Preparing Your RPES Case Writeup

It's Nothing to Sweat Over!!

So, it's time to go through the Research Position Evaluation process (RPES)!!

Where do I start and what do I do???

This document should serve as a refresher for those who have already been through RPES and a starting point for those new to the process. More detailed information can be found in the RPES Manual 431.3 at the RPES website - http://www.afm.ars.usda.gov/rpes/index.htm

First and foremost – **document** everything you do from day one of your ARS career and keep it up-to-date. When you are reviewing several years or more worth of information, these lists will save you lots of time and effort if you have kept an accurate record of all your activities and publications.

The following format should be used. Do not change any of the titles or subtitles or deviate from this format.

Factor 1 – Research Assignment

    A. Assigned Responsibility

    B. Research Objectives and Methodology

    C. Expected Results

    D. Knowledge Required

    E. Supervisory Responsibilities – use provided statement in manual

Factor 2 – Supervisory Controls

    A. Assigned Authority

    B. Technical Guidance Received

    C. Review of Results

    D. General Supervision

Factor 3 – Guidelines and Originality

    A. Available Literature

    B. Originality Required

Factor 3 – Guidelines and Originality (**ALWAYS STARTS ON PAGE 4**)

    C. Demonstrated originality

Factor 4 – Contributions, Impact, and Stature

    A. Demonstrated Accomplishments

    B. Stature and Recognition

        1. Honors and Awards

        2. Special Invitations

        3. Offices and Committee Assignments Held in Professional and Honorary Societies

        4. Participation in Professional Meetings, Technical Conferences, Workshops, etc.

    C. Advisory and Consultant Activities

        1. Professional Advisory and Consulting Activities

        2. Special Assignments

    D. Other

        1. Educational Background

        2. Research Experience

        3. Other Significant Information

    E. Publications

     Peer-Reviewed Journal Articles and Patents

        1. Start here with your numbered list

    Additional Publications

    Continue with your numbered list

Factor 1 – 3 is your official position description; do not exceed **three (3)** single-spaced pages and should be Gender Neutral (the incumbent). Review Manual 431.3 for more details. Do not use your name or "he" or "she".

Assigned Responsibility - Identify the specific NP(s) under which the research is conducted. Example: "Research is a component of ARS National Program 202--Soil Resource Management," or more than one NP," in support of ARS National Programs 106--Aquaculture, and 108--Food Safety."

Knowledge Required - (limit to "brief" list of specific-applicable disciplines/skills needed in **current** assignment)

Supervisory Responsibilities – Specific data, (i.e., title, grade level) of employees supervised must be included.   This is direct supervision employees not the occasional employee or students. Acting as an RL does not go here – this can be entered under "Other Significant Information". All positions having formally delegated and continuing technical **and** administrative supervisory responsibilities over ARS employees must include the following:

Provides technical and administrative supervision. Is responsible for making selections for positions, assigning duties, reviewing work, approving/disapproving leave, and evaluating performance. Ensures equal opportunity is extended to all employees supervised and all candidates for employment without regard to race, color, religion, sex, national origin, age, or nondisqualifying handicapping condition. Ensures affirmative implementation of Equal Employment Opportunity plans of action and applicable Civil Rights provisions which includes full consideration of eligible minority group members and women in filling vacant positions; providing career counseling and orientation; enhancing career opportunities through training and development, job redesign, and/or similar techniques; and ensuring full consideration of these employees in recommending promotions, awards, and other forms of special recognition.

Factor 3 – Guidelines and Originality – <u>Always begins on Page 4</u>

C. <u>Demonstrated Originality</u>

You can include a brief paragraph not to **<u>EXCEED ½ page</u>**; describe the originality and creativity demonstrated related to **current** assignment. Do not restate details of accomplishments described under Factor 4.

Enhancing Impact Statements in Case Writeup's

Research scientist grade levels are determined by applying criteria of the OPM Research Grade Evaluation Guide (RGEG). The core value of the RGEG–and therefore of the ARS Research Position Evaluation System (RPES)–is the scientist's *impact* in his or her field. Factor 4 is the RGEG's driving force. It requires an aggregate evaluation of what a scientist

has done across their career—with an emphasis on recency—and of how their contributions are used and recognized by ARS customers.

Impact, and the derived personal stature and recognition, are double-valued in Factor 4 of the RGEG rating scheme. ***To attain maximum RGEG credit***, scientists must be able to demonstrate that their contributions have made a difference–that the work is being adopted by our stakeholders and other customers, are of economic or program importance, or contribute meaningfully to the scientific literature.

