AGRICULTURAL RESEARCH INFORMATION SYSTEM (ARIS)/AGREEMENTS INFORMATION MANAGEMENT SYSTEM (AIMS) CLOSEOUT PROCEDURES FOR EXTRAMURAL AGREEMENTS

September 2009

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A. Outgoing Agreements

1. <u>**Without**</u> **Deobligation of Funds**

The ARIS Project must be expired before the Agreement can be closed in ARIS/AIMS.
To close out an agreement, a work record must be created.

<u>**Creating a Work Record**</u>

- From the Research Documentation/Extramural Agreements screen, select "**Active**" and "**416/417/Agreements/421**" from the Menu Bar.

The query screen will be displayed.

- Enter the project number, accession number, or agreement number to find the project, and select "**Query**" and "**Execute**" from the Menu bar or press "**Enter.**"

The project will be displayed on the 416/417 Active Projects list screen.

- Verify Status is expired.

Note: If project is not expired, **do not proceed!**

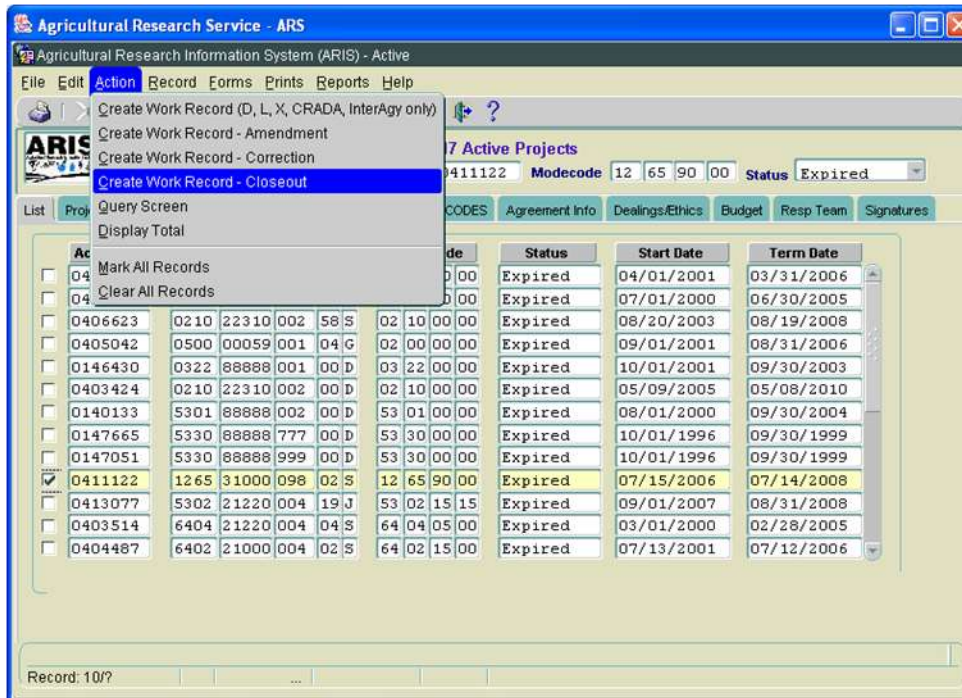- Mark the box to the left of the project that requires the closeout amendment.

Figure 1 - Create Work Record - Closeout

- Select "**Action**" and "**Create Work Record - Closeout**" from the Menu Bar (Figure 1).
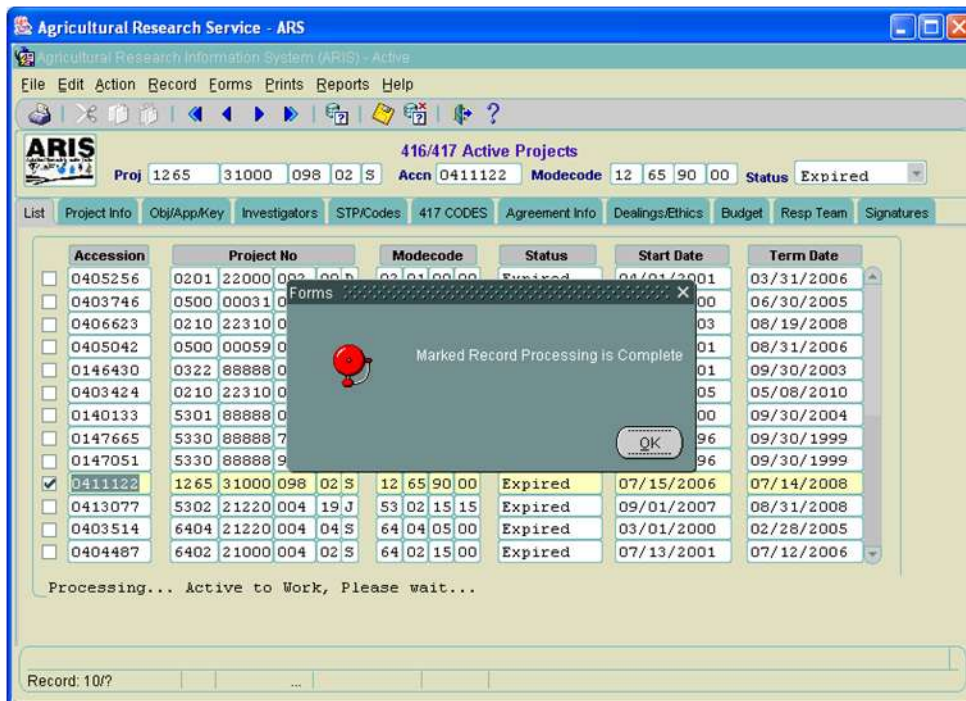
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Figure 2 - Marked Record Processing is Complete

The system will state "Marked Record Processing is Complete" (Figure 2).

▪ Click "**OK**" and the Work record will be created.

▪ Exit Active.

The Research Documentation/Extramural Agreements screen will be displayed.

<u>Amending the Work Record for Closeout</u>

▪ Select "**Work**" and "**416/417/Agreements.**"

The 416/417 Records list screen will be displayed.

▪ Mark the box to the left of the project that requires the closeout amendment or query the project number, accession number, or agreement number to find the project.
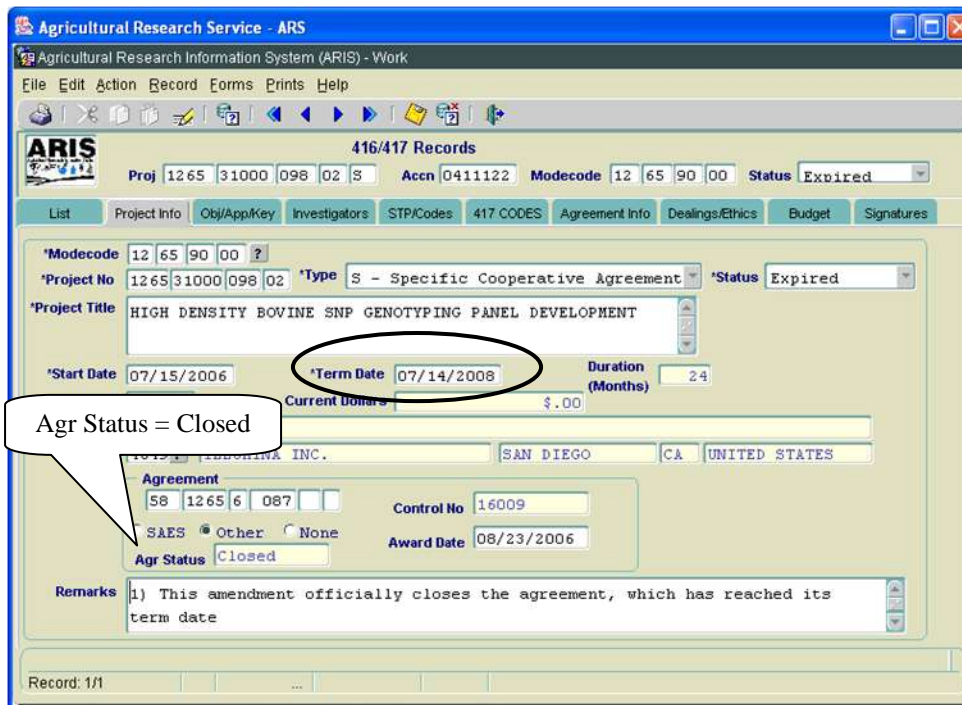
▪ Select the "**Project Info**" tab.

Figure 3 - Project Info tab

- Verify the "**Agr Status**" is "**Closed**" (Figure 3).

- If the agreement has ended prior to the original expiration date, update the "**Term Date**" accordingly (Figure 3).

The following closeout statements will populate the "**Remarks**" field. Additional remarks may be added if necessary. If the remarks are modified, you must modify them in AIMS as well.

  1) This amendment officially closes the agreement, which has reached its termination date.
  2) The final performance and financial status reports have been received.
  3) Final payment has been made. *(Not applicable to NFCAs and MOUs.)*
  4) All other terms and conditions remain unchanged.

- If the termination date was updated, add the following statement to the closeout remarks in the "**Remarks**" field: "Revised the termination date from mm/dd/yyyy to mm/dd/yyyy to close the project early due to completion."

- If changes have been made, save the record.

