A navigation bar includes tabs for "List", "Project Info", "Comments", "SOF/Funds", "Dealings/Ethics", "Obj/App/Key", "Title/Deliver", "Org/Inhouse", "Coding", and "Signatures". The "Title/Deliver" tab is active. The form contains two main sections: "Work" and "Deliverables / Anticipated Products / Outcomes". The "Work" section has a label "*Title Of Proposal" and a text area containing "Title now in Upper/lower". The "Deliverables / Anticipated Products / Outcomes" section has a label "*Describe the deliverables the Agency will provide the funding organization" and a text area containing "Field has been enlarged.". The status bar at the bottom indicates "Record: 1/1".

Incoming - Org/Inhouse Screen

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

ARIS **Incoming Funds Records** Date Created 09/13/2012

Log 0000049113 Modecode 12 35 15 00 Status New Pre-Award Approval

List Project Info Comments SOF/Funds Dealings/Ethics Obj/App/Key Title/Deliver **Org/Inhouse** Coding Signatures

Will any funding received be given to another institution or entity (Non ARS)? Yes

Non ARS Performing Organizations

Code	Sub Recipient Organization Name	Extramural Agreement Type	Agreement Total	Reason
0530 ?	UNIV OF LOS ANGELES, LOS	Specific Cooperative Agreeeme...	2,000.00	
?				
?				

Add Delete

In-house Info

Title MEASUREMENT SYSTEMS FOR DETERMINATION OF VITAMINS IN FOODS AND DIETARY SUPPLEMENTS

Accn No 0416459

Project No 1235 52000 059 00 D ?

*Relevance to Parent Project

Relevant to related inhouse project....

