

FY2008 ANNUAL REPORT (AD-421) INFORMATION

Due Date: August 11, 2008

Instructions for retrieving prior year AD-421s are on page 5.

Changes to each question are shown in **color**.

- 1. Background** (automatically populated in the shell provided) **No changes**
 - ***1a. Objectives:*** Verbatim extract from the AD-416. No changes can be made to the objectives within the 421.
 - ***1b. Approach:*** Verbatim extract from the AD-416. Author must edit to remove Biosafety Level (BSL) information only.
- 2. Milestones for FY2008** (This section will not be posted on the web). **No Changes**
 - List currently approved Milestones for FY2008.
 - Choose the status of each Milestone from the List of Values provided. If “Milestone Not Met” is chosen, a reason must also be chosen from the List of Values provided.

Status Options:

- Milestone Not Met
- Milestone Substantially Met
- Milestone Fully Met

If “Milestone Not Met” is chosen, select one reason from the following:

- Critical vacancy
- Insufficient resources (lack of operational funds)
- Redirection (by National Program Staff)
- No longer applies (Milestone no longer applicable)
- Other (a reason for not meeting the Milestone other than the options above)

Optional: Add a one- or two-sentence explanation for the status of a Milestone in the space provided (do not put the explanation with the actual milestone. It should be entered in the separate field provided (500 characters max).

- 3. Progress Report: Changed**
 - For “D” projects, the progress report is **now required**. The progress must indicate how it relates to the components within the National Program Action Plan. Include the information on how it relates at the end of the progress report.
 - A description of what was done during the year, regardless of whether or not the work made a significant accomplishment.
 - Limited to 3,200 characters.
 - This question is the only question answered for subordinate project reports. The progress report for subordinate projects will first identify the outside organization and the associated in-house project, which includes the project number and project title. (Example: “This report documents research conducted under a reimbursable

agreement between ARS and the U.S. Fish and Wildlife Service. Additional details of research can be found in the report for the in-house associated project 6225-12320-001-00D, Soil Erosion Research.”). **The system will automatically populate this data in. You must review it for accuracy and correct as appropriate.**

The ADODR is required to document monitoring activities for the project within Question 3 for **specifics** only. They must state the methods used for monitoring, such as meetings, conference calls, site visits, etc. (refer to the ADODR P&P for more information on this requirement (<http://www.afm.ars.usda.gov/ppweb/pdf/701-0.pdf>)).

4. **Accomplishments: Changed**

List the significant research accomplishments in order of importance during FY 2008. (Not all projects are expected to have a significant accomplishment each year.)

- Definition: An accomplishment is a completed scientific effort that can be expected to have scientific or technical impact.
- Each accomplishment should be described in a single paragraph, the meaning of which can stand on its own.
- **The accomplishment must be written in a four- to six-sentence paragraph, in the following format:**
 - Short title;
 - Description of the problem or question investigated;
 - Description of what was accomplished;
 - Description of the actual or potential impact on science and/or technology; or actual impact on solving significant problems facing U.S. Agriculture.
- *At the end of the accomplishment, identify the National Program Component and Problem Statement(s) (as defined in the current Action Plan) that the accomplishment addresses.*
- **Data entry for this question has changed. Users will be able use the import feature in ARIS. Each accomplishment must be labeled. For example, Accomplishment 1:Accomplishment 2:.....**
- **Accomplishments received at the Area that are not in this format will be returned for revision.**

5. **Significant activities that support special target populations. No changes**

- Only if you have specific activities or special outreach efforts that directly benefit USDA target populations (small farms--defined as under \$250,000 annual gross receipts--or “socially disadvantaged/limited resource/historically under-served” producers).
- If there are no activities to report here, simply state “**none.**”

6. **Technology Transfer Change**

A number for each category will propagate into the fields. Some of the data based on the inhouse project number the items are associated with will also propagate. An additional field has also been added to provide the detailed information behind each item.

