

EXTRAMURAL AGREEMENTS
Specific, Contract or Grant (416/417/550A)
Supplement to ARIS On-Line Manual
Chapter 4D

ALL paperwork for new and/or amendments to SCA's must be received in the Area Office by June 30. Any request received after that date must have a strong justification for the need but may not get completed. Please note that a SCA being Congressionally mandated is not a strong justification for submitting after June 30 since these can be processed as soon as we have a budget. In addition, any SCA that is not in the ARMP, must be discussed with the Area Director in advance to submitting any paperwork. The paperwork includes the ARS-550A, AD-416 and AD-417 in ARIS and the SCA document with budget documentation.

Helps

- When making changes to an extramural agreement, adding funds, extending the agreement, changing investigators, etc., it is necessary to update both the agreement and the AD-416/417 and 550A.
- An SCA can be funded by D, R, or T projects and also by an ARS-425. If funded by a R, T or ARS-425, the SCA's Termination Date must not extend past the Termination Date of the R or T or End Date of the ARS-425.
- Remarks - Always state reason for the current action. Example: New SCA with University of Idaho for research on potatoes, \$15,000. Dr. Jones - ADODR.
- In-house Project Number Providing Funds - Enter the related in-house project number, not the funding project (unless they are the same).
- Award Date, Agreement Number and funds posted are required to move project from Pending to Active Status.
- The executed Agreement is a binding document and the respective record in ARIS should be in agreement.

550A

Accounting Code

- ✓ IF D project is providing funds, use the current Management Unit accounting code. Example: The accounting code for a D project providing \$50,000 FY 2005 funds would be 50136XXXXX.
- ✓ If more than one project provides funds, all accounting codes are to be shown.
 - Two accounting codes will fit in the area provided on the 550A; enter extra accounting codes in the field STATEMENT OF WORK TO BE PERFORMED & REPORT/PUBLICATION REQUESTED BY ARS.
- ✓ If a T or R or ARS-425 provides funds, use the current FY accounting code **as long as** the funds have been received and been posted in ARIS by the Area Budget & Fiscal Office.
 - Only funds that have been posted to the ARS-425 of the T or R or an ARS-425 can be disbursed.
 - Start Date does not have to match the Start Date of the T or R funding project, but Termination Date is not to exceed the Termination Date of the T or R funding project or End Date of the ARS-425.

SBG Fee (same as SBIR)

- ✓ SBG fee is automatically calculated based on the dollar amount entered.
- ✓ This assessment will automatically be made by BPMS each time money is added to an extramural agreement.
- ✓ It will appear as a financial plan reduction to the Management Unit.
- ✓ Currently, 2.5% is taken from the funding project based on the giving amount. No SBG fee is taken from soft funding (Reimbursable or Trust funding) projects.