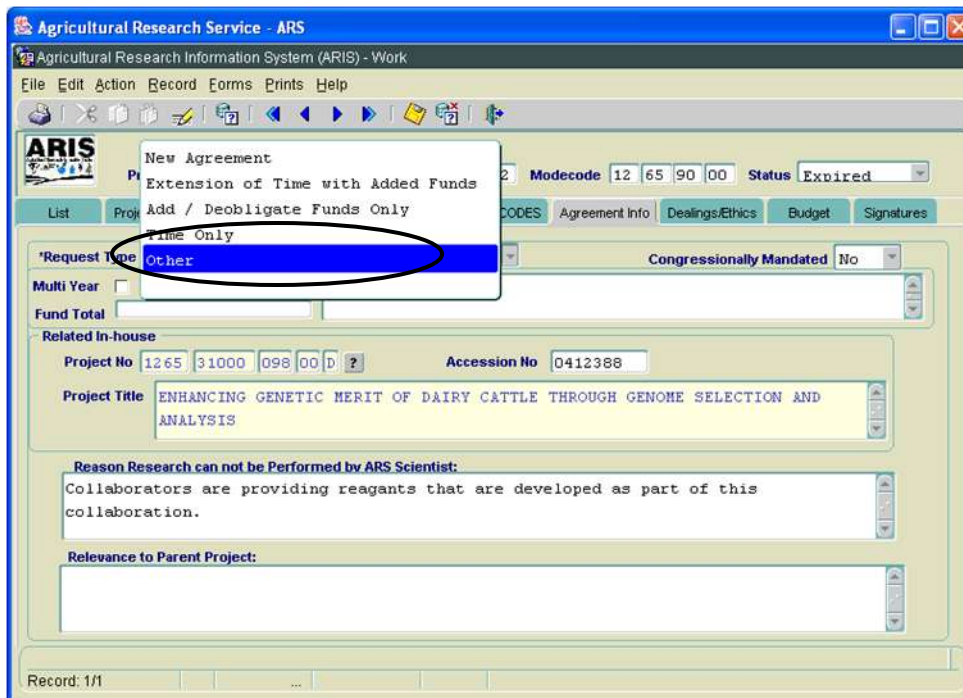- Select the "**Agreement Info**" tab.

Figure 4 - Agreement Info tab

- Select "**Other**" from the "**Request Type**" drop down menu (Figure 4).

- If changes have been made, save the record.

If no changes are required in AIMS, proceed to the Printing instructions on Page 16. Otherwise, follow the instructions below.

- Select "**Forms**" and "**Agreement Info (AIMS).**"

The AIMS Agreement Information screen will be displayed.

Figure 5 – Agreements tab

Note: If the agreement has ended prior to the original expiration date, verify the "**Term Date**" is correct (Figure 5). If it is not correct, return to the "**Project Info**" tab in ARIS and update it accordingly.

The following closeout statements will populate the "**Comments**" field. Additional comments may be added if necessary. If the comments are modified, you must modify them in ARIS as well.

1) This amendment officially closes the agreement, which has reached its termination date.
2) The final performance and financial status reports have been received.
3) Final payment has been made. *(Not applicable to NFCAs and MOUs.)*
4) All other terms and conditions remain unchanged.

▪ If the termination date was updated in ARIS, add the following statement to the closeout comments: "Revised the termination date from mm/dd/yyyy to mm/dd/yyyy to close the project early due to completion."

Note: The system automatically enters the new amendment number in the Work record (Figure 5).

▪ If changes have been made, save the record.

Note: The system automatically clears all of the selections on the "**Payment/Report**" tab and the "**Provisions**" tab *except* "**Comments**" on the "**Provisions"** tab (Figure 6).
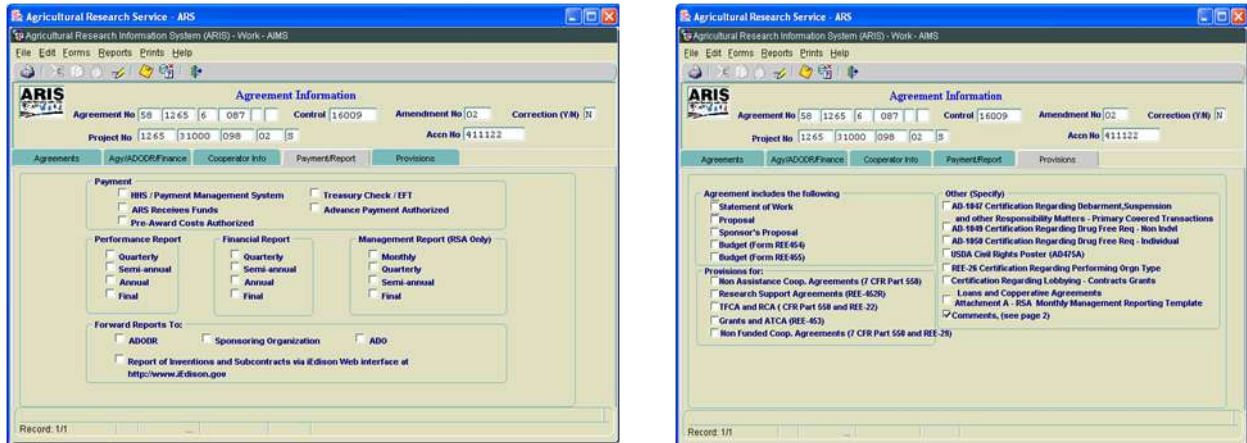

Figure 6 – Payment/Report tab and Provisions tab

- If changes have been made, save the record.

- Exit AIMS.

416/417 Records list screen will be displayed.

Printing

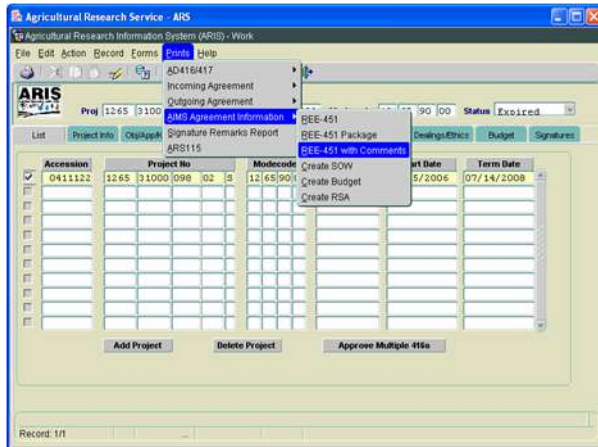- From the 416/417 Records Screen, highlight the project that you want to print.
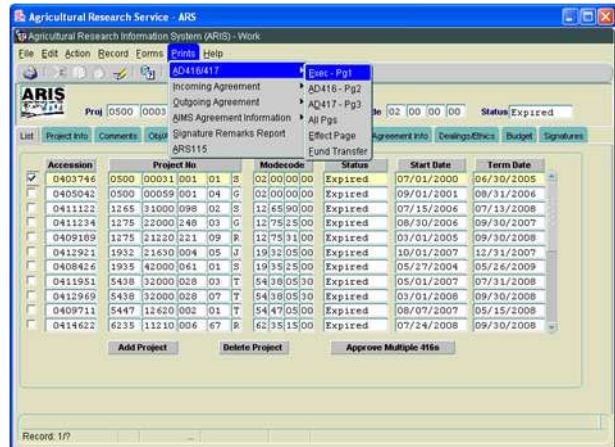

Figure 7a – AIMS REE-451

Figure 7b - 416/417 Executive Summary

- Select "**Prints**" from the Menu bar.

  - To print the AIMS information, select "**AIMS Agreement Information**" from the drop down menu and then select "**REE-451 with Comments**" (Figure 7a).

  - To print the AD-416/417, Executive Summary, select "**AD416/417**" from the drop down menu and then select "**Exec –Pg1**" (Figure 7b).

The document will display as a PDF file.

- Select "**File**" and "**Print**" from the drop down menu or select the Printer Icon 🖨 from the Tool Bar.

- Click "**OK**" and the PDF file will print.

- Close the PDF file.

The 416/417 Records list screen will be displayed.

Approving the Record for Closeout

▪ Select the "**Signatures**" tab.

Figure 8 - Signatures tab

▪ Approve the record – enter your signature code or name, verify the date, and click the "**Approve**" box (Figure 8).

If applicable, remarks can be entered by clicking the "**Remarks**" notepad icon. A text box will be displayed to add remarks (optional).

▪ Save the record.

The record is now fully executed.

The ADO will distribute the appropriate closeout records to the Cooperator/Recipient, NFC, ABFO, ADODR, AO, and the Area PA.

Outgoing Agreements

2. <u>With</u> Deobligation of Funds

The ARIS Project must be expired before the Agreement can be closed in ARIS/AIMS.
To close out an agreement, a work record must be created. All funds remaining on an agreement must be deobligated.

Creating a Work Record

▪ From the Research Documentation/Extramural Agreements screen, select "**Active**" and "**416/417/Agreements/421**" from the Menu Bar.

The query screen will be displayed.

▪ Enter the project number, accession number, or agreement number to find the project, and select "**Query**" and "**Execute**" from the toolbar or press "**Enter**."

The project will be displayed on the 416/417 Active Projects list screen.

▪ Verify Status is expired.

Note: If project is not expired, **do not proceed**!

