Agreement Process & ARIS/AIMS Guidance
For the
ARS-RPP with ORISE Outgoing Interagency Agreements

>> Before use of this guidance, please become familiar with the ARS Conditions for RPP Appointments <<

All funding for the ARS Research Participation Program (ARS-RPP) with the Oak Ridge Institute for Science and Education (ORISE) for students, postgraduates, postdoctorals, University faculty, and established scientists will be transferred via an Interagency Agreement (OIA) Order to the Department of Energy (DOE). There is a Master OIA with DOE, which contains the statement/scope of work for the ARS-RPP. The funding or ordering IAA will be coordinated and processed by your servicing Grants Management Specialist and for Headquarters, by a FMAD Budget Analyst.

To set up an OIA Order with DOE under the Master Agreement to obtain an ORISE "participant", the following actions must take place:

1. Complete the *current year's* ARS-RPP ORISE Budget Template to derive a cost for the OIA. The template is housed in the Axon ORISE page.

2. Complete the ARIS & AIMS Outgoing Agreement Template found on the Grants and Agreements Management Branch Axon page called "Forms & Templates."

   a. **Type, Project Title, Start Date/Term Date, Services Only, Performing Institute.** Enter the information exactly as identified below and add desired Start/Term Dates, *taking into consideration* that additional time will be required to execute the OIA Order with DOE, create the opportunity announcement with ORISE, advertise the opportunity, select a participant, and obtain security clearances.

Agricultural Research Service
Authorization to Fund Outside Source
ARIS/AIMS Agency-Funded Outgoing Agreements
FOR INTERNAL PURPOSES ONLY-DO NOT PROVIDE TO COOPERATOR

NACA - Non-Assistance Cooperative Agreement - A jointly planned and executed research program or project of mutual interest to which all parties have committed to contribute resources.
CA - Cooperative Agreement - Generally funded by an incoming agreement. Requires competition or a justification for no competition. Substantial involvement between ARS and Cooperator when carrying out deliverables.
GA - Grant Agreement - Requires competition or a justification for no competition. There is no substantial involvement between ARS and Cooperator.
O - Outgoing Interagency Agreement - Agency of another Department of the Federal government to provide services, supplies, and equipment.

Upon completion of the ARIS entry upload this completed template into AIMS E-Green

Type | O - Outgoing Interagency Agreement
Information on Interagency Agreements can be found here.

Project Title (Must be Title Case) | ORISE ARS Research Participation Program

Start Date | Term Date | Services Only | Yes | Type | Administrative/Employee Services

Performing Institute | 3513 - OAK RIDGE NATIONAL LAB, DOE

Type of Institute | Other | SAES (State Agricultural Experiment Stations)

   b. **ARIS Comments**. Include type of appointment(s), # appointments, anticipated duration of ORISE participant appointment, & include a description of the project(s) & activities for the participant. Provide a breakdown of the budget. If the ARS PI has a person of interest, identify the person here. If funds are from a competitive grant then provide the grant information.
   NOTE: Participants should not be expected to perform activities that are reserved for federal employees, nor should the project require the participant to function in any way as a representative of the Federal government.
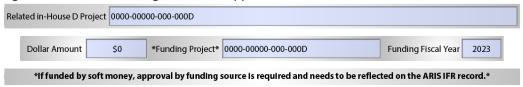
ARIS Comments Example:

> **Comments:**
> Provide a brief summary of the agreement action. Include FY, amount of funds, name of cooperator and ARS PI. If using incoming funds, identify the type of agreement, project number. Examples:
> 1) Establish a CA with Iowa State University, FY XX funds $25,000, R. Shoemaker, ARS PI. Funded by NIFA agreement 5030-21000-072-04I.
> 2) Extension of time from 5/31/XX to 5/31/XX and FY XX added funds of $50,000 to CA with Iowa State University to complete soybean rust research.
>
> New OIA with DOE for postdoctoral scientist from 5/1/2023 to 4/30/2024 with FY23 funds in the amount of $91,355 ($69,000 stipend; $3,700 health insurance, $15,994 Program Operations & Burdens, and $2,661 FAC). Funded from Agreement #58-0000-2-000. Postdoc will assist in the execution of animal studies and sample analyses in support of ARS scientists at _____.

c. **Objective, Approach and Keywords**. The Objective can be expanded as may be required by your Area/Office. The standard text is below. Approach and Keywords are not fillable fields.

