

Instructions for Completing CRIS Web Forms
AD-416 “Research Resume”, AD-417 “Classification of Research”
& CSREES-662 “Assurance Statements”

For assistance, please contact Casey Hillmer at 2-2397 or clhillmer@cals.wisc.edu

Open the **CRIS Forms Assistance** homepage located at <http://cwf.uvm.edu/cris/>. *You may bookmark this page or the homepage if you wish, but **no subsequent pages can be bookmarked***

[Note: if you receive an *error message*, click the browser **[Back]** button and repeat the step.]

Please complete the three necessary pages for the CRIS Project.

Select **AD-416 / 417/ 2008** under “**Enter Forms**” from the homepage.

Select **WI** on the map.

Enter the password **CALS#1** and then click the **[Proceed]** button.

Enter only your **LAST NAME** (do not enter your initials) and click **[Proceed]** to display your project work list.

All your projects that you are to work on come up right away.

To begin, click on AD-416

Do not click any buttons under New Project. I have set up your project for you.

A lot of the information is filled in by me.

Scroll down and check the information:

13. Project Contact

Enter the appropriate contact information.

The start and end dates are set by me. Please do not change.

Click check and save when done with this page.

Then click on go to Screen 2.

Fill in the boxes for:

Goals/Objectives/Outputs

Provide a clear, concise statement of the goals and objectives of the project as stated in the approved application or as approved by CSREES. The goals and objectives should be specific and attainable within the duration of the project and with the available resources. If the application lists milestones/target dates for important activities or phases of the project, include this information. Include a description of the expected **outputs** (or deliverables) from the project. For multistate projects, enter the objective(s) exactly as defined in the multistate project outline. (Limit 3200 characters and spaces)

Methods

Describe the ways in which the project will be conducted with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods. Include a description of how the results will be analyzed, evaluated, or interpreted. Describe the **efforts** that will be used to cause a change in knowledge, actions, or conditions of a target audience. Include a description of how the output(s) will be **evaluated** and/or quantified for its impact on the intended audience(s). (Limit 3200 characters and spaces)

Non-Technical Summary

Describe the situation that creates a need for this project as well as the purpose or rationale for the project. Also include general statements describing the methods to be used, the expected **outcomes/impacts**, and the anticipated benefits. Provide information at a level that most citizens can understand. This non-technical summary is designed to enhance the usefulness of the information in the database, especially to legislative and other public audiences. (Limit 3200 characters and spaces)

Keywords

It is important to assign appropriate keywords for automated information retrieval of project information. Limit keywords to one- or two-word terms. Collectively, the keywords for a project should resemble an abbreviated abstract of the project. (Limit 20 lines)

Click check and save!!!!

Click confirm information

Then click on the Print Button, if you would like a copy, or click on return, to complete the next page.

Select "**AD-417**

Under **Research Effort Categories** complete the percentage effort

25. Basic _____%; **26. Applied** _____%; **27. Developmental** _____% to total 100%.

Complete 28. or 29. if there is a forestry or animal health component.

28. Forestry _____%; **29. Animal Health** _____%

NEXT: 30-39

Complete the **Classification by Research Problem Area, Subject of Investigation, and Field of Science** section. THIS IS A BLUE BOX. Click on the blue highlight headings to select the appropriate code.

Scroll to the bottom of the screen, and click [**Check Data**]. Scroll to the bottom of the screen and click

[**Save Information**]. You should receive a *Confirmation Screen* if your information was successfully saved in the work file.

At the top of the screen, click [**Return**] to return to the **Project Selection** screen.

NOTE: CSREES-662 Assurance Statements are required for ALL projects. If you receive a message that it is not needed, ignore this message and complete the form.

Final Page: Select CSREES-2008

Check the box(es) that apply under **A. Recombinant DNA or RNA Research**, **B. Animal Care**, and **C. Protection of Human Subjects**. Provide additional information as needed based on the boxes checked. Scroll to the bottom of the screen, click [**Check Data**]. Scroll to the bottom and click [**Save Information**].

*****MAKE SURE YOU ALWAYS CHECK DATA, AND SAVE INFORMATION!!**

Exit

Thank you.