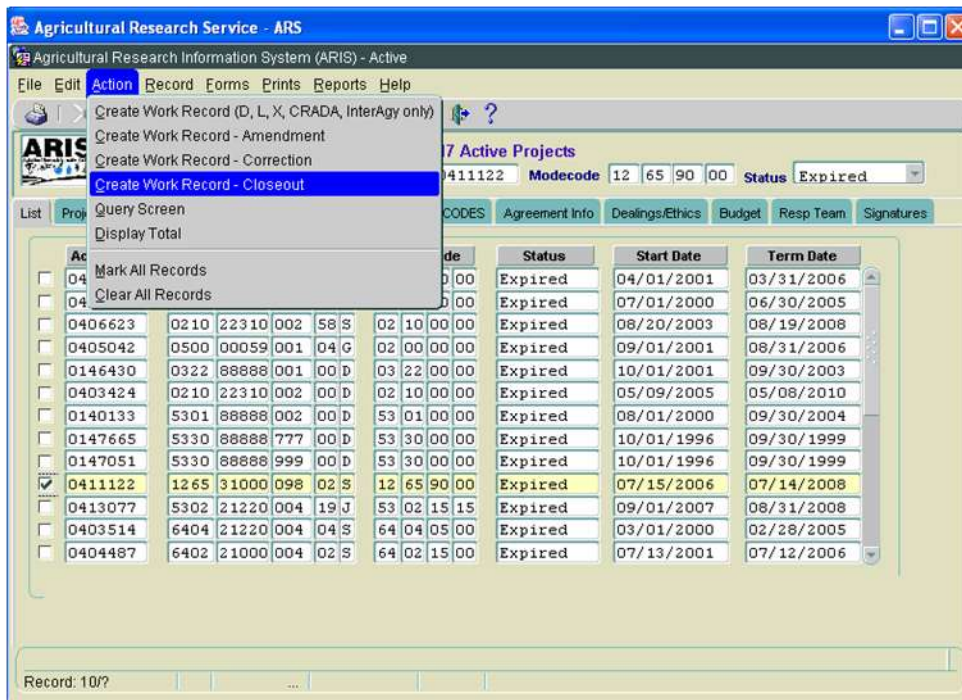▪ Mark the box to the left of the project that requires the closeout amendment.

Figure 9 - Create Work Record - Closeout

▪ Select "**Action**" and "**Create Work Record - Closeout**" from the Menu Bar (Figure 9).
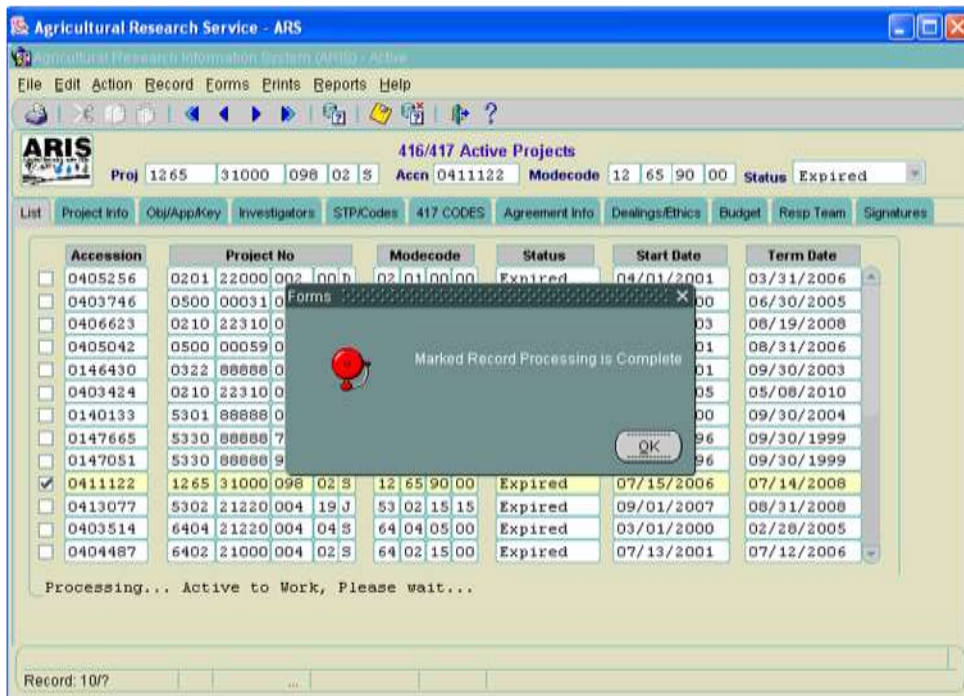
Figure 10 - Marked Record Processing is Complete

The system will state "Marked Record Processing is Complete" (Figure 10).

▪ Click "**OK**" and the Work record will be created.

▪ Exit Active.

The Research Documentation/Extramural Agreements screen will be displayed.

Amending the Work Record for Deobligation and Closeout

▪ Select "**Work**" and "**416/417/Agreements**."

The 416/417 Active Projects list screen will be displayed.

▪ Mark the box to the left of the project that requires the deobligation and closeout amendment or query the project number, accession number, or agreement number to find the project.
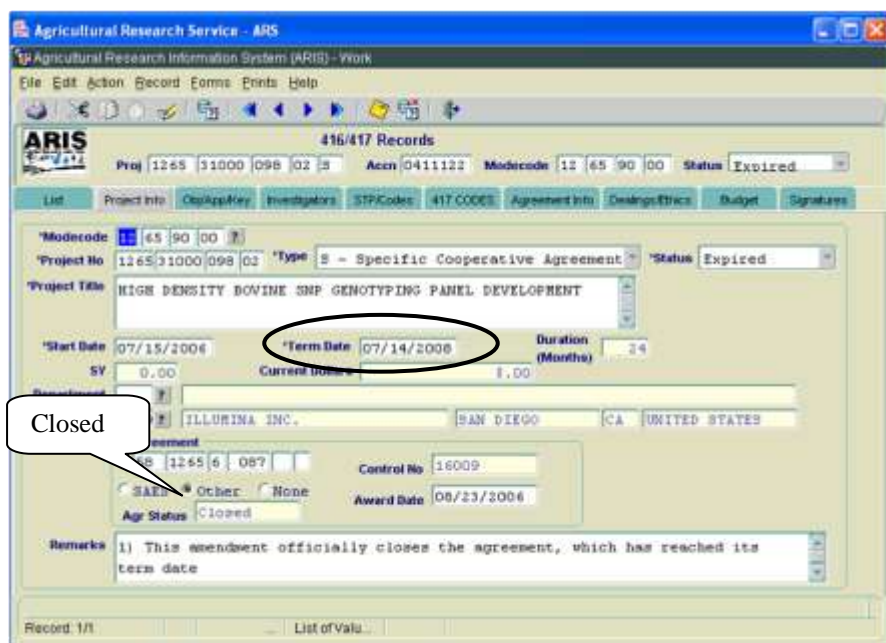
▪ Select the "**Project Info**" tab.

Figure 11 - Project Info tab

- Verify the "**Agr Status**" is "**Closed**" (Figure 11).

- If the agreement has ended prior to the original expiration date, update the "**Term Date**" accordingly (Figure 11).

The following closeout statements will populate the "**Remarks**" field. Additional remarks may be added if necessary. If the remarks are modified, you must modify them in AIMS as well.

1) This amendment officially closes the agreement, which has reached its termination date.
2) The final performance and financial status reports have been received.
3) Final payment has been made.
4) All other terms and conditions remain unchanged.

- If the termination date was updated, add the following statement to the closeout remarks in the "**Remarks**" field: "Revised the termination date from mm/dd/yyyy to mm/dd/yyyy to close the project early due to completion.

- Add one of the following statements to the closeout remarks:

  - For deobligations: "This amendment deobligates $(enter amount) in remaining funds."

  - For Transfer of Disbursement Authority: "This amendment is processed to transfer the disbursement of authority in the amount of $(enter amount deobligated) to Agreement # (enter the new Agreement #, if available). This is not a deobligation of funds. "

Note: *For RSAs*, funds *cannot* be transferred to a new agreement.

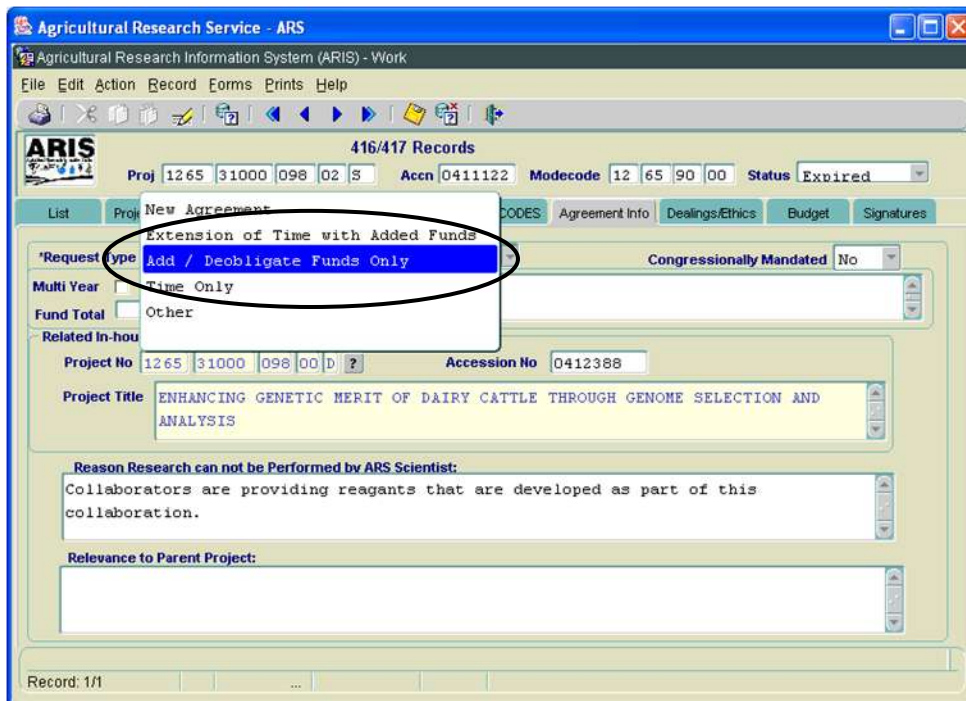- Save the record.

