ARIS ACTION CALENDAR
Supplement to ARIS On-Line Manual

JANUARY	• New Program Increases
FEBRUARY	
MARCH	• Spring Cleanup of Incoming Agreements • Run Detail By Author Report of ARS-115s for each Scientist • Update Journal Acceptance date on ARS-115s
April	
MAY	• Print Guideline Dollars from Briefing Packet under Agency Retrievals for use in ARMP development • Next FY Fund Transfer opens for data entry
JUNE	• Next FY Fund Transfer data entry (last date to add – first week in July) • Postdoc application process opens for entry – closes first week in July • Deadline for adding funds to present FY Specific Cooperative Agreements • Run Detail By Author Report of ARS-115s for each Scientist • Update Journal Acceptance date on ARS-115s
JULY	• Deadline to add next FY Fund Transfers (including Postdoc Fund Transfers) to be included in Final Guidance Dollars issued by BPMS in August
AUGUST	• Final Guideline Dollars available for printing
SEPTEMBER	• Admin funded Postdoc applications announced at Administrator's Council; start recruitment and submit Temporary Fund Transfer once personnel is on board • Run Final Detail By Author Report of ARS-115s for each Scientist for inclusion in the Performance Appraisal package • Update Journal Acceptance date on ARS-115s
OCTOBER	• Fall Cleanup of Incoming Agreements • Update Investigator and SY time to agree with approved ARMP • Update Mission Statements
NOVEMBER	
DECEMBER	• Cleanup siblings, Incoming Agreements

Renumber siblings to agree with new inhouse projects created.
• When siblings are renumbered, please remember that incoming agreements in the system are also siblings and need to be renumbered.
• This should be done each time you have a project number change on the D project.

Update mission statements in ARIS for your Management Unit.

- Do this annually or any time you know the mission of your MU or responsible party (such as RL or AO) has changed.

If you have a newly hired or retiring or resigning ARS investigator, update ARIS projects with the information.

- Do this as changes occur.

Cleanup of Incoming Agreements: Terminate completed projects, check with Scientist to see if pending projects, including No Funds to ARS, have been funded or unfunded, then update ARIS.

- Do this at least once a year.

Update Journal Acceptance Dates on ARS-115s. The performance appraisal period runs from October 1 to September 30, so updating and entering should be done throughout the year. Final cutoff date for ARS-115 entry and submittal to the Area is the first week of August.

- Do this whenever you can to avoid the fiscal year-end rush.