

ARKANSAS AGRICULTURAL EXPERIMENT STATION POLICY ON DEVELOPMENT OF A CURRENT RESEARCH INFORMATION SYSTEM (CRIS) RESEARCH PROJECT

RATIONALE

Project accounting is the procedure used by the Arkansas Agricultural Experiment Station (AAES) to maintain an auditable trail of accountability for funds expended. This includes all funds (hard and soft) expended. Therefore, it is extremely important that each principal investigator has either a Hatch, Animal Health, Regional, McIntire-Stennis or State Project. All experiment station scientists with an AAES appointment of 50% or greater must maintain a project on which they serve as the lead PI Scientists with a minority appointment in the AAES must serve as a Co-PI on at least one project.

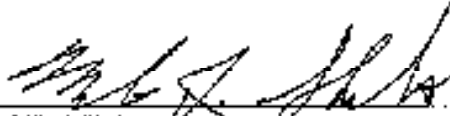
POLICY

- I. CRIS Project Development
 - A. CRIS projects will consist of Hatch, Animal Health, McIntire-Stennis, Regional or State. In addition, all USDA competitive and special grants require a CRIS project.
 - B. All agricultural research faculty (principal investigators) will be required to develop and submit a CRIS Research Project during their first six months of employment in that position.
 - C. Projects will be developed and approved for a five year period.
 - D. Projects will follow the format detailed in the AAES document entitled, "Essentials of an Experiment Station Project Outline."
- II. Station Management of CRIS Projects
 - A. Projects will have a peer review by at least three faculty members, designated by the Unit Head or Associate Director.
 - B. The Associate Vice President for Research may request an external, off-campus review.
 - C. Projects must be approved by the Associate Director and by CSREES.
 - D. The experiment station will assign a Station number to the project to accompany the CSREES accession number.

- E. Each year the Business Office will provide the department with a list of projects scheduled to expire. The project may be renewed, upon approval of the Associate Director, for five years or extended for one year, with the maximum duration of any project being limited to eleven years.

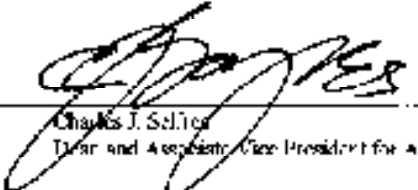
- F. The principal investigator is responsible for obtaining approval of projects which are required to be reviewed for assurance by the Institutional Animal Care and Use Committee (IACUC), the Institutional Review Board (IRB) for research involving human subjects, or the Institutional Biosafety Committee (IBC). This approval must be submitted to the Business Office with the project proposal.

Approval



Mita J. Shult
Vice President for Agriculture

11/1/99
Date



Charles J. Selten
Dean and Associate Vice President for Agriculture - Research

10/21/99
Date

CRIS PROJECT DEVELOPMENT STEPS

1. PI prepares a project outline according to the Essentials of an Experiment Station Project Outline available in the Unit office.
2. PI submits project outline to their Unit Head.
3. Unit Head selects a three member project review committee and selects a committee chair.
4. Committee members review the project outline.
5. Review committee meets with the PI to discuss and approve the project.
6. Review committee members sign the Request for Project Approval form and the chair turns in the review form to the Unit Head.
7. PI makes the necessary revisions to the project outline.
8. PI obtains applicable approvals from the IACUC-Institutional Animal Care and Use Committee; the IRB-Institutional Review Board (human subjects); or the Biosafety Committee. The Business Office will have copies of the procedures for submission.
9. Either the PI or the departmental contact person enters the CRIS AD-416, AD-417 and CSREES-662 information directly onto the Web (see attached instructions for using CRIS Web Forms).
10. The PI (or departmental representative) prints the Confirmation Screen (from the Web) for the AD-416 and CSREES-2008. He/she prints the review screen that contains the de-coded AD-417 (this screen describes each of the codes entered onto the 417). These printouts are sent to the Department Head along with two copies of the project outline.
11. Department Head reviews all forms, ensuring that the CRIS project coding is correct, and initials the coding on the AD-417.
12. The PI and the Department Head sign the AD-416.
13. The completed AD-416, AD-417 and CSREES-2008, Request for Project Approval, and one copy of the project outline are sent to the Experiment Station Business Office.
14. Experiment Station reviews for completeness, assigns a CRIS project number, and submits project documentation to USDA/CRIS for final approval.