- Select the "**Agreement Info**" tab.

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Figure 12 - Agreement Info tab

▪ Select "**Add/Deobligate Funds Only**" from the **"Request Type**" drop down menu (Figure 12).

▪ If changes have been made, save the record.

▪ Select the "**Budget**" tab.

Note: *For RSAs*, all Budget data is entered in AIMS (Figure 17 and Figure 20).
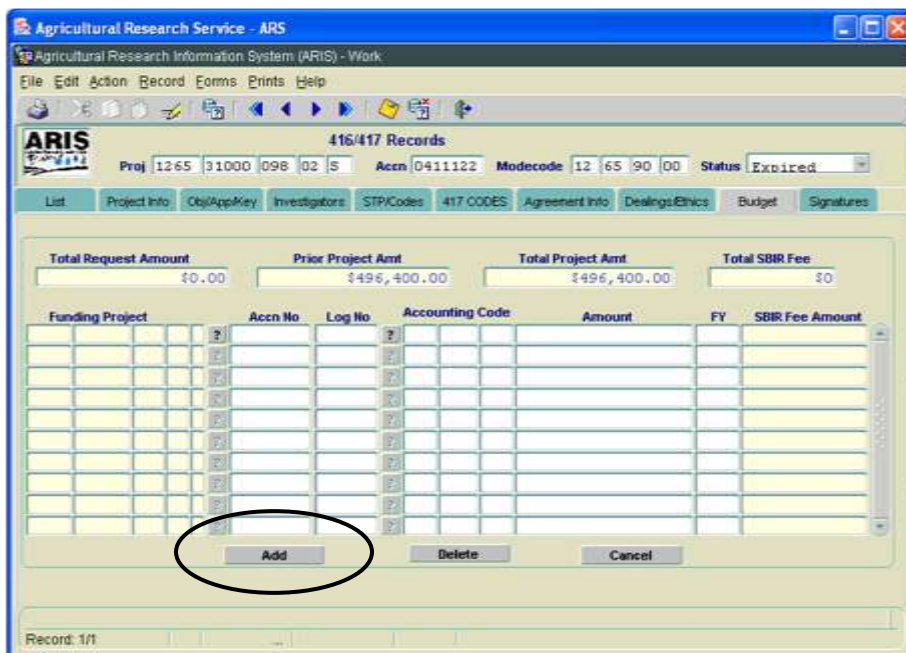
The 416/417 Records Budget Screen will be displayed.

Figure 13 - Budget tab

▪ Select "**Add"** at the bottom of the screen (Figure 13).

To complete the Budget tab, you need the funding project number, the Log Number (if the funding project is an incoming agreement) **or** the Accession Number of the funding project to be deobligated (*not the Agreement Accession number*).

Note: Utilize the 416/417/Outgoing Agreement (550a) in the file to identify the funding project, fiscal year, and accounting code.
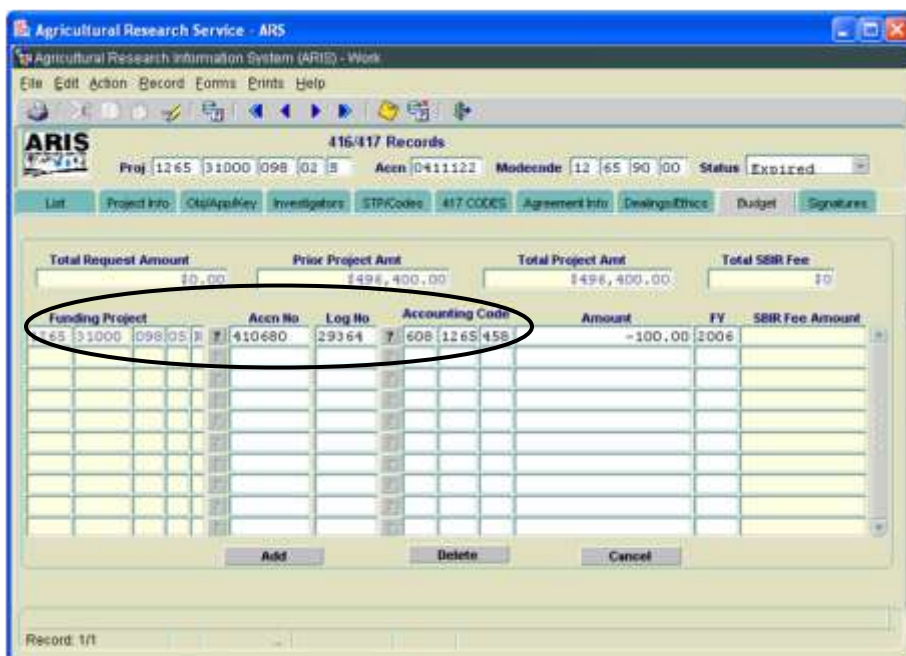

Figure 14 – Completed Budget tab

Follow the applicable step below to complete the Budget tab:

A. <u>Funding Project Number (found on the Budget Page of 416/417)</u>

▪ Click the question mark ▣ next to the "**Funding Project**" and select the funding project number to be deobligated from the list of values (LOV) (Figure 14).

  The "**Accession No**" will automatically propagate on the "**Budget**" tab.

▪ Enter the "**Accounting Code**," *negative* dollar Amount, and fiscal year.

B. <u>Log Number </u>(found on the 416/417)

If the funding project is an incoming agreement and/or the funding project number is not available:

▪ Click the ▣ next to the "**Log No**" and select the log to be deobligated from the LOV (Figure 14).

  The "**Accounting Code**" will automatically propogate.

▪ Enter the *negative* dollar Amount and fiscal year.

C. <u>Accession Number for the funding project (*not the Agreement Accession number*)</u>

If you do not have the funding project number or the log number:

▪ Enter the "**Accession No**" *of the funding project to be deobligated* (Figure 14)*.*

  The "**Funding Project**" and/or "**Log No**" will automatically propagate.

▪ Enter the "**Accounting Code**," *negative* dollar amount, and fiscal year.

Note: When deobligating funds, only a *<u>negative</u>* number should be entered in the "**Amount**" field.

Note: The "**SBIR Fee Amount**" will automatically calculate. SBIR is not taken or returned by BPMS on prior year obligations.

▪ Save the record.

▪ Select "**Forms**" and "**Agreement Info (AIMS).**"

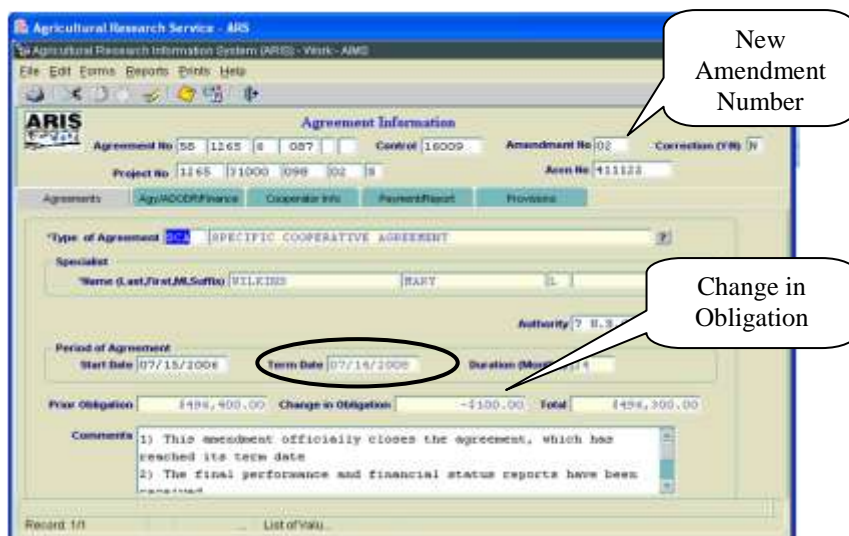The AIMS Agreement Information screen will be displayed.

Figure 15 - Agreements tab

- Verify the "**Change in Obligation**" matches the amount entered on the "**Budget**" tab in ARIS (Figure 15). If the amounts do not match, return to ARIS and update the amount entered on the "**Budget**" tab. *For RSAs*, the "**Change in Obligation**" will update once the accounting information is entered on the "**Accounting**" tab in AIMS (Figure 17).

Note: If the agreement has ended prior to the original expiration date, verify the "**Term Date**" is correct (Figure 15). If it is not correct, return to the "**Project Info**" tab in ARIS and update it accordingly.

The following closeout statements will populate in the "**Comments**" field. Additional comments may be added if necessary. If the comments are modified, you must modify them in ARIS as well.

1) This amendment officially closes the agreement, which has reached its termination date.
2) The final performance and financial status reports have been received.
3) Final payment has been made.
4) All other terms and conditions remain unchanged.

- If the termination date was updated in ARIS, add the following statement to the closeout comments: "Revised the termination date from mm/dd/yyyy to mm/dd/yyyy to close the project early due to completion."

- Add one of the following statements to the closeout comments:

  - For deobligations: "This amendment deobligates $(enter amount) remaining FY xxxx funds."