> **Objective** (limited to 3200 characters)
> The objective is a brief, itemized description of the intended purpose and/or research to be accomplished through the agreement. Do not use individual names or entities, use Cooperator. Do not use brand names. Acronyms must be spelled out first time included in objective. Must be written in third person avoid using name of scientists.
>
> Interagency agreement with DOE/ORISE

> **Approach** (limited to 3200 characters)
> The approach is a brief description of how you will apply the research to achieve the objective(s) of the project. Do not use individual names or entities, use Cooperator. Do not use brand names. Acronyms must be spelled out first time included in objective. Must be written in third person avoid using name of scientists.
>
> n/a

Keywords						
n/a						

d. **Investigators**. Enter the ARS PI name. This person is the Mentor of the ORISE Participant. If there will be multiple Mentors for multiple participants, then list the lead person as the ARS PI, and add the other mentor names.

> **Investigators**
> Identify ARS PI, other ARS scientists and Cooperators (including affiliations) who will be involved with the project.
>
> ARS PI/Mentor name; add other Mentors when applicable

e. **Agreement Info and Budget**. Add all applicable information.

> Related in-House D Project | 0000-00000-000-000D
>
> Dollar Amount | $0 | *Funding Project* | 0000-00000-000-000D | Funding Fiscal Year | 2023
>
> ***If funded by soft money, approval by funding source is required and needs to be reflected on the ARIS IFR record.***

f. **416/417 Codes.** Insert all applicable coding.

> ## 416/417 Codes
> *STP Codes*: Enter the 4-digit STP code(s) with the corresponding percentage(s). The STP description will be inserted. Note: STP codes must equal 100% (minimum allowable is 10%). There can be either one or two STP codes, and the total must be 100%. If unsure about the STP codes, ask your PSA for a list of codes (see Chapter 1 for searching).
> **Note:** These codes do not correlate to the current Strategic Plan.
> **Note:** National Program (NP), Region and BPIM codes, can only be entered by Headquarters.
> *ARIS Manual* Chapters 13 & 16 can be referenced for code information and description.

STP (Strategic Plan Listing) Code(s)			NP (National Program) Code(s)	
Code	Percent	Description	Code	Description

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> **Basic/Applied/Developmental**: Enter the numerical % in the corresponding box. The total must equal 100%, if entering one or any combination of research types. Each (if selected) must be a minimum of 10%.

Basic Research		Applied Research		Developmental Research	

> **SOI/RPA/FOS and Subactivity Codes**: Enter the appropriate codes/description. If unsure of the codes/descriptions check with your PSA for a list. The total for each SOI, FOS, RPA, and Subactivity code category must equal 100%. Each individual code must be a minimum of 10%.

Field of Science		SOI - Subject of Investigation		RPA - Research Program Area		Sub-Activity	
Percent	Code & Description	Percent	Code & Description	Percent	Code & Description	Percent	Code & Description

> **Special Classification Codes**: Add as necessary. There are two required special codes for all in-house projects, Sustainable Agriculture (SA) and Farm Bill Codes (FBP). There can be one to six Farm Bill codes, but the combined total must equal 100% (see Chapter 16A for Sustainable Agriculture worksheet and instructions). Only one Sustainable Agriculture code is allowed and it must equal 100%. Other Special Codes should be entered as needed. BPMS special codes can only be added by the Headquarters.

Special Classification		Special Classification	
Percent	Code & Description	Percent	Code & Description

g. **AIMS**. Fill in the information as shown in the screen shot of the ARIS & AIMS template.
Federal Agency –

AIMS Portion
Content to be completed in cooperation with Cooperator PI
Cooperators are required to have an active registration in SAM.gov

	Non-Federal Entity/Federal Agency (Legal Name and Address) Cooperator - as registered in SAM.gov (Usually Sponsored Programs Office)				
Name	AIMS Recipient Code: 113134 - ENERGY OAKRIDGE FIELD OFFICE, US DEPT. OF				
Address	n/a				
City	Oak Ridge	State	TN	Postal Code Zip + 4	37830-8823
UEI Code					

UEI code: PSA-Compare this UEI code to UEI code listed on the LOV (list of values) on Cooperator Info tab, Recipient Code in AIMS.

	POC Name Name and address of the Administrative contact of the Cooperator (usually the Sponsored Programs Officer if a University)				
Name	Deborah Garland				
Title/ Office	Site Office				
Email	garlandDL@ornl.gov	Phone	865-241-9566	Fax	

Federal Agency Principal Investigator – select the POC below for your Area or Office or Program.