ESSENTIALS OF AN EXPERIMENT STATION PROJECT OUTLINE

- TITLE:** A brief, clear, and specific designation on the subject of the research. The title should give a good indication of what the project is about and should not exceed 100 characters including spaces and symbols.
- OBJECTIVE:** A clear, complete and logically arranged statement(s) of the specific purpose or goals of the research. A project could have several objectives.
- JUSTIFICATION:** This section should represent (1) the importance of the problem to agriculture, rural or urban life and to its related agricultural industry in the state, region, etc.; (2) reasons for doing the work such as the needs the project will fill and the importance or timeliness of the research; and (3) how the research will contribute to scientific knowledge or public welfare.
- PREVIOUS WORK:** A brief summary covering pertinent research on the problem citing the more important and recent research from all sources and the additional research needed which the project will address. For purposes of clarity and brevity, literature citations should be listed at the end of the project outline but referenced in “previous work” by number.
- PROCEDURES:** A statement of the essential working plans and methods to be used in attending each of the stated objectives. The procedures should correspond to the objectives and follow in the same order. If the work is to be done in phases, this should be so indicated. The location of the work and the facilities and equipment needed should be indicated.
- PROBABLE DURATION:** An estimate of the maximum time likely to be required to complete the research plan and publication of the results. Projects are usually approved for five years and can be revised or extended. Whenever any material change in the objectives of a project is advisable, a new or revised project outline should be prepared.
- PERSONNEL INVOLVED:** The leader(s) and other technical workers assigned to the project.
- INSTITUTIONAL UNITS INVOLVED:** Each subject matter unit in the Agricultural Experiment Station and any units of the institution contributing essential services of facilities. The responsibilities of each should be indicated.
- COOPERATION:** A statement as to cooperation with the U.S. Department of Agriculture, other experiment stations, institutions or other agencies, including industry, cooperating formally or informally on the project. List the Regional Research Project title and number, if the project is contributing to a regional project.

**REQUEST FOR PROJECT APPROVAL
ARKANSAS AGRICULTURAL EXPERIMENT STATION**

Project Title: _____

Performing Unit: _____

Arkansas Project No: _____ Multi-state Project No (if applicable): _____

Type of Project: Hatch MC/STN RRF AN.HLTH State

Reviewers:

Name	Date	Approval Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

Project Leaders:

1. _____
2. _____
3. _____
4. _____

Required Approvals:

Date: _____ IACUC (if applicable)
 Date: _____ IRB (if applicable)
 Date: _____ Biosafety Committee (if applicable)
 Date: _____ Department Head
 Date: _____ Associate Director

- 1 Copy of Project Outling
- 1 Copy of CSREES AD-416 (signed by PI and Unit Head)
- 1 Copy of CSREES AD-417 (initialed by Unit Head)
- 1 Copy of CSREES-2008 Assurance Statement
- 1 Copy of Approval form IACUC, IRB or Biosafety Committee (if applicable)

**ARK - Agricultural Experiment Sta, Univ of Arkansas
USING CRIS WEB FORMS
(AD-416, AD-417, CSREES-2008)**

Use the World Wide Web to do this report!
For assistance, please contact the CRIS Project Administration (in the Business Office)
Laura Street: llstree@mail.uark.edu
575-2411

Start at the CRIS Forms Assistance homepage located at <http://ctr.uvm.edu/cris/>

Select **Using CRIS Web Forms**

Select **AD-416 Research Resume**

**Note the version of your browser. Obtain a newer browser if needed before proceeding.

Select **ARK - Agricultural Experiment Sta, Univ of Arkansas**

Enter "daisy" as the password and then click the **[Proceed]** button.