  - For Transfer of Disbursement Authority: "This amendment is processed to transfer disbursement of authority in the amount of $(enter amount deobligated) to Agreement # (enter the new Agreement #, if available). This is not a deobligation of FY xxxx funds. "

Note: *For RSAs*, funds ***cannot*** be transferred to a new agreement.

Note: The system automatically enters the new amendment number in the Work record (Figure 15).

- Save the record.

Note: The system automatically clears all of the boxes on the "**Payment/Report**" tab and the "**Provisions**" tab *except* "**Comments**" on the "**Provisions**" tab (Figure 16).

Figure 16 – Payment/Report tab and Provisions tab

- If changes have been made, save the record.

- *For RSAs*, select the "**Accounting**" tab. For other types of outgoing agreements, go to Figure 18.

- Enter the Accounting Code(s), Fiscal Year and *negative* Dollar Amount(s) (Figure 17).

- Click "**Calculate**."

Figure 17 - RSA Accounting tab

Note: The total amount on the "**Accounting**" tab will populate the "**Change in Obligation**" amount on the "**Agreements**" tab (Figure 15) and the "**ARS Reimb/Recv Accounting Total**" on the "**RSA Budget**" tab (Figure 20).

- Save the record.

Select "**Forms**" and "**SOW/Budget**."

The SOW/Budget screen will be displayed.

Select the "**Reimb/Recv (cont)**" tab. *For RSAs*, go to the "**RSA Budget**" tab (see Figure 20).

Figure 18 - Reimb/Recv (cont) tab

- Enter the dollar amount to be deobligated in the "**Amount of Deobligation**" field.

Note: The system identifies the amount of deobligation as a *negative (do not enter a negative sign)*.

- Click "**Calculate**" to calculate the "**Total Costs**" (Figure 18).
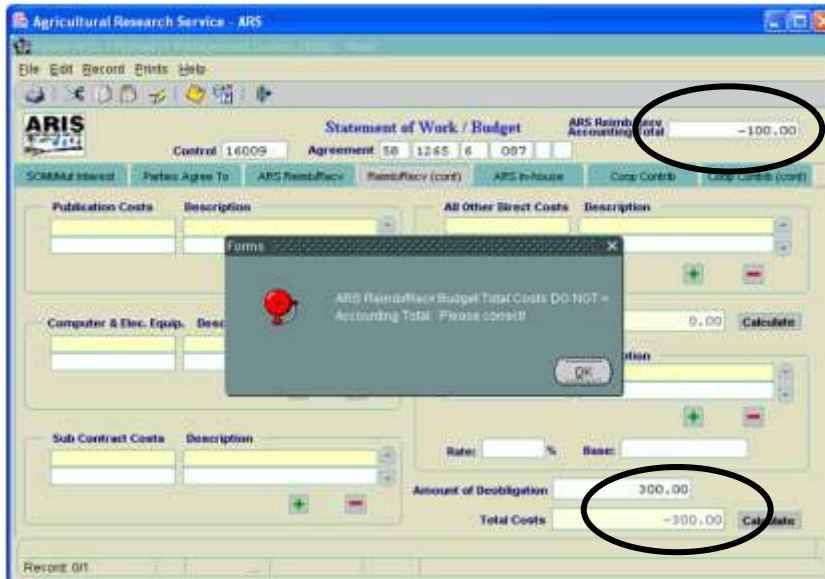
- Save the record.

Error Message!

Figure 19 - Reimb/Recv (cont) tab - Error Message

Note: An error message will appear if the Accounting Information entered on the "**Budget**" tab in ARIS does not match the amount entered on the "**Reimb/Recv (cont)**" tab in AIMS (Figure 19). If necessary, go back to the "**Budget**" tab in ARIS and correct the amount.

For RSAs (Figure 20):

- Complete the RSA budget screen by entering the item number, description of Supplies or Service, quantity, unit, and the *negative* unit price for each line item.

- Enter the *originally assessed* Indirect Cost Rate (%), if applicable.

- If the particular supplies or services was not assessed the original indirect cost rate (ICR), mark the corresponding ICR Exempt box and the system will not factor the particular line item amount in the IRC being refunded.

Note: The system will automatically calculate the Grand Total and all other fields.
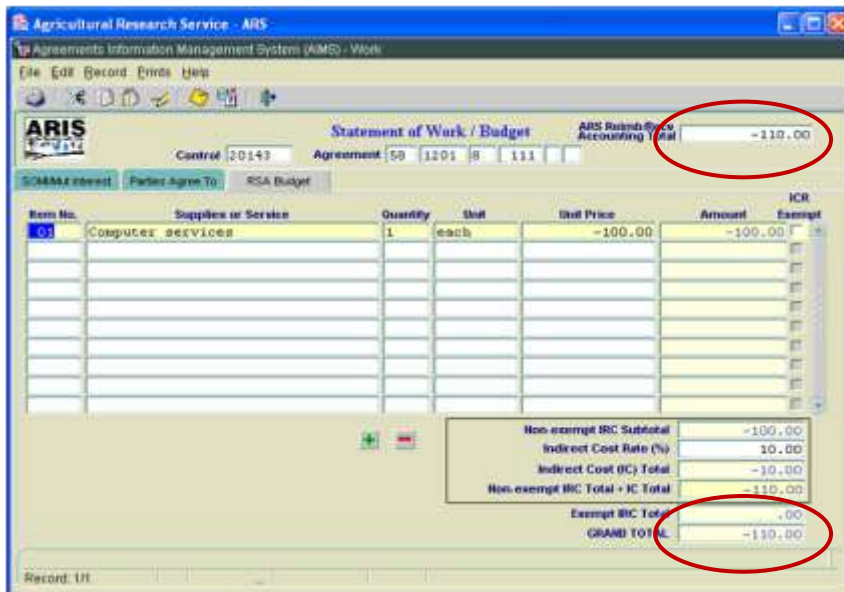
Figure 20 – RSA Budget

Note: An error message will appear if the amount in the "**ARS Reimb/Recv Accounting Total**" does not match the "**Grand Total**" on the "**RSA Budget**" tab (Figure 20). If necessary, go back to the "**Accounting**" tab (Figure 17) and correct the amount.

- Save the record.

- Exit the "**Statement of Work/Budget**" screen**.**

The Agreements Information screen in AIMS will be displayed.

- Exit AIMS.

The 416/417 Records list screen will be displayed.

Printing

▪ From the 416/417 Records Screen, highlight the project that you want to print.
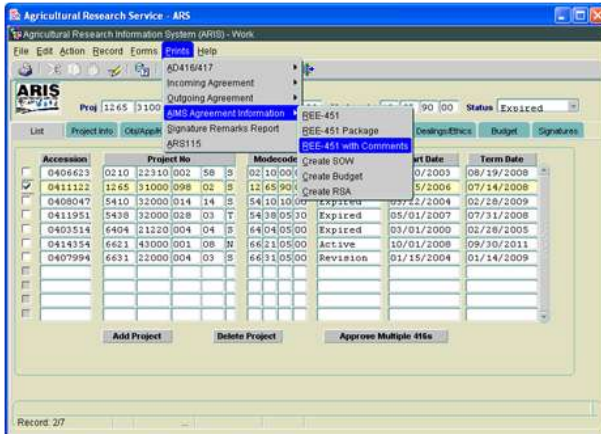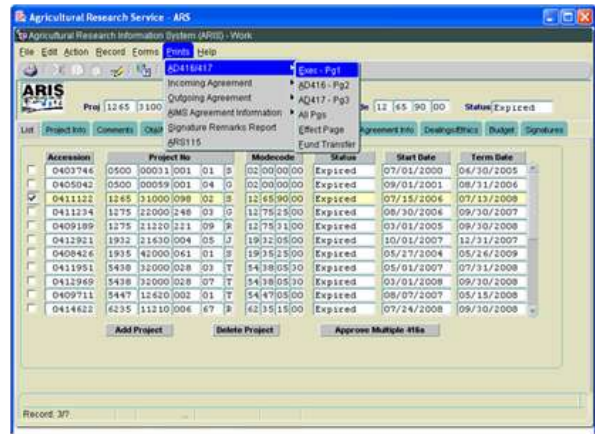

Figure 21a – AIMS REE-451

Figure 21b - 416/417 Executive Summary

▪ Select "**Prints**" from the Menu bar.

    ▪ To print the AIMS information, select "**AIMS Agreement Information**" from the drop down menu and then select "**REE-451 with Comments**" (Figure 21a). *For RSAs*, you must also select "**Create RSA**" from the drop down menu to print the RSA Budget.

    ▪ To print the AD-416/417, Executive Summary, select "**AD416/417**" from the drop down menu and then select "**Exec –Pg1**" (Figure 21b).

The document will display as a PDF file.

▪ Select "**File**" and "**Print**" from the drop down menu or select the Printer Icon ⬛ from the Tool Bar.

▪ Click "**OK**" and the PDF file will print.

▪ Close the PDF file.

The 416/417 Records list screen will be displayed.

Approving the Record for Deobligation and Closeout

- Select the "**Signatures"** tab.

Figure 22- Signatures tab

- Approve the record – enter your signature code or name, verify the date, and click the "**Approve**" box (Figure 22).

If applicable, remarks can be entered by clicking the "**Remarks**" notepad icon. A text box will be displayed to add remarks (optional).

- Save the record.

The record is now fully executed.

The ADO will distribute the appropriate closeout records to the Cooperator/Recipient, NFC, ABFO, ADODR, AO, and the Area PA.