The "Impact" subheading of each Demonstrated Accomplishment statement must always clearly present the best ***possible evidence*** of the incumbent's impact and recognition. Impact is best addressed in terms of invitations, consultations and advisory activities, grants received, honors, formal awards, patents issued, licensing agreements, technology transfer, and other typical evidence that the work described in the accomplishment statement is used, valued, or otherwise making a difference for ARS customers.

Submitted publications per se provide little evidence of tangible impact. Therefore it is not particularly beneficial to state, for example, "this research resulted in three senior-authored manuscripts" as evidence of impact. Ensure the *outcome*–not just the *output*–of each Demonstrated Accomplishment is clearly presented.

(July 2010)

Factor 4 – Contributions, Impact, and Stature

Can open with a brief paragraph not to **EXCEED 1/3 page** before you start your accomplishments

A.   Demonstrated Accomplishments (3 for GS-11 and below; 5 for GS-12; 8 for GS-13 and above)

>   1. **Accomplishment: Must not exceed ½ page.**
>   - **Max number of 2 exhibits per accomplishment (MUST HAVE EXHIBITS).**
>   - May combine support letters (limit 3) as 1 exhibit **ONLY** with cover memo from Area Dir.; RL's can use leadership letters from cooperators, administrators, NPL's.
>   - Abstracts can be used as an exhibit but cannot be listed in the publication list
>   - If you use a <u>Support Letter</u> for an exhibit, be sure the letter does **NOT** include any statement recommending promotion. See P&P 431.3, page 11 for additional information
>   - **Bold Subheadings: Accomplishment / Role / Impact**.
>   - **An asterisk "*" denotes new accomplishment since last review.**
>
>   **Additional Accomplishments**

Accomplishment: Limited to no more than 2 entries in same format (no tables). No more than ½ page in length; no exhibits permitted but can reference publications (#4, #18, #22).

Label exhibits before you scan: Ex 1A, 18 (with 18 being the publication number in your Publications List). In order to make the label print on the exhibit, in Adobe Professional, select Document, then Headers and Footers, place the label in the upper right hand corner and select first page only, then save. **Be sure to check that your exhibits match your publication list.**

Sub-elements

Begin each sub-element with a summary sentence citing total numbers in each entry, followed by a **bullet listing** of no more than the specified number (usually 20) of those considered most significant from all sources over the incumbent's career. Alternatively, provide only a bullet list if total number does not exceed stated maximum.

Redundancy will not get you extra points. Do not list an item in Special Invitations and then write it up a different way and include it other sections. Select the best section where it will get the most recognition and list only once. You will be asked to remove duplicate entries. (Secretaries – you should be checking carefully for this)

B. Stature and Recognition

   1. Honors and Awards

- Start your list and keep it up to date
- 20 most significant should be listed
- Double space between each entry
- Do not list Performance Awards or Certificates of Merit for Performance
- Include the date you received the award and if monetary – how much did you receive
- Give a brief description of what the award or honor was for
- Include only <u>science awards</u>, do not include civic or social awards
- **Do not include Post Doc awards here** – they go under Other Significant Information
- **Do not include Travel Awards here** – you should list as an invited presentation, workshop, etc. to whatever you have received the travel award for under Special Invitations

   - **Hint:** Member of a fraternity or sorority, Technology transfer, Elected Fellow, Best Paper Award, etc.
   - Received ARS Scientist of Year Award, Date.
   - Received Best Paper Award from xxxx. Date.

2. Special Invitations

- Start your list and keep it up to date
- 20 most significant specific invitations to you
- Include location and dates
- Bulleted with a., b., c. – double space between each
- If you declined an invitation, be sure to state "Declined" at the end of the item
- Stature of the group is important

    - **Hint:** Presented a paper before a science oriented or industry group, invited to write a paper or book chapter (include title), served as a chair person for a meeting or invited to be on a committee
    - **Hint:** If you list invited to be on a committee in this section – then don't list serving on the same committee in the next section

3. Offices and Committee Assignments Held in Professional and Honorary Societies

- Start your list and keep it up to date
- No more than 20, be specific in description and **give dates** in parenthesis at end
- Double space between each
- Offices or committee assignments held receive the most weight but you can list memberships only in societies also.

    - **Hint:** Member of a Board of Directors, member or officer of a professional organization, etc.