Enter your last name and **[Display]** the work list of projects for you as the principal investigator. Select one project on the worklist and select **AD-416 Research Resume** and **[Proceed]**---OR---if you are initiating a new AD-416 form, select one of the following:

- New Formula Funded or State Project
- New Grant/Coop Agreement
NOTE: the funding source determines which type of AD-416 you initiate. Contact the Business Office if you don't know.
- Revised AD-416 for an existing project not currently in the work list. If you have a copy of the original AD-416, find and enter the project's CRIS accession number, or contact the Business Office for assistance.

[Proceed] and enter the following information:

Project Number: Leave this blank, the Business Office will assign a number upon approval.

Status A = NEW Projects to be submitted for approval.
C = REVISED Projects already documented in CRIS that are being revised.

Regional Project Number: The regional project number identifies projects supported by Regional Research funds, or those formally on record as contributing to a Regional Research project. This number combines the region (NE, NC, S, W, or NRSP) and the project number in the format: **region-###** (for example, NE-999).

Funding Type: Select only one CSREES funding program.

Title: Enter the title for this project. Titles are limited to 100 characters, including spaces. Do not use phrases such as “research on”, “investigation of”, etc. Do not use quotation marks.

Performing/Cooperating Departments: Select the home department of the Principal Investigator for the Performing Department, and select up to two departments participating.

Investigator Names: A total of six can be listed. List the Principal Investigator on Line 1. Lines 2 through six are used for co-investigators.

Objectives: Enter a clear, concise statement of the objectives of the research, which should be specific and attainable within the duration of the project using the resources available. Not to exceed 3200 characters.**

Approach: Describe the ways in which the research is to be conducted, with emphasis on the scientific methods and any unique aspects or significant departures from usual approaches. Not to exceed 3200 characters.**

** We recommend that you paste in the text from your wordprocessor (spell-check there), but do not include formatting such as tab, indent, bold, underline, super/subscript, nor any graphic symbols.

Keywords: Enter one per line in the entry field. Not to exceed 29 characters per line and 345 characters total. It is important to assign appropriate keywords for automated information retrieval of project information. Generally, keywords should be limited to one- or two-word terms.

Start Date: Enter date research will begin as month/day/year in numeric format (e.g. 10/01/1997).

Termination Date: Enter the estimated termination date, 5 year maximum, for the project as month/day/year in numeric format (e.g. 10/01/1997).

If you are entering a new Grant/Coop Agreement this additional information is needed:

Contract Number: A contract number is assigned by the granting agency. Enter the assigned contract number. If no contract number has been assigned, the project is “NOT YET AWARDED” and you should enter those words in the contract number field instead. The contract number can be found on the Agreement Face Sheet if one is available.

Amount: The amount is determined by the granting agency. Enter the amount designated by the granting agency, as shown on the Agreement Face Sheet. If the grant has not yet been awarded, the amount has not been determined either. Leave blank if this is undetermined.

Fiscal Year: Enter the Fiscal Year for this grant information as the last 2 digits of the Federal fiscal year (October 1 - September 30).

Award Date: The award date is determined by the granting agency. Enter the award date as shown on the Agreement Face Sheet, in the form of month/day/year (e.g. 10/01/1997). If the grant has not been awarded, the award date has not been determined either. Leave blank if this is undetermined.

BLUE Section

Enter a short 2-3 sentence **non-technical description** of this project. Include one sentence for the situation or problem in the field provided, and another sentence for the purpose of this research. If appropriate, complete the fields for a project contact. Indicate any other states participating in the project **if this is NOT a Regional Project**.

When all information is entered, [Check Data] and note any errors. View the displayed information carefully. Corrections or additional edits can be made by using the [BACK] button on your browser toolbar. [Check Data] again.

When the information is correct and complete, [Save Information]. You should see a Confirmation Screen if your information was successfully saved in the work file. You must print a copy of this page of the AD-416, AD-417 and CSREES-2008 for review by your Unit Head.

Use the “Return” button provided to return to an updated project selection list.