Note: If funding changes have occurred, the record will go to ONP and BPMS for concurrence and will then appear in the active file.

B. Closing out Incoming Agreements

1. Incoming Agreements Over $25,000
(Reimbursable or Trust Fund Agreements with a 416/417)

Changes in funding on an incoming agreement require the ADO to work closely with the ABFO or PA to verify that the funding amounts are correct *prior to closing the agreement*. The ADO should not proceed with closeout until they have received documentation of financial closeout from budget. <u>Once the change in funds is complete, follow the instructions below.</u>

The ARIS project must be expired before the Agreement can be closed in ARIS/AIMS.
To close out an agreement, a work record must be created.

<u>**Creating a Work Record**</u>

- From the Research Documentation/Extramural Agreements screen, select "**Active**" and "**416/417/Agreements/421**" from the Menu Bar.

The query screen will be displayed.

- Enter the project number, accession number, or agreement number to find the project, and select "**Query**" and "**Execute**" from the Menu bar or press "**Enter.**"

The project will be displayed on the 416/417 Active Projects list screen.

- Verify Status is expired.

Note: If project is not expired, **do not proceed!**

- Mark the box to the left of the project that requires the closeout amendment.

Figure 23 - Create Work Record - Closeout

- Select "**Action**" and "**Create Work Record - Closeout**" from the Menu Bar (Figure 23).
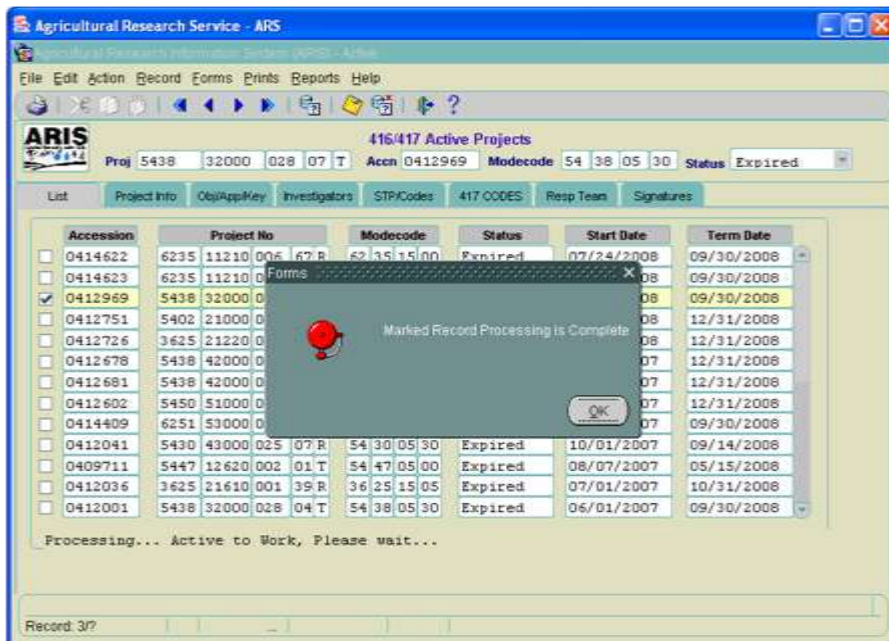
Figure 24 - Marked Record Processing is Complete

The system will state "Marked Record Processing is Complete" (Figure 24).

▪ Click "**OK**" and the Work record will be created.

▪ Exit Active.

The Research Documentation/Extramural Agreements screen will be displayed.

Amending the Work Record for Closeout

▪ Select "**Work**" and "**416/417/Agreements.**"

The 416/417 Records list screen will be displayed.

▪ Mark the box to the left of the project that requires the closeout amendment or query the project number, accession number, or agreement number to find the project.

▪ Select the "**Project Info**" tab.
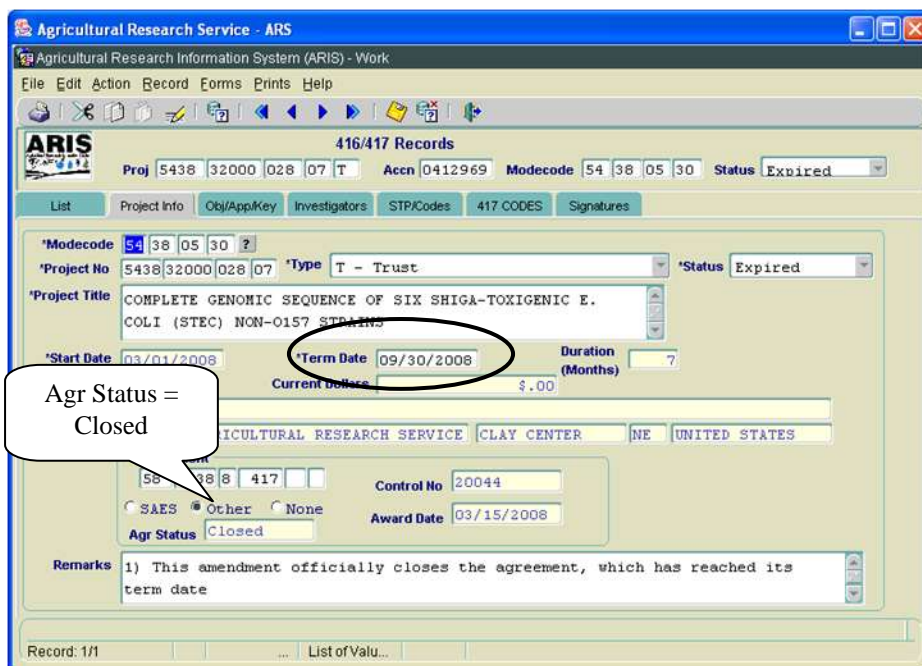
Figure 25 - Project Info tab

- Verify the "**Agr Status**" is "**Closed**" (Figure 25).

- If the agreement has ended prior to the original expiration date, update the "**Term Date**" accordingly.

The following closeout statements will populate the "**Remarks**" field (Figure 25). Additional remarks may be added, if necessary. If the remarks are modified, you must modify them in AIMS as well.

1) This amendment officially closes the agreement, which has reached its termination date.
2) Final payment has been received from the sponsor.
3) All other terms and conditions remain unchanged.

- If the termination date was updated, add the following statement to the closeout remarks in the "**Remarks**" field (Figure 25): "Revised the termination date from mm/dd/yyyy to mm/dd/yyyy to close the project early due to completion."

- If funding changes have occurred, add the following statement to the closeout remarks: "This amendment reduces the FY xxxx funding by $(enter amount)."

- If changes have been made, save the record.

- Select "**Forms**" and "**Agreement Info (AIMS)**."

The AIMS Agreement Information screen will be displayed.

Figure 26 – Agreements tab

Note: If the agreement has ended prior to the original expiration date, verify the "**Term Date**" is correct. If it is not correct, return to the "**Project Info**" tab in ARIS and update the term date accordingly.

The following closeout statements will populate the "**Comments**" field (Figure 26). Additional comments may be added, if necessary. If the remarks are modified, you must modify them in ARIS as well.

1) This amendment officially closes the agreement, which has reached its termination date.
2) Final payment has been received from the sponsor.
3) All other terms and conditions remain unchanged.

▪ If the termination date was updated in ARIS, add the following statement to the closeout comments: "Revised the termination date from mm/dd/yyyy to mm/dd/yyyy to close the project early due to completion."

▪ If funding changes have occurred, add the following statement to the closeout comments: "This amendment reduces the FY xxxx funding by $(enter amount)."

Note: The system automatically enters the new amendment number in the Work record (Figure 26).

▪ Save the record.

Note: The system automatically clears all of the selections on the "**Payment/Report**" tab and the "**Provisions**" tab *except* "**Comments**" on the "**Provisions**" tab (Figure 27).
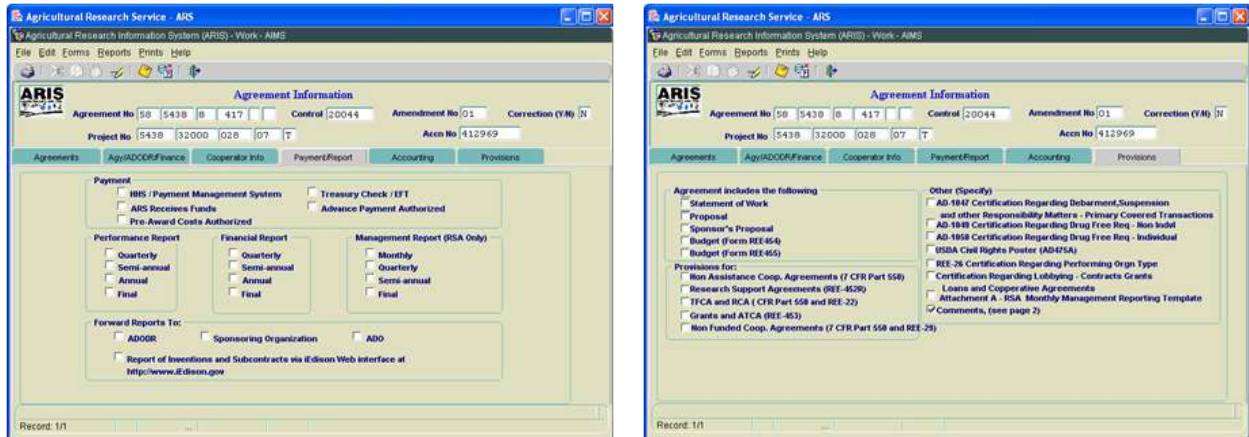

Figure 27 – Payment/Report tab and Provisions tab

- Save the record.