    - Elected Member of Executive Committee (2001-2002)

4. Participation in Professional Meetings, Technical Conferences, Workshops, etc.

- There is <u>no</u> numerical limit for this list
- Specify society separately, state the years of membership, total number of meetings attended, and total number of presentations
- *Cite significant invited presentations under <u>Special Invitations</u>*
- If you listed a meeting under special invitations then don't list again in this section
- Do not list the presentation titles

    - **Hint:** Beltwide Cotton Conferences (2001 – 2009). Attended 9 meetings and made 7 presentations.
    - Soil Science Society of America (1996-2001). Attended 12 meetings and made 7 presentations.

C. Advisory and Consultant Activities

Begin each sub-element with a summary sentence citing total numbers in each entry, followed by a **bullet listing** of no more than the specified number of those considered most significant over incumbent's career. Alternatively, provide only a bullet list if total number doesn't exceed stated maximum.

1. Professional Advisory and Consulting Activities

- No more than 20 in a bulleted list (a., b., c….)
- Cite each activity with date(s) name and type of organization (normally outside ARS) and significance of activity

Hint: Service as a journal reviewer is reported here

  a. Appointed by the Governor of Mississippi as the ARS representative to the committee on Water Resource Research to advise the Mississippi Water Resources Research Institute, 2008.

  b. Consulted with …… about ……. As a result, incumbent ….. , 2009.

  c. Served as an expert advisor at international conferences, committees, and planning sessions. Be specific about who, what, where and how. 2001 - present.

  d. Adjunct activities go under "Other Significant Information".

2. Special Assignments

- List no more than 20, bulleted a., b., c.
- Items should be of a technical and professional nature
- Give dates and briefly describe the nature of the assignment
- ADODR assignments go here
- Only publications associated with the assignment are to be referenced

  a. Sponsoring Scientist and Technical Advisor to PL-480 Project IN-SEA-27 to India; "Autecology and Genecological Investigations of the Cenchrus cilliaris Complex, Indigenous to India and Growing in America" at Saurashtra University, Rajkot, 2001-present. (#23, #50, and #53).

D. Other

1. Educational Background

- Only Professional Degrees – no additional trainings
- No bullets or numbering, double space between entries
- Start with dates

1990-1995   Texas A&M Univ.; major, Agronomy; minor Chemistry; B.S.
                  2002.

2. Research Experience

- Keep up with your promotions
- List date first, GS, Title, who with, where – double space between each entry
- No bullets

Example:

1998 – 2002, GS-12, Soil Scientist, USDA, ARS, Auburn, AL

3. Other Significant Information

- Maximum of **10** significant items that have not been addressed elsewhere in the writeup.

- No entry is to exceed 1/3 page

- Examples

   o Training/educational efforts, public relations and non-research activities which may be part of your responsibilities
   o Adjunct activities
   o Post Doc Awards
   o Serving on RPES Panel

- **GenBank** entries are **not** publications and should not be listed in your Publication List. They can be grouped and entered in "Other Significant Information" as a single line stating the total number submitted "during the period _____ [years]

- In a brief paragraph, state total number of funded Grants , CRADA's and Cooperative Research Agreements over your career followed by a bulleted list of not more than 20 of the most significant

- The last entry should be Manuscripts that have been submitted to a journal but have not yet been accepted. Include submitted date. This does not include manuscripts that are only entered in ARIS; they must be submitted to the journal in order to be listed.

E. Publications – Always start the publication list on a **new page**

Peer Reviewed Journal Articles and Patents

- Start a numbered list of all publications divided into two sections, "Peer Review Journal Articles and Patents" and "Additional Publications".

- Peer Review Journal Articles are manuscripts that the journal has sent out to be peer reviewed. This could include review articles if they have been peer reviewed by the journal

- Ensure that titles in your pub list conform with actual titles as published and that corrections are made in ARIS

- Patents should not be listed until they have been entered as a 115 in ARIS and have been issued a serial number from the U.S. Patent and Trademark Office.

- Be sure to include a dotted line separating publications since your last promotion

- Multi-authors: **Bold SY name** and *italicize graduate students, postdocs, visiting SY's*

- Accepted publications by a journal go at the end of the publications list with the **accepted date included**.   It will be returned without it.

Additional Publications

- Additional Publications – are everything else; proceedings, technical papers, book chapters, popular publications, etc. **Abstracts are not to be included.**

- Be sure to include a dotted line separating publications since your last promotion

- **List the type of publication in parenthesis at the end of the entry. Example: (Proceedings), (Book Chapter), (Popular Publication) etc.**

- Accepted publications go at the end of the publications list with the **accepted date included**.

