

**Agricultural Research Division
Institute of Agriculture and Natural Resources
University of Nebraska-Lincoln**

Directions for completing online AD416/AD417/Assurance Forms

Please note: The following MUST be completed online before your project can be posted for approval by CSREES: AD416, AD417 and Assurance forms

STEP 1. Entering the system

1. go to CRIS website: <http://cwf.uvm.edu/cris>

2. Click on: For Investigators AD-416/417...

For Investigators

**AD-416 / 417 Research
Resume and Classification
with CSREES-2008**

3. Click on NE

4. Enter the password;

daisy

5. Click on Proceed:

Proceed

Step 2: AD416

1. Enter your last name in the box

2. Select the type of project that applies to you and click on its button:

 **New Formula Funded project (Hatch, McIntire-Stennis, Animal Health, Evans-Allen)**

 **New State project (any project not funded by CSREES)**

 **Revised AD-416/417/Assurance form for a project not listed above**

3. Click on

Enter/Edit AD 416 Research Resume Information:

1. You will see a number of entries: *Note: THE FOLLOWING ARE REQUIRED:*

5. Project Number: (enter your last name...)

6. Status:

7. Title (limit to 140 characters):

8. Performing Department

13. Project Contact.

Enter the Name: , . (Last Name and Initials...)

Phone number: Fax number: (in the format 555-555-5555)

Email address: (include the full address)

URL of project-specific Web site:

14. Project Type:

YOU MUST ENTER DATES FOR HATCH, STATE, ANIMAL HEALTH, MCINTIRE-STENNIS, AND NE CONTRIBUTION TO MULTISTATE

19. Start date: (mo/da/year) (example: 04/01/2004 **ENTER DATE OF THE FIRST DAY OF NEXT MONTH, CURRENT YEAR**)

20. Termination date: (mo/da/year) (example: 03/31/2008 **ENTER LAST DAY OF THE PREVIOUS MONTH, 5 YEARS FROM NOW**)

21. Objectives: (limit to 3200 characters; use complete sentences.)

22. Approach: (limit to 3200 characters; use complete sentences.)

23. Non-Technical summary Include both the situation addressed and the purpose of this project. Limit to 400 characters (2 or 3 sentences) total. **The 2 sections will be combined into one paragraph when displayed.**

Enter the **SITUATION or PROBLEM** the project addresses. Use complete sentences

Enter the **PURPOSE** of the project. Use complete sentences.

24. Keywords: (one keyword/phrase per line, **do not use hyphens** to link phrases, limit to 20 lines)

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2. Click

3. Check your AD 416 data:

4. **SCROLL TO THE BOTTOM OF THE SCREEN:**

- If you have entered all the information required you will see:

No errors detected

The following may not apply to your situation but please check:

- A project outline is needed; [You can submit it electronically as .PDF](#) ; or as always, submit in printed form, or follow other instructions at your site.

5. If *no errors were detected* CLICK ON

- If you have **NOT** entered all the information required you will see:

The following information must be completed or corrected before the AD-416 can be submitted to CRIS:

(list of whatever is missing)

5. If something is missing or if you want to change anything, **click the *back button on your browser*** and make corrections. After corrections are made, click again on Check Data

6. Repeat until you receive the "*no errors detected*" comment then click on Save Information

STEP 3: AD417 Click Return on top right of screen as seen below:

Confirmation Screen

The information shown below has been saved (your AD416)




Do NOT use your browser back button!
or you may create a duplicate!

to "Project / Form Selection"

1. Select AD417

Project / Form Selection

Select the form to work on for this project:

-  AD-416 Research Resume
-  AD-417 Classification ([view instructions](#))
-  CSREES Assurance Form ([please read this!](#))

2. Scroll to bottom of screen and Click

Proceed

3. Fill in the percentage of effort on Basic Research, Applied Research and Developmental Research. (the only requirement is that the 3 types of effort add to 100%)

4. Enter appropriate percent for Forestry and Animal Health

5. **Enter AD-417 Project Classification:** All research must be classified by Research Problem Area (RPA – orange box), Subject of Investigation (SOI – yellow box), and Field of Science (FOS – green box). **Research Effort Categories must total 100%.**

• The easiest way to enter the project classification is to Click on **Classification Assistance** in the upper right of the screen.

Classification Assistance

- Scroll down to Research Problem Area (RPA) and select the RPA
- Scroll down to Subject of Investigation and select the subject
- Scroll down to Field of Study and select the field

• Scroll to bottom of screen and click on

Generate Table

• Enter percentage in right hand box or boxes *NOTE: Multiple selections on RPA, SOI and FOS must add to 100%*

• Click on

Save Information

• Click on

Return

• Click on

Check Data

• Click on

Save Information

STEP 4: Assurance Form. Click Return on top right of screen

Confirmation Screen

Return

To Project/Form Selection

1. Select CSREES Assurance Form

Select the form to work on for this project:

- AD-416 Research Resume
- AD-417 Classification ([view instructions](#))
- CSREES Assurance Form ([please read this!](#))

2. Scroll down and click on

Proceed

3. Fill in as appropriate, Scroll down and click on

Check Data

4. Scroll down and Click on

Save Information

5. You are done with online forms!

STEP 5. NOTIFY THE ARD OFFICE WHEN YOU HAVE COMPLETED FORM ENTRY

- ARD office phone: 2-2045 or email: neaes2@unl.edu

*****SEND AN ELECTRONIC VERSION OF YOUR FINAL PROJECT OUTLINE*****

- ARD email: neaes2@unl.edu .pdf, Word, or WordPerfect formats are acceptable.

If you have questions, contact the ARD Office for assistance at 2-2045