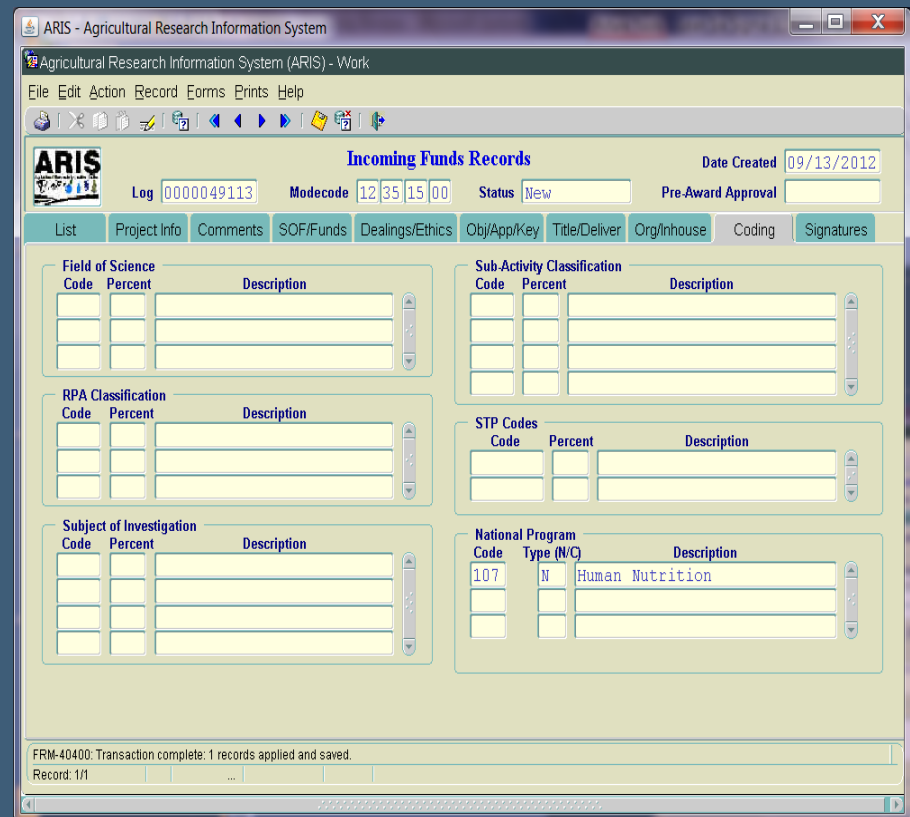
Record: 1/1

Incoming - Org/Inhouse Screen

- Work to be Performed” – changed to “Will any funding received be given to another institution or entity (Non ARS)?
 - Select Yes/No
 - If Yes, the Non ARS Performing Organization section is activated
 - Added additional agreement types in LOV
 - Agreement total will be validated against Extramural amount in Budget Record Details section
 - Modified “Description” to “Sub Recipient Organization Name”
- Removed “Is the proposed research directed related to the Inhouse project of SY” questions

Incoming – Coding Screen

- Coding is no longer required on initial entry
- NP code auto propagates
- Upon award notification, coding will be required on Incoming Funds Record if under \$25,000 or on 416/417 if over \$25,000



ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

ARIS Incoming Funds Records Date Created 09/13/2012

Log 0000049113 Modecode 12 35 15 00 Status New Pre-Award Approval

List Project Info Comments SOF/Funds Dealings/Ethics Obj/App/Key Title/Deliver Org/Inhouse Coding Signatures

Field of Science		
Code	Percent	Description

Sub-Activity Classification		
Code	Percent	Description

RPA Classification		
Code	Percent	Description

STP Codes		
Code	Percent	Description

Subject of Investigation		
Code	Percent	Description

National Program		
Code	Type (N/C)	Description
107	N	Human Nutrition

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1

Incoming – Signature Screen

- Modified label – ABFO to SBFO
- Removed NPL2 and 3

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

ARIS Incoming Funds Records Date Created 09/13/2012

Log 0000049113 Modecode 12351500 Status New Pre-Award Approval

List Project Info Comments SOF/Funds Dealings/Ethics Obj/App/Key Title/Deliver Org/Inhouse Coding Signatures

Title	Name (Last, First, MI, Suffix)	Date	Approve	Disapprove	To Coop	Remarks
Research Leader	stetka jill	09/13/2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CD/LD/DAD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AO			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SBFO			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Password
Area Director	? [] [] [] []		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]
ADO	? [] [] [] []		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]
Headquarters						
NPL	? [] [] [] []		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]
BPMS	? [] [] [] []		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]
DA	? [] [] [] []		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[]

Clear Signature

Record: 1/1 ... List of Valu...

Incoming – Award / Post-Award

- Award Process for Agreements w/o 416/417
 - Create Work Record of Incoming Funds Record
 - Modify Comments
 - Add Coding
 - Upload SEB-102 (if applicable)
 - Add AIMS Data (if applicable)
 - Make any other necessary changes
 - Approve

Incoming – Award / Post-Award

- Award Process for Agreements w/ 416/417
 - Create Work record of Incoming Funds Record
 - Generate 416
 - Add Comments on 416
 - Add Coding on 416
 - Upload SEB-102 (if applicable)
 - Add AIMS data (if applicable)
 - Approve
- NOTE: 416/417 must be entered prior to entering AIMS. If attempt is made to enter AIMS first, error will be displayed

Incoming – Generating 416 and Adding Coding

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

ARIS Incoming Funds Records Date Created 08/22/2012

Log 0000049036 Modecode 12 35 15 00 Status Revision Pre-Award Approval 08/22/2012

List Project Info Comments SOF/Funds Dealings/Ethics Obj/App/Key Title/Deliver Org/Inhouse Coding Signatures

Field of Science			Sub-Activity Classification		
Code	Percent	Description	Code	Percent	Description

RPA Classification			STP Codes		
Code	Percent	Description	Code	Percent	Description

Subject of Investigation			National Program		
Code	Percent	Description	Code	Type (N/C)	Description
			107	N	Human Nutrition

