

ARS □ NIFA □ ERS □ NASS

Bulletin

Title: E-Green File Implementation in ARIS/AIMS

Number: 10-706

Date: October 8, 2010

Expiration: October 8, 2012

Originating Office: Extramural Agreement Division, AFM/ARS

Distribution: ARS Headquarters, Areas, Locations

This Bulletin outlines the policies for implementing and utilizing the E-Green File module within ARIS/AIMS.

Acronyms

ADO	Authorized Departmental Officer
ADODR	Authorized Departmental Officers Designated Representative
ARIS/AIMS	Agricultural Research Information System/Agreements Information Management System
ARS	Agricultural Research Service
U.S.C.	United States Code

Definitions

Authorized Departmental Officer - An ARS employee at ARS, Headquarters, or Area Office with delegated authority to negotiate, award, administer, and closeout agreements. The ADO is the only person that can obligate funds or commit the resources of the Agency with regard to extramural agreements.

E-Green File Module – The electronic version of the official file, which is stored in ARIS/AIMS.

Extramural Agreement - Any of the following instruments: Non-Funded Cooperative Agreement, Specific Cooperative Agreement, Standard Cooperative Agreement, Incoming Agreements, i.e., Trust Fund Cooperative Agreement and Reimbursable Cooperative Agreement, Assistance-Type Cooperative Agreement, Grant, Research Support Agreement, Memoranda of Understanding. These agreements are awarded or accepted by ARS under the following authorities: 7 U.S.C. 3318(b); 7 U.S.C. 3318(c); and, 7 U.S.C. 3319a.

Official File – The legally binding agreement and pertinent documentation which includes: the agreement, including all amendments; all correspondence related to the agreement; all performance and financial reports; payment requests; and, any other document necessary to support a detailed and accurate history of the actions taken over the life of the agreement.

Purpose

This Bulletin provides guidance and procedures for the implementation and utilization of the E-Green File module in ARIS/AIMS. The E-Green File is an electronic storage system developed within ARIS/AIMS. The system allows users to access files from any location thereby, reducing paper consumption and increasing accountability.

Policy

- All new agreements and amendments executed/awarded after October 1, 2010 (excluding the Standard Cooperative Agreement), must be scanned and uploaded into the E-Green File module in ARIS/AIMS.

- Once the “official” file is uploaded into the E-Green File module, no paper copies shall be maintained; the E-Green file will become the “official” file.
- Pertinent documentation includes, but is not limited to:
 - The original, fully executed agreement (REE-451, SOW, Budget, signed Certifications, etc.)
 - Incoming agreement documentation (i.e., the Sponsor’s proposal, agreement, or other documentation)
 - Fully executed Amendments and Correction Amendments
 - Technical Performance and Financial Status Reports
 - Non-Expendable Equipment Reports
 - Management Reports (*for Research Support Agreements only*).
 - Invoices/Payment Requests, Invoice Transmittal Cover page, and Payment Logs
 - FMMI Vendor/Customer code printouts
 - HHS/PMS Financial documentation (reports for obligations, deobligations, close-outs, etc.)
 - Excluded Parties list confirmation sheet
 - Letter of Justification for Non-Competitive Awards
 - Cooperator correspondence
 - Important emails or memos to the file
- The ADO is responsible for ensuring that all agreements are scanned and uploaded into ARIS/AIMS, and maintaining the official agreement file in accordance with [P&P 700.0, *Delegation of Authority for Authorized Departmental Officers*](#).
- The ADODR is responsible for providing pertinent documentation to the ADO for incorporation into the E-Green File module.

/s/ SHERRI L. CARROLL

SHERRI L. CARROLL
 Director
 Extramural Agreements Division