

Agricultural Research Service
Mid South Area



Agricultural **R**esearch **I**nformation **S**ystem

MSA Office Professionals Conference

Sandra W. Hanks
Area Program Analyst

May 16, 2007
Oxford, MS



A - Agricultural
R - Research
I - Information
S - System

**2006-2007
Year of Changes**

- SY Recruitment/Abolishment Procedures
(effective 07/03/06)
- MSA Letter of Intent Policy/Procedures
(effective 10/01/06)
- AIMS/ARIS Merger
(deployed 05/07/07)

- **New AD-421 (upcoming June 07)**
- **Migration from Groupwise to OUTLOOK!**

- NPS Clearance Process for SY Positions**
- SY Recruitment/Abolishment Request Form
 - Completed/approved by RL
 - Submitted through CD to Area (send via email to Sandra Hanks)
 - For Recruitments--Attach Position Description

- AD reviews/approves
- Program Analyst submits electronically to NPS
- When approved by NPS, Program Analyst notifies RL

Questions???

Letter of Intent

- MSA Implemented LOI Policy effective 10/01/06
- Memo from Dr. Ed King dated 08/31/06
- MSA LOI Review Team includes:
 - Dr. Brennan (approving official)
 - Agreements Specialist
 - ABFO
 - Program Analyst

- LOI is sent to mailbox in Outlook for ARS-MSA-LOI-Review
- In Groupwise it is MSA-LOI-Review
- With the AIMS/ARIS merger, LOI is prepared in ARIS instead of in Microsoft Word

- Once LOI is completed in ARIS, approval procedure is same
- When LOI is APPROVED notice is sent to scientist with cc to MU secretary
- At this time, the ARIS documents are completed and submitted to LAO

Questions???

AIMS/ARIS Merger

Presentation Given by
Dr. Lawrence Young

Re-Engineered Agreements Process

*Presented By
Lawrence D. Young*

Mid South Area Leadership Meeting
May 9, 2007

Need for Change

- Growth in Agreements
- Long period for approval

Growth in Agreements

- FY 1990 - 564 agreements valued at \$37 million
- FY 2006 – 2438 agreements valued at \$224 million

Long Approval Time

- 65+ days
- With advent of AIMS, two databases involved

Business Process Re-engineering

- ARS hired Management Systems International (MSI)
- 4 LEAN events were held to map process and determine desired improvements: Albany, Beltsville, Peoria, and Stoneville
- Interviews were held for other Areas

Business Process Re-engineering

- Determine how personnel and fiscal resources available for extramural agreements be deployed physically and operationally to optimize effectiveness and efficiency in support of research mission.

Business Process Re-engineering

- Objective was to make the process work better for ARS scientists and Cooperators.

First Lean Event

- Mapped initiation of agreements and desired improvements
- Beltsville and Albany
- 3 days

Stoneville Lean Event

- Mapped amendments, monitoring closeout and annual report process and desired improvements.
- TEAM: Margaret Rushing, Sandra Hanks, Linda Fulton, Matt Moore, Betty Shepherd, Susan Herrin, Geoff Waldbieser, Lynda Taylor, Archie Tucker, Curtis Wilburn, Lawrence Young, Craig Tucker [DREC]
- Also done at Peoria

Report Issued

- June 2006
- Several recommendations made by MSI which had support of vast majority of participants.

Steering Committee

- Formed September 2006
- 17 people: Unit secretaries, RL, LAO, Extramural Agreement Specialist, DAD, AAD, NPS, EAD
- Chose to implement most of the key recommendations

Major Changes

- Integration of ARIS and AIMS
- Threshold for NPS approval on incoming funds raised to \$50,000; still need AD416/417 if > \$25,000
- If outgoing agreement coded multi-year when project established, subsequent amendments to add funds do not require NPS approval

Additional Changes

- LOI now in ARIS
- Terminology – Incoming Agreement instead of 425; Outgoing Agreement instead of 550
- Multiple lines to use if incoming funds are distributed outside ARS
- Select coding for agreement from project coding

Advantages

- Shorten time for approval by 50%; 15-30 days vs. 60+
- Outgoing agreement reports due June 1; additional reporting dates can be required
- Standardized formats for reports provided if needed

Sources of Information

- Guide to Agreements provided for information on changes
- Web sites identified for additional information on agreements
- Updated manual for ARIS; includes AIMS instructions

Additional Enhancements Possible

- A list of possible enhancements being made as system is being implemented
- “Trigger” mechanisms dates to help meet key dates was not tackled this time
- Hopefully this will help alleviate workloads on everyone involved

Next Step

- After unit office personnel become familiar with new enhancements, train scientists involved in agreements

Questions???