- Posters are entered in ARIS as an abstract and are not included

- Do not include articles that have been written about you

- Formatting and examples for your publication list are on page 36 of the Manual 431.3

  IMPORTANT: To hear less from me – be sure the person that enters your publications in ARIS codes the publication properly. You can help him/her by updating them regularly with submitted, accepted, and published dates along with citation information. At times, published manuscript titles change, if so, be sure the title is corrected in ARIS.

  Have your ARIS person print you a "Publication Type by Author " report from ARIS at least twice a year and again before you submit your RPES writeup so that you don't miss anything and can make any necessary changes/additions in ARIS.

  IMPORTANT: I cross-reference all publications in your list against what is entered in ARIS for accuracy – Your ARIS person should do the same before it ever comes to the Area Office.

  - **Please use the following format for your publication list**

How to Format Citations for Publication List

Peer Reviewed Journal Article and Patents:

Format: *A*uthor last name(s) and initial(s). Article title. Full journal title. Volume (issue): page numbers. Year of publication.

Examples:

- Anderson, R.J. Maize responses to a severe isolate of maize chlorotic dwarf virus. Crop Science. 55(3):640-649. 2004.

- Anderson, R.J. and **Thompson, J.L**. Maize responses to a severe isolate of maize chlorotic dwarf virus. Crop Science. 55(3):640-649. 2005.

- **Jones, K.C.** and *Elliot, T.S.* Inheritance and control of obligate apomixes in breeding buffelgrass, *Pennisetum ciliare.* Crop Sci. 6(2):473-476. 2006.

- **Jones, K.C.** and Griswold, Clark W. U.S. Patent Number 5,999,999. System for plastic materials application in irrigation canals. September 2008.

Additional Publications

Examples:

- **Miller, J.G**. Janyes, D.B., and Moorman, T.B. Prediction of atrazine persistence in a central Iowa field. Proceedings of water Quality Modeling International Symposium. p. 109-118. 1995. (Proceedings)

- Smith, J.L. Current issues in crop production. In: Proceedings of the Society of Plant Growers National Convention, February 5-7, 2004, Beltsville, Maryland. p. 23-24. 2004. (Proceedings)

- Jones, K. C. Soil and wind erosion in West Texas. Tex. Tech Univ. 94 pp. 2000. (Thesis)

- Jones, K. C. Narrow rows increase dryland grain sorghum yields. Tex. Agric. Exp. Stn. Misc. Publ. #1238. 2 pp. 2002. (Technical Bulletin)

- Jones, K. C. Cotton Crops of Texas, pp. 78-94. In Brown, D. F. and Black, J. R. (eds.) Cotton of the South, Simplex Publ. Co., New York. 328 pp. 2005. (Book Chapter)

- Jones, K. C. Rabbit feeding on demand. (Accepted by Rabbit Growers' J. on Nov. 17, 2005.) (Popular Publication)

Electronic Journal Articles:

- Loker, W.M. The crisis of modernization in Latin America. Journal of Political Ecology [serial online]. 3(1). 1995. Available: http://www.library.arizona.edu/ej/jpe/volume_3/ascii-lokeriso.txt.

- Yerk-Davis, G.L., Grant, D., McMullen, M.D., Cole, E.H., Houchins, K., Melia-Handcock, S. The UMC Maize RFLP Map Sequence. Plant Genome IV Abstracts. 1996. Available: http://probe.nalusda.gov:8000/plant/index.html.

- Smith, J.C., Shafer, R.L. The effect of inoculation methods on bulb firmness. Electronic Journal of Biotechnology. 4(3). 2004. Available: http://ejb.ucv.cl/content/vol3/issue3/full/4/index.html.

- Fredrickson, B.L. Cultivating positive emotions to optimize health and well-being. Prevention & Treatment, 3: Article 0001a. 2008. Available: http://journals.apa.org/prevention/volume3/pre0030001a.html

Computer Programs/CD-ROM:

- Gallo, A.E. The food marketing system in 1996 [CD-ROM]. Version 1.1. Washington, D.C.: U.S. Department of Agriculture, ERS. 1996.

- Smith, J.C. PRO-CITE: Personal Bibliographic Software [computer program]. Version 1.4. Beltsville, MD: Scientific America. 2004.

Abstract: Not included in Publication List. If you submit an abstract as an exhibit for a Demonstrated Accomplishment, cite exhibit number as: (Exhibit 5a (abstract).

Other General Information

- <u>Each element</u> must be included in the case writeup - if nothing to report then "None" is entered under the heading

- **Include Page Numbers**

- Minimum font size is 12 with 1" margins all around (Times New Roman is the accepted font)

- 1st draft should be in Word so that we can make comments/edits

- **<u>NO NAMES</u>** are to be used in any of the file names, follow instructions!