Select Coding from Inhouse Project

Record: 1/1

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Inhouse Classification Codes

Subject of Investigation			Sub Activity Classification		
Code	Percent	Description	Code	Percent	Description
5010		FOOD (NOT READILY ASSOCIA	6310		NUTRIENT COMPOSITION-FOOD

Field of Science			RPA Classification		
Code	Percent	Description	Code	Percent	Description
1010		Nutrition and metabolism	0701		NUTRIENT COMPOSITION OF FOOD

Save Selected Codes Exit, Change Nothing

STP Codes		
Code	Percent	Description
5213		Food Composition Database

Record

Incoming – Agreement Screen

- Agreement number auto generated on AIMS first entry
- Type of Agreement – auto populated from ARIS
 - Nonmodifiable
- Added note below Comments field

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work - AIMS

File Edit Forms Reports Prints Help

Agreement Information

Agreement No 58 1235 2 0932 Control 18952 Amendment No 00 Correction (Y/N) N
425 Log No 49036

Agreements Agy/ARS PIVFinance Cooperator Info Payment/Report Accounting Provisions E-Green

*Type of Agreement Reimbursable Cooperative Agreement

Specialist
*Name (Last,First,MI,Suffix) GREGOR BERNADETTE E ?

Authority 7 U.S.C. 450a

Period of Agreement
Start Date 08/19/2012 Term Date 08/29/2012 Duration (Months) 1

Prior Obligation \$0.00 Change in Obligation \$0.00 Total \$0.00

Comments New agreement with M&M Mars. jcs

Comments will be printed on REE-451, Page 2

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1

Incoming – Agy/ARS PI Screen

- ARS PI – phone number required at All levels
- ARS PI – email address auto populates from Delegation of Authority table
 - Not modifiable on screen

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work - AMS

File Edit Forms Reports Prints Help

Agreement Information

Agreement No 58 1235 2 0932 Control 18952 Amendment No 00 Correction (Y/N) N
425 Log No 49036

Agreements Agy/ARS P/Finance Cooperator Info Payment/Report Accounting Provisions E-Green

Agency

Agency USDA, AGRICULTURAL RESEARCH ? Contact (Last,First) GREGOR BERNADET
Address BUDGET, FISCAL AND AGREEMENTS BRANCH, EBSC
10300 BALTIMORE AVE, BG 003/RM 331, BARC-WEST
City BELTSVILLE State MD Postal Code 20705 Country US

ARS PI

Name (Last,First,MI,Suffix) HARNLY JAMES M
Address 10300 BALTIMORE BLVD.
RM 102 BG 161 BARC-EAST
City BELTSVILLE State MD ? Postal Code 20705 Country US ?
Email James.Harnly@ARS.USDA.GOV
*Phone 301-504-5555 Fax

Agency Finance Office

Office Name USDA, AGRICULTURAL RESEARCH SERVICE ?
Address BUDGET, FISCAL AND AGREEMENTS BRANCH, EBSC
10300 BALTIMORE AVE, BLDG. 3
City BELTSVILLE State MD ? Postal Code 20705 Country US ?
Email

Record: 111 List of Values

Incoming – Cooperator Info Screen

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work - AIMS

File Edit Forms Reports Prints Help

ARIS **Agreement Information**

Agreement No 58 1235 2 0932 Control 18952 Amendment No 00 Correction (Y/N) N
425 Log No 49036

Agreements Agy/ARS PI/Finance **Cooperator Info** Payment/Report Accounting Provisions E-Green

Type Perf Org 01 2 US USDA/ARS Laboratory Budget Class 0250

Admin Contact or Sponsored Program Office

*Recipient Code 112846 ? Name M&M MARS, INC.