New AD-421

FY 2007

*The following presentation
was given
at the Program Analyst
Workshop*

By
Jill Stetka, Program Analyst
National Program Staff

Summary of Changes

- Data Fields Automatically Populated
- Significant Decrease in Data Entry Time/Deletion of Questions
- New Questions/New Requirements
- Data Entry Changes

Questions

- **Question 1a – Objective**
 - Automatically populated from AD-416
 - **Cannot be modified**
- **Question 1b – Approach**
 - Automatically populated from AD-416
 - Must be modified – to take out Bio-Safety Lab. (BSL) information only
- **Eliminated** - Question - "What major problem or issue is being resolved and how are you resolving it?" (*old Q1*)

Questions

- **Question 2 – Milestones**
 - List milestones that were to be achieved in FY2007 from the approved project plan (1000 char. max)
 - Choose the status from the dropdown menu
 - If milestone not met, select reason from "List of Options"
 - **Optional** field to add one- or two-sentence explanation for the status of the milestone (500 char. max)
- **Eliminated** – Question – List year by year currently approved milestones (*old Q2*)
- **Eliminated** – Question – List the milestones that were to be addressed in the next three years... (*old Q3b*)

Questions

- **Question 3 – Progress Report**
 - Limited to 3200 characters
 - Only question required for subordinate project reports, except those listed in Appendix A.
 - Optional for "D" projects
 - ADODR requirement added to this question for subordinate projects
 - The ADODR shall document monitoring activities via the 421, in Q3. State methods of monitoring, such as meetings, conference calls (see ADODR manual).

Questions

- **Question 4 – Accomplishments**

- Question 4a and 4b combined into one question
- All accomplishments should be listed here, in order of importance/impact
- Each accomplishment should be a self-contained paragraph and indicate the Component and Problem Statement it addresses from the NP Action Plan
- No limit to amount of accomplishments, however should be an actual accomplishments and not just a report of research (unlimited char.)

Questions

- **Question 4 - Eliminated**

- Question – Describe the major accomplishments to date and their predicted or actual impact (old Q5)

Questions

- **Question 5 – Significant Activities that Support Special Target Populations**

- Describe specific activities or outreach efforts that directly benefit USDA target populations (unlimited char.)
- If project does not include any activities in this category, enter “None”
- By entering “None”, the system can disclude the project from a print
- Formerly Q4c

Questions

Question 6 – Technology Transfer

- Number of new CRDAs and MTAs
- Number of Active CRDAs and MTAs
- Number of invention disclosures submitted
- Number of patent applications
- Number of patents granted
- Number of licenses granted to industry
- Number of web sites managed
- Number of non-peer review presentations and Proceeds (*took place of abstracts in publications*)
- Number of newspaper articles and other presentations for non-

Questions

• Question 6 – Cont'd

- Only a number should be entered in each block
- Report numbers only for the fiscal year

• Question 6 - Eliminated

- Question – What science and/or technologies have been transferred and to whom.... (old Q6)
- Question – List your most important publications in the popular press and presentations to scientific organizations.... (old Q7)

Questions

• Publications

- Must be in print or electronically available during the FY
- Approved ARS-115 must be in Active file
- Citation information will propagate to 421
- Only Peer-reviewed publications in scientific journals; Reviews that are related to subject of the project; Book chapters; and Books that are related to the subject of the project

Data Entry Screens

ARIS
Annual 421 Records
Prod (020122000)002(00)8 Acen 0405254 Moncode 02 03 00 00 Reporting Year 2007

Technology Metrics

- 11 Number of new CRADAs and MTAs
- 11 Number of active CRADAs and MTAs
- Number of invention disclosures submitted
- Number of patent applications
- Number of patents granted
- Number of licenses granted to industry
- Number of web sites managed
- Number of non-peer reviewed presentations and proceedings
- Number of newspaper articles and other presentations for non science audiences

Save Cancel

Record 1/1 <OBC>

Data Entry Screens

ARIS
Annual 421 Records
Prod (020122000)002(00)8 Acen 0405254 Moncode 02 03 00 00 Reporting Year 2007

Search Publications

No.	Author	Title	Year	Journal	Volume	Issue	Page	Publ. Date	Publ. Type	Publ. Status
1

Add Publication Edit Publication Delete Publication

Record 1/1 <OBC>

ARIS
Annual 421 Records
Prod (020122000)002(00)8 Acen 0405254 Moncode 02 03 00 00 Reporting Year 2007

Publication Data

Author: S.A., HOSKAY, E., WIL, S.L., TAMM, R. GARDEN FRONTS OF BOLD CLAR-
WING CHANGES. HAS BROADLY SECURE METHOD. VOL. 10(1) 1-10.

Save Cancel

Record 1/1 <OBC>

**421
DISCUSSION**