- ARS-570 In-depth Reviewer Contact Sheet (needs to include Dr. Edgar King, AD, MSA). This can be sent as a .pdf file and uploaded to Sharepoint. Verify your email address!!

- Save all files in .pdf format except first draft of case writeup which should be in Word

- All case submissions are uploaded to the RPES Sharepoint site which your secretary has been given access to. See upload instructions below.

- Include the following with your first draft submission – these can be scanned and uploaded to the Sharepoint site – be sure you and your supervisor have signed the forms **before** they are scanned and uploaded

  o ARS-514 Cover Sheet (original with signatures) – be sure it has the 3 letter peer group code and current grade

  o AD-332 Position Description Form (original with signatures) – do not include GS grade on this form This is a <u>newly created form</u> – do not use your old Position Description

- If you cite an abstract as an exhibit for an accomplishment, show it as Exhibit 5b (abstract).

- You can add updates to your case up until the case goes to panel. For example: a manuscript was in the submitted stage when the case was sent in. Now it has been accepted for publication or an accepted publication has been published. You may have been honored with an award that just came through or you have been invited to make a presentation at a major meeting or you were asked to consult with a stakeholder relative to research. Send the appropriate information to Dana Lamberti with a copy to Marlene Coley.

Basic Instructions for Case Materials
File Naming Conventions

SharePoint has features that limit file naming, and will simply **refuse to upload improperly named files**. To avoid such problems, please follow these naming conventions:

File	Naming Convention	Note(s)
General:	Except as noted below, all files must be converted or scanned into **PDF** format before uploading.	
ARS- 570	ARS-570.pdf	**Do not include the scientist's name in any file name.**
Case Writeup	Case Writeup.pdf	N/A
Standard convention	Ex 1A 18.pdf	• **CRITICAL**: Do **not** use special characters such as pound (#), ampersand (&), or slash (/ or \) symbols in numbering exhibits; SharePoint will refuse to upload files containing such symbols. • **Leave a space** between the exhibit number and Publications list number. • Do **not** distinguish *type* of exhibit (patent, supporting statement, etc.) in the file name.
Single exhibit	Ex 3 25.pdf	Scientist submitted only one exhibit for a Demonstrated Accomplishment. Do not use "3A" if there is no "3B."
Supporting statement	Ex 8A.pdf	There is no citation to the Publications list.
Executable (.exe) file	Ex 5B 44.zip	**SharePoint will refuse to upload .exe files. Change the file name extension to .zip.**

Upload Instructions For PSA's

1. PSA's have been granted access to the RPES upload site and may upload case materials at any time to individually named folders under Documents on the left hand column of the page. To accomplish upload:

   Easy instructions

   a. Click on the scientist's name, which will take you to a page with the same name.

   b. On the left side of the page under "Select a View", click on "Explorer View". The page will turn white.

   c. Go to where you have your documents saved and select all the files you want to upload, right click your mouse and select copy

   d. Go back to your Sharepoint page, click on the white section, right click your mouse and select paste – your files will copy to your page.

   Long instructions

   a. Click on the scientist's name, which will take you to a page with the same name.

   b. On that page, click on the second button (Upload Document) on the light blue menu bar, which takes you to the Upload Document page.

   c. Click on the <u>Browse</u> button to the right of the file name entry field and locate the folder your files are saved in. Select the desired file.

   d. Click "save and close". This method uploads one file at a time.

   d. **OR**, click on Upload Multiple Files, which appears in pale blue font directly below the file name field. Locate files and click in the box by each file placing a check mark by the files you want to upload. (This is preferred because it saves you significant upload time.)

   e. Click on the Save and Close button on the light blue menu bar, which takes you back to the scientist page.

   f. You have now finished the uploading task for the scientist's materials and can exit the site.

Exceptions to Uploading

The following materials cannot be uploaded and must be snail-mailed to Area Office:

Marlene Coley
USDA-ARS-Area Office
P. O. Box 225
141 Experiment Station Rd
Stoneville, MS 38776
Marlene.coley@ars.usda.gov

- book exhibit for IDR (scan the table of contents as your exhibit and upload to Sharepoint)

- digital video disc or videocassettes

Questions or Problems

If you have any questions about or problems with file naming or the uploading process, please contact Marlene Coley.   Discuss technical problems with your IT Specialist.

Complete information can be found in the RPES Manual 431.3 and Policy and Procedures 431.3 or visit the RPES website at: http://www.afm.ars.usda.gov/rpes/index.htm