Address Snickers Way Copy Address
City HACKETTSTOWN State NJ Postal Code 07840-1500 Country USA **USPS Web Site**

*Phone 302-888-7777 Fax FMMI Customer Code

DUNS ID SAM Registration Date

Cooperator / Sponsor / Recipient Designated Representative (i.e., PI)

Name (Last,First,MI,Suf) SMITH JOHN
Address Snickers Way
City HACKETTSTOWN State NJ ? Postal Code 07840-1500 Country USA ?
*Email jsmith@mmmars.net
*Phone 302-888-9999 Fax

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1 of 1 List of Values

Incoming – Cooperator Info Screen

- Admin Contact or Sponsored Program Office
 - Perf Org Type auto inserts - “01 USDA/ARS Laboratory”
 - Zip +4 required for all domestic agreements
 - USPS Website link added
 - SAM link added
 - DUNS ID – auto propagates
 - SAMS Registration Date – auto propagates
 - DUNS Parent ID removed
 - DUNS Confidence Level removed
 - Phone # required at ADO level
 - Email Address required at ADO level
- Cooperator/Sponsor/Recipient Designated Rep
 - Email address required at ADO level
 - Phone # required at ADO level

Incoming – Payment/Report Screen

- Label changes –
 - “Forward Reports To”
 - “Report of Inventions and Subcontracts”
- Added check box for Final Non-Expendable Property Report
- Turn off Management Reports for all Non RSAs

The screenshot displays the ARIS - Agricultural Research Information System - Work - AMS interface. The window title is "ARIS - Agricultural Research Information System". The application title bar reads "Agricultural Research Information System (ARIS) - Work - AMS". The menu bar includes "File", "Edit", "Forms", "Reports", "Prints", and "Help". The main content area is titled "Agreement Information" and contains the following fields:

- Agreement No: 58 1235 2 0932
- Control: 18952
- Amendment No: 00
- Correction (Y/N): N
- 425 Log No: 49036

The interface features a navigation bar with tabs: "Agreements", "Agy/ARS PIV/Finance", "Cooperator Info", "Payment/Report", "Accounting", "Provisions", and "E-Green". The "Payment/Report" tab is selected.

The "Payment" section includes the following options:

- HHS / Payment Management System
- ARS Receives Funds
- Pre-Award Costs Authorized
- Treasury Check / EFT
- Advance Payment Authorized

The "Performance Report" section includes the following options:

- Quarterly
- Semi-annual
- Annual
- Final

The "Financial Report" section includes the following options:

- Quarterly
- Semi-annual
- Annual
- Final

The "Management Report (RSA Only)" section is currently empty.

The "Forward Reports To" section includes the following options:

- Sponsoring Organization
- Final Non-Expendable Property Report
- Report of Inventions and Subcontracts via iEdison Web interface at <http://www.iEdison.gov>

The status bar at the bottom indicates "Record: 1/1".

Incoming – Accounting Screen

- No changes

The screenshot shows the ARIS - Agricultural Research Information System interface. The window title is "ARIS - Agricultural Research Information System". The main menu includes "File", "Edit", "Forms", "Reports", "Prints", and "Help". The "Agreement Information" section displays the following fields: Agreement No (58 1235 2 0932), Control (18952), Amendment No (00), Correction (Y/N) (N), and 425 Log No (49036). Below this is a navigation bar with tabs for "Agreements", "Agy/ARS PI/Finance", "Cooperator Info", "Payment/Report", "Accounting", "Provisions", and "E-Green". The "Accounting" tab is active, showing a table with columns for "Accounting Code", "FY", and "Dollar Amount". The table contains one row of data: Accounting Code (208 1235 795), FY (2012), and Dollar Amount (\$21,000.00). A "Total" row at the bottom of the table shows a total of \$21,000.00. Below the table are "Add" and "Delete" buttons. At the bottom of the window, a status bar displays the message "FRM-40400: Transaction complete: 1 records applied and saved." and "Record: 1/1".

