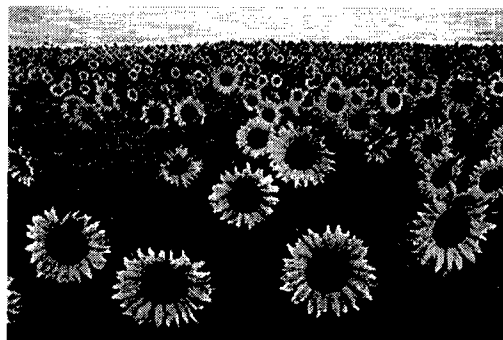


***ARK - Agricultural Experiment Sta, Univ
of Arkansas***

**CRIS AD-421
PROGRESS/TERMINATION REPORT
and
PUBLICATIONS**



Use the World Wide Web to do this report!

**For assistance, please contact Your Departmental CRIS Representative
See Listing of CRIS Reps at http://www.uark.edu/admin/aesbus/cris_projects.htm**

Your research report is entered into the CRIS (Current Research Information System) database where it is available to fellow research scientists and administrators on a nationwide basis, and to the public worldwide in the CRIS searchable database (<http://cris.csrees.usda.gov/menu.html>).

You will be entering these data from the CRIS Forms Assistance Web pages. To access these pages, use your Web browser. Netscape 2.02 or Microsoft Internet Explorer 3.0 are minimum requirements.

Display the CRIS Forms Assistance home page located at <http://cwf.uvm.edu/cris>.

*You can bookmark this page if you wish, but **no subsequent pages** can be bookmarked.*

Select **AD-421 Progress/Termination Report**

Select: **ARK - Agricultural Experiment Sta, Univ of Arkansas**

Enter " daisy " as the password and then **Proceed**.

Enter your name to display the list of projects that require reports from you as the principal investigator.

Select one project from the list and **Proceed**.

Enter the following information:

1) Choose the appropriate report, either:

- **Progress:** If the termination date has not passed and the project was active during the current reporting year
- **Termination:** Only if the termination date has passed and the project will **not** be extended beyond the date shown

2) Progress/Termination narrative:

The progress report narrative should list findings and accomplishments with brief comments as to

why the results are significant scientifically or practically. If it is too soon to report accomplishments, characterize the status or stage of the work.

The termination report narrative is a brief summary of accomplishments for the entire life of the project.

CRIS strictly limits the narrative to 3200 characters, and cannot accept any characters not found on your keyboard. Do not use degree symbols, math symbols, Greek letters, italics, boldface, super- or sub-scripts, or underlines. Please substitute suitable words and alternate characters. Consider entering and spell-checking the text in your favorite wordprocessor (then paste it into the Web form), but **do NOT** include tabs or indents nor any other text formatting or graphic characters.

3) Impact:

In 2-3 sentences, use non-technical language to summarize your project's economic, environmental, and/or social impact.

4) Publications:

Publications that relate to your CRIS projects should be included. List significant publications issued during the reporting period. On a termination report, only include publications not previously submitted on a progress report. There is no limit to the number of publications, but no citation should be more than 600 characters.

Example:

Wu, J., Ullrich, R.C. and Novotny, C.P. 1996. Regions in the Z5 mating gene of *Schizophyllum commune* involved in Y-Z binding and recognition. *Mol. Gen. Genet.* 252:739-745.

Include only publications for the current reporting period, and only published works (journal articles, published abstracts, books, book chapters, and theses -- NO talks, NO presentations, NO newsletter or magazine articles). **Do NOT** enter authors in all capital letters and **do NOT** number the citations.

When all information is entered, select **Check Data** and note any errors. View the displayed information carefully. Corrections or additional edits can be made by using the **BACK** button on your browser toolbar. After each edit, **Check Data** again.

When the information is correct and complete, select **Save Report**. You should see a *Confirmation Screen* if your report was successfully saved in the site's collection file.

When you are completely finished with the report and do not need to edit it further, select the **Report Complete** button. Once you select this button, you will not be able to edit the report again, and it will then be submitted to CRIS for you. You **MUST** "press" this button to indicate when the report is complete. **Your report cannot be submitted to CRIS until you mark it complete.**

You may want to print a final copy to keep for your records and / or submit for review using the button provided.

If you have more than one project, use the **Return** to Select Project button in order to select another project and follow the same steps as outlined previously.

Submit a report for ALL projects that are listed for you.

**ALL INFORMATION SHOULD BE ENTERED BY
DATE SPECIFIED BY AES BUSINESS OFFICE**