POCs for the ARS Areas:
MWA: Chelsea Gibson, ORISE.ARS.Midwest@orau.org
NEA: Chelsea Gibson, ORISE.ARS.Northeast@orau.org
PWA: Dr. Sherry Painter, ORISE.ARS.PacificWest@orau.org
PA: Dr. Sherry Painter, ORISE.ARS.Plains@orau.org
SEA: Dr. Sherry Painter, ORISE.ARS.Southeast@orau.org
HQ & NAL: Chelsea Gibson, USDA-ARS@orau.org

Agreement Process & ARIS/AIMS Guidance
For the
ARS-RPP with ORISE Outgoing Interagency Agreements

POCs for the ARS CERCA and SCINet Programs:
CERCA: Dr. Sherry Painter, ORISE.ARS.CERCA@orau.org
SCINet: Chelsea Gibson, ORISE.ARS.SCINet@orau.org

Non-Federal Entity/Federal Agency Principal Investigator					
This is the place where Cooperator conducts their portion of the project. Cooperator Principal Investigator Name, USPS Mailing Address incl. zip code plus 4, E-mail Address and Phone Number. Note: This person was identified in ARIS under "investigators".					
Name	Enter your POC name				
Title/ Office	ORISE Project Manager, STEM Workforce Development				
Address	DOE SCGF, MD-36, P.O. BOX 117				
City	Oak Ridge	State	TN	Postal Code Zip + 4	37831-8239
Email	Enter your POC email	Phone	865-696-0690	Fax	

3. Provide the ARIS/AIMS entry person the completed ARIS & AIMS Outgoing Agreement Template, the completed ARS-RPP ORISE Budget Template, for creation of an ARIS/AIMS work record.

4. ARIS/AIMS Entry person will:
   a. Use the ARIS & AIMS Outgoing Agreement Template to create the new OIA work record.
   b. Copy ARIS Comments to **AIMS Agreements Tab "Comments" field**.
   c. Upload "ARS-RPP ORISE Budget Template" at the **AIMS E-Green tab** – select "other" as the type of document, and in description label it as "Budget Template." Upload any other supporting documentation which may be required, such as the FMMI "BAC" Report when using soft funds.
   d. Release the ARIS/AIMS work record for line management reviews/approvals.

5. The Grants Management Specialist will work on the DOE OIA once the ARIS/AIMS work record has been approved to the "ADO" level.

6. Once the OIA has been finalized and executed, you can expect to receive:
   a. A notification email from ARIS, and
   b. The ARS PI will be contacted by the respective ORISE POC and will be provided instructions on the next actions.

The next pages are some screen shots of the ARIS and AIMS sections.

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ARIS entries for ORISE ARS-RPP

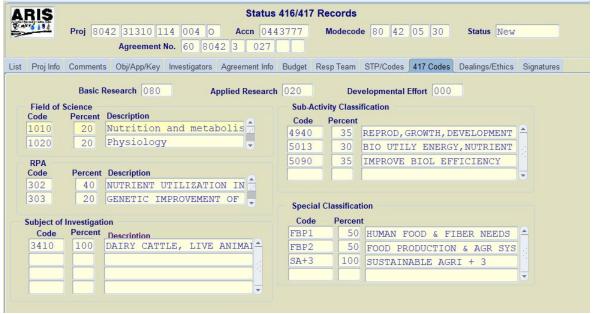The following screen shots provide some examples of an ARIS/AIMS work record for a DOE OIA for ORISE Participant(s).
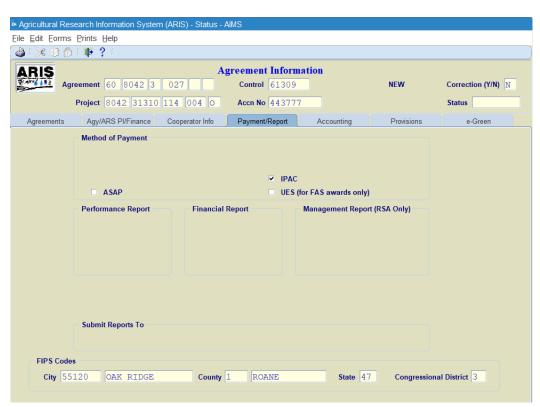
ARIS Project Info Screen example:

ARIS STP/Codes Screen Examples…

Agreement Process & ARIS/AIMS Guidance
For the
ARS-RPP with ORISE Outgoing Interagency Agreements

ARIS 417 Codes Tab Screen examples…

AIMS Payment/Report Tab:

Agreement Process & ARIS/AIMS Guidance
For the
ARS-RPP with ORISE Outgoing Interagency Agreements

Accounting Tab:

NOTE: Don't forget to provide all the financial information.
NOTE: Once the FMMI PO Number is identified, it is added by the GMS or HQ Budget Analyst to the **PO Number** field.

Provisions Tab:

NOTE: Nothing needs to be checked on the Provisions tab, because the REE-451 is not a part of the execution process for the IAA. The REE-451 may only be used internally.

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All AIMS information will be used by the GMS to complete the DOE OIA 7600B Order.

E-Green Tab:

When the DOE Interagency Agreement is being funded with Soft Funds…

If soft funds are being used for the DOE-ORISE OIA, a verification that the funds are authorized for use in the OIA will be completed. Part of the verification viewing the Incoming Funds Records, Org/Inhouse screen. The DOE, Oak Ridge Nat Lab Site should be listed under "Non ARS Performing Institutions" for the Outgoing Interagency Agreement, and the approved amount.