



**Current Research Information System**



**U.S. Department of Agriculture**

**NIFA**

**GRANTS**

# CRIS Reporting: Part II

## Reporting On Your Work

# Remember:

- CRIS reports are easy to see
  - Anyone can read them from the web
  - CRIS doesn't have a spell check so writing a draft in Word is a good idea
- Use the data you have
  - Data on student progress: degrees earned/plans
  - Data on ranchers' success: savings/profit
  - Data on research progress
  - Don't be afraid to brag a little



Current Research Information System

To Submit CRIS Progress or  
Termination (final) Reports...

Go to CRIS

Forms Assistance:

<http://cwf.uvm.edu/cris>

# Select AD-421 - Progress Report

**USDA** United States Department of Agriculture  
Current Research Information System

Forms Assistance

Home | About Us | CRIS Forms | CRIS Manuals | CRIS Search | News | Help | Contact Us

You are here: [Home](#)

Welcome to the CRIS Forms Assistance Web site. This is designed to help guide you in completing and submitting the documentation for USDA-funded projects to be recorded in the Current Research Information System (CRIS).

**Messages**

**Please Note:**  
**Changes were made to the web forms Tuesday, August 22. See NEWS for details.**

[Info for new CRIS administrative site contacts](#)

Latest data update from CRIS:  
August 9, 2006

This site is developed and hosted by the  
CALIS Information Technology Office, University of Vermont.  
Comments or questions: [pdowner@uvm.edu](mailto:pdowner@uvm.edu) or [slang@uvm.edu](mailto:slang@uvm.edu)  
Last modified: March 14, 2006

CRIS Forms Assistance | [USDA](#) | [CRIS](#) | [CSREES](#) | [NIMSS](#)

# Enter Investigator Last Name, E-mail, Award Number

## Select a Project for AD-421 Progress / Termination Report

Enter Investigator last name:  Email address:

Enter the Award Number:

*(include hyphens, like: 2002-12345-1234)*

Please include your email address so we can contact you in case of a problem with your report.

Place this project information on a form

# Verify Project Information

**Enter a Progress or Termination Report for 2005-38905-03277**

[Help for this screen](#)

[OMB Approved 0524-0042](#)

U.S. Department of Agriculture <b>AD-421 Progress Report</b> U.S. Dept. of Agriculture, State Agricultural Experiment Stations and Other Institutions			Termination Date (Month, Day, Year)  <b>07/14/2007</b>
1. Accession  0203244	Agency Identification No.  2. CSREES 3. TEXE	5. Work Unit/Project No.  <b>TEXE-2005-06218</b>	18. Project Type  <b>SERD Grant 2005-38905-03277</b>
7. Title  Hispanic Leadership Program for Research on Food and Agricultural Sciences			
12. Investigator Name(s) (Last Name and Initials)  Garza, R.; Martinez, R.; Pina, M.			

General Instructions	If you need assistance	Past reports
Enter or modify the following information. Use the underlined links for <a href="#">Help</a> . Press the "Check data" button at the bottom when finished.	If any project information is not correct, contact <a href="#">Carolyn Deckers at cdeckers@csrees.usda.gov</a>	<a href="#">View CRIS record for this project</a>

# Select Progress or Termination Enter/Paste Project Information

**Will the project continue after this year? Click here!**

Select Report Type:	<a href="#">40. Period Covered</a>	Additional Explanation
<input checked="" type="radio"/> <a href="#">Progress Report</a>	07/15/2005 to 07/14/2006 <i>(month/day/year)</i>  <b>report progress for one year based on the start date anniversary</b>	<i>For all projects beginning on or after 10/01/2004 progress reports are due on the anniversary of the project start date.</i> You cannot modify these dates. The report is 41 days past the due date (the grace period is 90 days).
<input type="radio"/> <a href="#">Termination Report</a>	07/15/2005 to 07/14/2007 <i>(month/day/year)</i>  <b>termination reports summarize the lifetime of the project and change the project status in</b>	You cannot modify the dates for a termination report; they must always reflect the lifetime of the project. If the project start or termination dates shown to the left are not correct, contact Carolyn Deckers ( <a href="mailto:cdeckers@csrees.usda.gov">cdeckers@csrees.usda.gov</a> )

**Is this the last year of the project? Click here!**

**Students Funded:**

**Faculty Hours Funded:**

**Don't forget to fill these out these two boxes**

[41. Progress/Termination Report](#). (Use complete sentences, limit to 3200 characters and spaces)

# Sample Help Screen

## **Students Funded**

Number of student benefiting from scholarships, internships, stipends or trips to professional activities paid with grant funds.

## **Faculty Hours Funded**

A unit of measure that represents an hour of scheduled faculty work on grant program related activities during a specific reporting period. Usually a reporting period consists of twelve months for an annual report or the life of the project for a final report. The final report will report the cumulative value of all annual reports.

## **Progress Report**

A progress report is the detailed account of the project to date, usually submitted annually, no later than 90 days following the anniversary date of the award.

Suggested elements to include in describing the progress report: 1. a comparison of actual project accomplishments (objectives, products... etc.) with the ones established for the reporting period (via the project's original timeline), 2. the reason(s) for any slippage if established accomplishments were not met, and 3. any additional pertinent information especially dealing with cost overruns or objectives not completed on time.

# Enter/Paste Project Information

43. Publications: (put a blank line between citations, do NOT number them, leave blank if no publications)

Enter the Products of the project. (Use complete sentences, limit to 3200 characters and spaces)

Enter the Outcomes of the project. (Use complete sentences, limit to 3200 characters and spaces)

# Enter/Paste Project Information

*Enter the Dissemination Activities of the project.* (Use complete sentences, limit to 3200 characters and spaces)

*Enter the Future Initiatives of the project.* (Use complete sentences, limit to 3200 characters and spaces)

*Enter the Impacts of the project.* (Use complete sentences, limit to 1600 characters and spaces)

# Check Data for Errors

[Enter the Impacts of the project.](#) (Use complete sentences, limit to 1600 characters and spaces)



→  (data validity check)

The information you entered will be checked for errors. This does **not** save or submit anything, but only checks to be sure the information you entered is acceptable.

# Correct Errors then Save Data

**Dissemination Activities:** (4 characters)

aaaa

**Future Initiatives:** (4 characters)

aaaa

**Impacts:** (4 characters)

aaaa

## PLEASE NOTE:

*No detectable errors. However, spelling and grammar checking are your responsibility.*

Save report

Save this information in the working file.

You must press this button to save this information in your site's collection file. Until you press this button, nothing is saved. You **should** see a *Confirmation Screen*. If you do **NOT** see the *Confirmation Screen* after you press the Save Report button above, contact Carolyn Deckers.

**Be Sure to Enter "Submit"  
after Saving Data**

Done

Internet