Accounting Code	FY	Dollar Amount
208 1235 795	2012	21,000.00
Total		\$21,000.00

Incoming – Provisions Screen

- In “Agreement includes the following” section:
 - “Sponsor’s Proposal/Award/Agreement” label modified
- In “Other (specify)” section:
 - Hide Attachment A for all Non RSAs
 - Added “USDA Civil Rights Policy Statement”

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work - AIMS

File Edit Forms Reports Prints Help

ARIS Agreement Information

Agreement No 58 1235 2 0932 Control 18952 Amendment No 00 Correction (Y/N) N

425 Log No 49036

Agreements Agy/ARS PI/Finance Cooperator Info Payment/Report Accounting Provisions E-Green

Agreement includes the following

- Statement of Work
- Proposal
- Sponsor's Proposal/Award/Agreement
- Budget (Form REE454)
- Budget (Form REE455)

Other (specify)

- AD-1047 Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions
- AD-1049 Certification Regarding Drug Free Req - Non Indvl
- AD-1050 Certification Regarding Drug Free Req - Individual
- USDA Civil Rights Poster (AD475A)
- REE-26 Certification Regarding Performing Orgn Type
- Certification Regarding Lobbying - Contracts Grants Loans and Cooperative Agreements
- USDA Civil Rights Policy Statement

Provisions for

- Non Assistance Coop. Agreements (7 CFR Part 550)
- TFCA and RCA (7 CFR Part 550 and REE-22)
- Grants and ATCA (REE-453)
- Non Funded Coop. Agreements (7 CFR Part 550 and REE-29)
- Research Support Agreements (REE-452R)

Comments (see page 2)

Record: 1/1

Incoming – E-Green Screen

- E-green now available in Work file
- All levels can Add
- All levels can View
- Only the level that adds the document can delete, other than ADO
- Added additional options in document type and sub doc type

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work - AMS

File Edit Forms Reports Prints Help

Agreement Information

Agreement No 58 1235 2 0932 Control 18952 Amendment No 00 Correction (Y/N) N
425 Log No 49036

Agreements Agy/ARS P/Finance Cooperator Info Payment/Report Accounting Provisions **E-Green**

Scan Documents

Document Type	Sub Document Type	Sub Sub Doc Type	Description	Scan Date

Add Document Delete Document

Record: 111

Incoming – SOW Screens

- Added Accession number in header
- SOMI/Mutual Benefits not required for RCA, TFCA, or IRA
- No other changes
- *No changes to “Parties Agree to” Screen*

The screenshot displays the ARIS - Agricultural Research Information System interface. The window title is "ARIS - Agricultural Research Information System". The main content area is titled "Agreements Information Management System (AIMS) - Work". The interface includes a menu bar with "File", "Edit", "Record", "Prints", and "Help". Below the menu bar is a toolbar with various icons. The main form area contains the following fields and sections:

- Accession No**: [Empty text box]
- Statement of Work / Budget**: [Section header]
- ARS Reimb/Recv Accounting Total**: [21,000.00]
- Incoming Agreement Log No**: [0000049036]
- Control No**: [18952]
- Agreement No**: [58]
- 1235**: [2]
- 932**: [Empty text box]

Below these fields is a tabbed interface with the following tabs: "Parties Agree To", "Comments", "Reimb/Recv", "Reimb/Recv (cont)", "In-house", "Coop Contrib", and "Coop Contrib (cont)". The "Parties Agree To" tab is currently selected.

The "Parties Agree To" section contains two text areas for agreement statements:

- Cooperator Agrees To:** Work closely with ARS in planning and conducting the research outlined herein: [Empty text area]
- ARS Agrees To:** Work closely with the cooperator in planning and conducting the research outlined herein: [Empty text area]

At the bottom of the screen, there is a status bar showing "Record: 1/1" and "Record: 0/1".