- Number of **New** CRADAs

- Number of Active CRADAs (does not include the new CRADAs)
- Number of New MTAs (outgoing/giving only)
- Number of New Invention Disclosures Submitted
- Number of New Patent Applications Filed
- Number of New Germplasm Releases
- Number of New Commercial Licenses Executed
- Number of Web Sites Managed
- Number of Non-Peer Reviewed Presentations and Proceedings
- Number of Newspaper Articles and Other Presentations for Non-Science Audiences
- Other Technology Transfer

The description for each tech transfer must include the following information. It must follow this format:

Technology:

Transfer:

Customer/User:

Impact/Outcome:

7. International Cooperation/Collaboration – New Question

- Does the project have any international cooperation/collaboration? If yes, then the country the collaboration is with should be selected and agreement number if the collaboration is associated with an agreement.
- A brief description of the collaboration/cooperation should also be provided. If there is no agreement in place, but there is international cooperation/collaboration, then only the brief description should be provided.
- See the ARIS Online manual for more description/instruction on data entry.

Publications

- Only peer-reviewed publications in scientific journals (no proceedings); review articles that are related to the subject of the project; book or book chapters related to the subject of the project can be listed here.
- Enter only the publications published in print or electronically during FY2008 (include publications from subordinate projects that include an ARS author).
- Enter any publications that have been printed and have not been included in previous annual reports. Do not list articles that are “in press.”
- There must be an approved ARS-115 Manuscript Approval for each publication. The citation information from the ARS-115 will propagate to the AD-421 when the ARS-115 Log Number is chosen.

For further information on preparation of the Annual Reports and inputting in ARIS, see Chapter 15E in the ARIS Online Manual (<http://www.npstaff.ars.usda.gov/ARIS/Manual>).

General Comments

- **Who is the intended audience?** The AD-421 is not a technical document, and it should be written to be understood by our customers, stakeholders, and interested members of the general public. **Avoid “technical jargon.”**
- **What is the proper length?** Reports should be informative but concise. Many fields have character limits (See ARIS Manual).
- **How do we protect Intellectual Property Rights (IPR)?** If the scientist believes he/she has made a patentable invention or may have a future patentable invention, they must consult with their patent advisor to review the written description of their research results to avoid making a disclosure. Predictive statements made in the AD-421 or elsewhere can negate future patent rights.
- **Progress reports from CRADAs and other extramural agreements may be subject to special confidentiality clauses.** Because CRADAs may offer cooperators special rights to review draft public disclosures of research conducted under the CRADA, and because cooperators may consider this to be confidential business information, make sure that any report related to your CRADAs (or Trust Fund Agreements) is cleared by the cooperator before it is submitted to the Area Office. Contact your Patent Advisor or Technology Transfer Coordinator, if you have questions on CRADA reports.
- **Use caution when describing work with Select Agents, hazardous chemicals, radioisotopes, or sensitive laboratory techniques/procedures.** Generally, reports for the AD-421 are written in lay terms and critical details that might be used in weapons of mass destruction are not provided. However, you should use caution in providing information on plant or animal pathogens, toxins, hazardous chemicals, or radioisotopes that might have potential use in weapons of mass destruction. These should be discussed in general terms without providing critical details that would provide insight to bioterrorists.
- **Public document - unless otherwise indicated, you should assume that all of the information given in the AD-421 will be made public.** Avoid technical or other terminology that might not be easily understood by our customers, stakeholders, and interested members of the general public. Do not use acronyms unless you have spelled it out the first time it is used. *Do not mention specific SYs by name.*

***NOTE:** Question 2 – Milestones, and Question 7 – Technology Transfer (backup details) will not be posted to the ARS Website or sent to CSREES.*

Instructions for retrieving prior year AD-421s

Log into ARIS

Research Program

Active-421

Enter search criteria (mode code and preferred year); execute search

Mark report(s)

Prints

Extract to Word

All questions

You will then be able to watch the Word document populate with the report(s).

You must use "save as" because if you cancel, Word will close without saving the document.

After you save, you can find the document, open, and make the appropriate changes.