- Exit AIMS.

416/417 Records list screen will be displayed.

Printing

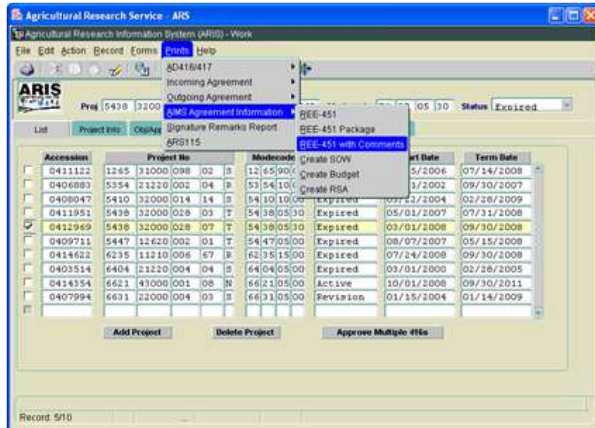▪ From the 416/417 Records Screen, highlight the project that you want to print.
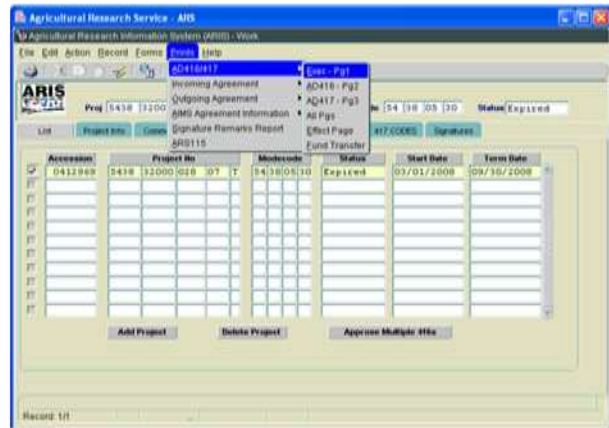

Figure 28a – AIMS REE-451

Figure 28b - 416/417 Executive Summary

▪ Select "**Prints**" from the Menu bar.

  ▪ To print the AIMS information, select "**AIMS Agreement Information**" from the drop down menu and then select "**REE-451 with Comments**" (Figure 28a).

  ▪ To print the AD-416/417, Executive Summary, select "**AD416/417**" from the drop down menu and then select "**Exec –Pg1**" (Figure 28b).

The document will display as a PDF file.

▪ Select "**File**" and "**Print**" from the drop down menu or select the Printer Icon from the Tool Bar.

▪ Click "**OK**" and the PDF file will print.

▪ Close the PDF file.

The 416/417 Records list screen will be displayed.

Approving the Record for Closeout

- Select the "**Signatures"** tab.

Figure 29 - Signatures tab

- Approve the record – enter your signature code or name, verify the date, and click the "**Approve**" box (Figure 29).

If applicable, remarks can be entered by clicking the "**Remarks**" notepad icon. A text box will be displayed to add remarks (optional).

- Save the record.

The record is now fully executed.

The ADO will distribute the appropriate closeout records to the Cooperator/Recipient, NFC, ABFO, ADODR, AO, and the Area PA.

Note: If funding changes have occurred, the record will go to ONP and BPMS for concurrence and will then appear in the active file.

B. Closing out Incoming Agreements

1. Incoming Agreements less than (or equal to) $25,000
(Reimbursable or Trust Fund Agreements without a 416/417)

Changes in funding on an incoming agreement require the ADO to work closely with the ABFO or PA to verify that the funding amounts are correct *prior to closing the agreement*. The ADO should not proceed with closeout until they have received documentation of financial closeout from budget. Once the change in funds is complete, follow the instructions below.

The ARIS project must be expired before the Agreement can be closed in ARIS/AIMS.
To close out an agreement, a work record must be created.

Creating a Work Record

▪ From the Research Documentation/Extramural Agreements screen, select "**Active**" and "**Incoming Agreements**" from the Menu Bar.

The query screen will be displayed.

▪ Enter the log number, control number, or agreement number to find the project, and select "**Query**" and "**Execute**" from the Menu bar or press "**Enter.**"

The project will be displayed on the Incoming Agreements Records list screen.

▪ Verify Status is expired.

Note: If the project is not expired, **do not proceed**!

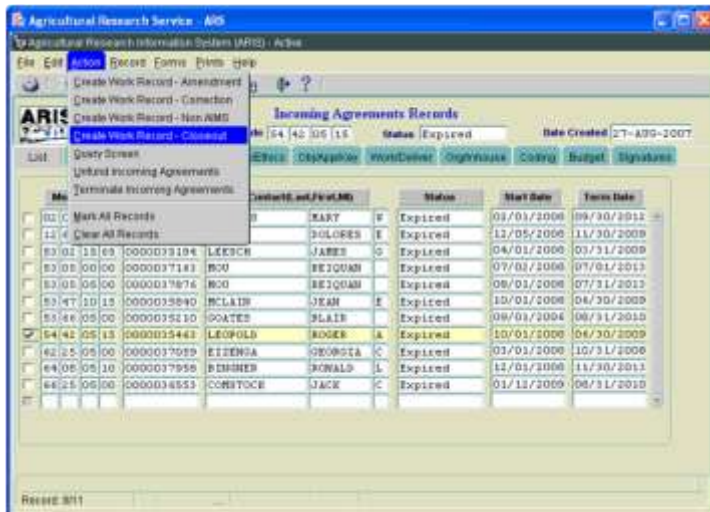▪ Mark the box to the left of the project that requires the closeout amendment.

Figure 30 - Create Work Record - Closeout

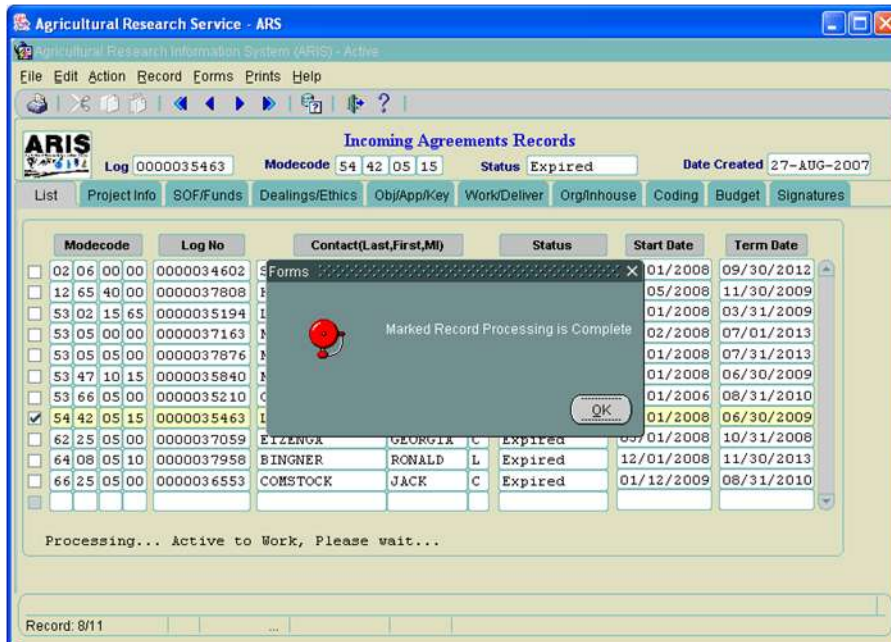▪ Select "**Action**" and "**Create Work Record - Closeout**" from the Menu Bar (Figure 30).

Figure 31- Marked Record Processing is Complete

The system will state "Marked Record Processing is Complete" (Figure 31).

▪ Click "**OK**" and the Work record will be created.

▪ Exit Active.

The Research Documentation/Extramural Agreements screen will display.

<u>Amending the Work Record for Closeout</u>

▪ Select "**Work**" and "**Incoming Agreements.**"

The Incoming Agreements Records list screen will be displayed.

▪ Mark the box to the left of the log number that requires the closeout amendment or query the log number, control number, or agreement number to find the project.
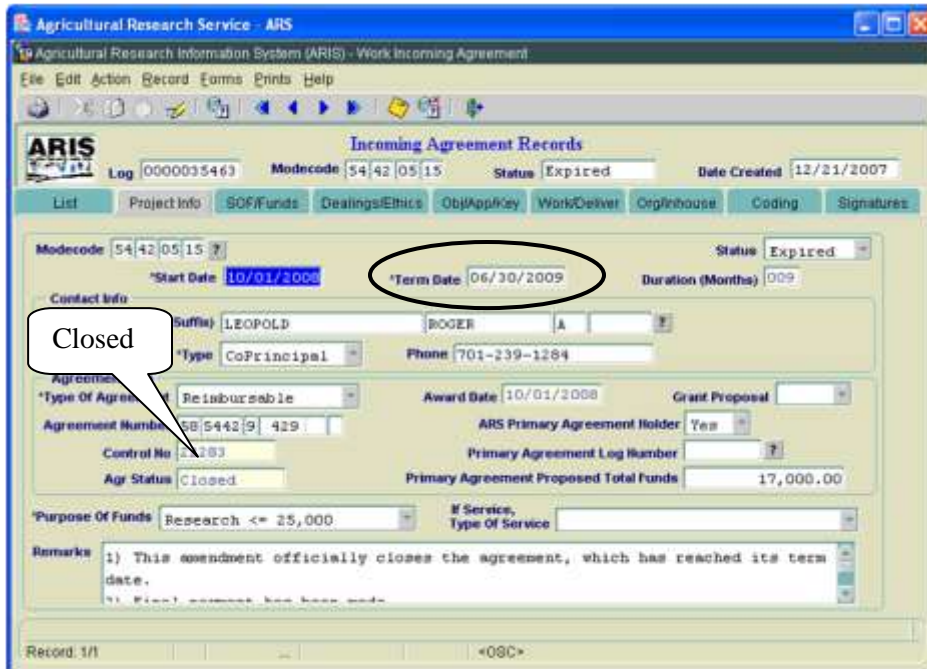
▪ Select the "**Project Info**" tab.