Incoming – SOW/Budget Comments

- Changed label to “SOW/Budget Comments”
- Added check box to indicate Internal Use Only
- Required to answer Yes/No
- If Yes is selected, comments WILL NOT print on the 454/455
- Added Note: Comments will Print on the 454/455 Budget Page 2 (if check box = No)

The screenshot displays the ARIS - Agricultural Research Information System interface. The window title is "ARIS - Agricultural Research Information System". The main menu includes "File", "Edit", "Record", "Prints", and "Help". The interface shows a "Statement of Work / Budget" form with the following fields:

- Accession No: []
- ARS Reimb/Recv Accounting Total: 21,000.00
- Incoming Agreement Log No: 0000049036
- Control No: 18952
- Agreement No: 58 1235 2 932 []

The form has tabs for "Parties Agree To", "Comments", "Reimb/Recv", "Reimb/Recv (cont)", "In-house", "Coop Contrib", and "Coop Contrib (cont)". The "Comments" tab is active, showing a table with the following columns: "Date Of Transaction", "SOW/Budget Comments", "Status", and "Internal Use". The "Internal Use" column has a check box for each row.

Below the table, there is a note: "Note: Comments will print on the 454/455 Budget Page 2 (internal comments excluded)".

At the bottom of the form, there are three buttons: "Add SOW/Budget Comments", "Edit/View SOW/Budget Comments", and "Delete SOW/Budget Comments".

Incoming – Budget Screens

- No changes at this time
- Future phase:
 - Increase size of description fields
 - Consolidate screens
 - Standardize all screens
 - Redesign for better viewing

Incoming – Posting Screen (ARIS)

- No changes at this time

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

ARIS Incoming Funds Records Date Created 08/24/2011

Log 0000045909 Modcode 12300500 Status Revision Pre-Award Approval

List Project Info Comments SOF/Funds Dealings/Ethics Obj/App/Key Title/Deliver Org/Inhouse Coding Budget Signatures

Detailed Budget Transactions

FY	Date Entered	Received Amt

Add Budget View/Edit Budget Delete Budget

Record: 1/1

Incoming – Posting Screen

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Help

ARIS Incoming Funds Records Date Created 08/24/2011

Log 0000045909 Modecode 12 30 05 00 Status Revision Pre-Award Approval

List Detailed Budget Transactions

FY 2012 Date Entered 09/17/2012

Accounting Code 293 1230 51 ? 58 Agreement Number 1230 2 0485 Amount Received New OR Carryover

Hybrid IPSC Waived Exempt IPSC Percent

Budget Record Details

Fed Salaries Other Costs

Equipment Extramural

Supplies IPSC Amount

Travel

Comments

Save Cancel

Record: 1/1

Incoming – Budget Screen

- Removed - Fund Authorization field
- Modified funding fields to correspond to Budget Record Details format
- Added IPSC field – generated from IPSC % and amount of new funds posted
- IPSC % and Amount – modifiable by BPMS
- LOV added for Accounting Codes selection; can still manually enter

Incoming – Requirements

- Gifts
 - ARIS to Dealings or E-Green screen
- Services Only
 - ARIS to Dealings or E-Green screen
- No Funds to ARS
 - ARIS – All screens; No AIMS
- Research \leq or $>$ \$25,000 (CRADA, MTRA, IRA, RCA, TFCA)
 - ARIS and AIMS – all screens
 - TFCA/RCA/IRA – SOMI/Mut Benefits removed

Additional Documentation

- ARIS Online Manual – Chapter 4C
- ARIS Online Manual – Chapter 4D
- Powerpoint Presentation – recorded
- Interagency Agreement Training – EAD website
- P&P 321.1 will be revised
- IPSC P&P329.5 updated – effective October 1, 2012
- Bulletin – 12-220.0 (Gifts)

Future Phases

- Phase 2:
 - Streamlining approval process/chain
 - Email notifications
 - Addition of Proposal screen for Incoming Agreements
 - Modification to Work Record Creation
 - Budget Screen modifications
 - Modifying ADO Disapproval Transaction levels

Questions on Incoming Agreements ??