Figure 32 - Project Info tab

- Verify the "**Agr Status**" is "**Closed**" (Figure 32).

- If the agreement has ended prior to the original expiration date, update the "**Term Date**" accordingly.

The following closeout statements will populate the "**Remarks**" field (Figure 32). Additional remarks may be added, if necessary. If the remarks are modified, you must modify them in AIMS as well.

    1) This amendment officially closes the agreement, which has reached its termination date.
    2) Final Payment has been received from the sponsor.
    3) All other terms and conditions remain unchanged.

- If the termination date was updated, add the following statement to the closeout remarks in the "**Remarks**" field (Figure 32): "Revised the termination date from mm/dd/yyyy to mm/dd/yyyy to close the project early due to completion."

- If funding changes have occurred, add the following statement to the closeout remarks: "This amendment reduces the FY xxxx funding by $(enter amount)."

- If changes have been made, save the record.

- Select "**Forms**" and "**Agreement Info (AIMS)**."

The AIMS Agreement Information screen will be displayed.

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Figure 33 - Agreements tab

Note: If the agreement has ended prior to the original expiration date, verify the "**Term Date**" is correct. If it is not correct, return to the "**Project Info**" tab in ARIS and update it accordingly.

The following closeout statements in the "**Comments**" field (Figure 33). Additional comments may be added, if necessary. If the remarks are modified, you must modify them in ARIS as well.

    1) This amendment officially closes the agreement, which has reached its termination date.
    2) Final Payment has been received by the sponsor.
    3) All other terms and conditions remain unchanged.

▪ If the termination date was updated in ARIS, add the following statement to the closeout comments: "Revised the termination date from mm/dd/yyyy to mm/dd/yyyy to close the project early due to completion."

▪ If funding changes have occurred, add the following statement to the closeout remarks: "This amendment reduces the FY xxxx funding by $(enter amount)."

Note: The system automatically enters the new amendment number in the Work record (Figure 33).

▪   Save the record.

Note: The system automatically clears all of the selections on the "**Payment/Report**" tab and the "**Provisions**" tab *except* "**Comments**" on the "**Provisions**" tab (Figure 34).
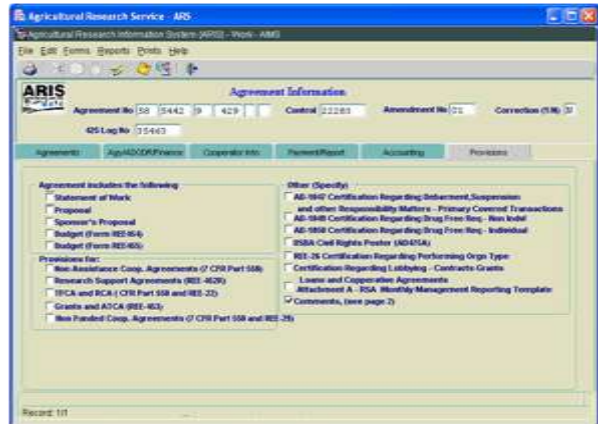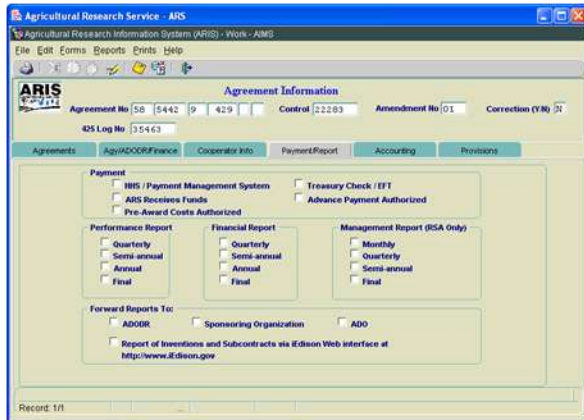

Figure 34 – Payment/Report tab and Provisions tab

- Save the record.

- Exit AIMS.

The Incoming Agreements Records list screen will be displayed.

Printing

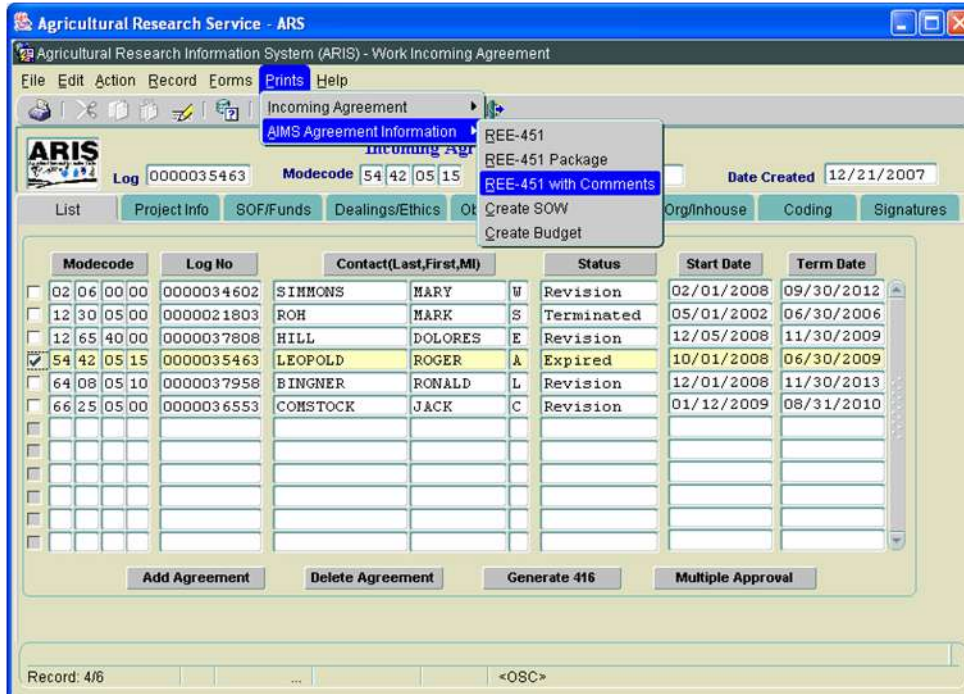▪ From the Incoming Agreements screen, highlight the project that you want to print.

Figure 35 - Print Options - AIMS

▪ Select "**Prints**" from the Menu bar and "**AIMS Agreement Information**" from the drop down menu and then select "**REE-451 with Comments**" to print the necessary AIMS information (Figure 35).

The REE-451 will display as a PDF file.
▪ Select "**File**" and "**Print**" from the drop down menu or select the Printer Icon from the Tool Bar.

▪ Click "**OK**" and the PDF file will print.

▪ Close the PDF file.

The Incoming Agreements Records list screen will be displayed.

Approving the Record for Closeout

▪ Select the "**Signatures**" tab.

Figure 36 - Signatures tab

▪ Approve the record – enter your signature code or name, verify the date, and click the "**Approve**" box (Figure 36).

If applicable, remarks can be entered by clicking the "**Remarks**" notepad icon. A text box will be displayed to add remarks (optional).

▪ Save the record.

The record is now fully executed.

The ADO will distribute the appropriate closeout records to the Cooperator/Recipient, NFC, ABFO, ADODR, AO, and the Area PA.

Note: If funding changes have occurred, the record will go to BPMS for concurrence and will then appear in the active file.

Appendix 1: Instructions on How to Amend the Project to Expired Status

The ARIS Project must be expired before the Agreement can be closed in ARIS/AIMS. If the Project is still active but the period of the agreement has expired and will not be extended, you must update the status of the Project with a correction amendment prior to processing the close-out amendment.

Creating a Work Record - Correction

- From the Research Documentation/Extramural Agreements screen, select "**Active**" and "**416/417/Agreements/421**" from the Menu Bar.

The query screen will be displayed.

- Enter the project number, accession number, or agreement number to find the project, and select "**Query**" and "**Execute**" from the Menu bar or press "**Enter.**"

The project will be displayed on the 416/417 Active Projects list screen.

- If Status is "Active," select "Action" and "Create Work Record – Correction" from the Menu Bar.

The system will state "Marked Record Processing is Complete"

- Click "**OK**" and the Work record will be created.

Exit Active.

The Research Documentation/Extramural Agreements screen will be displayed.

Amending the Work Record

- Select "**Work**" and "**416/417/Agreements.**"

The 416/417 Records list screen will be displayed.

- Mark the box to the left of the project that requires the correction amendment or query the project number, accession number, or agreement number to find the project.

- Select the "**Project Info**" tab.

- Select "**Expired**" from the "**Status**" drop down menu.

- Save the record.

- Select the "**Signature**" tab and approve the record.

- Save the record.

The project will move to "Status" until the overnight approval process occurs. Once completed, the project can be found in the "Active" file and will be available to be closed according to the Sections A and B of the ARIS/AIMS Closeout Instructions for Extramural Agreements (Page 11).