

University of Maryland Eastern Shore Project Classification AD-417

**For assistance, please contact Tracie Bishop
6383 or tjbishop@umes.edu**

Entering AD-417 Classifications on the CRIS Web Forms

The most important thing to remember about the AD-417 Classification process is the purpose of assigning these codes to your project: funding reports to Congress are based on this classification. In order to summarize funding in your area of research correctly, projects must be classified appropriately. Projects must be classified according to the [*Manual of Classification of Forestry and Agricultural Research*](#).

Suggestions for completing the AD-417 web forms:

- Select a project and form "AD-417 Classification"

- Enter the **Classification by Knowledge Area (KA) (formerly RPA), Subject of Investigation, and Field of Science.**
 - You can complete the Classification table one of several different ways:
 1. Using the manual, determine which options apply to this project and enter the numeric codes and percentages in the table
 2. Use the column heading links to view the list of options and enter the appropriate numeric codes and percentages in the table. You may find it helpful to print a [blank form](#) to jot down your choices.

The column heading links will display the code lists in a new browser window, allowing you to view the code lists while you enter codes in the form. You can even copy and paste codes from the lists into the form.

3. **Use the "Classification Assistance" button to select codes from a list of check boxes. This process will generate all possible combinations from your selections and prompt you to enter appropriate percentages. It will then automatically enter the codes with percentages into the table. You must use the "Return" button provided to return to this form with the codes filled in.**

NOTE: If you use **Classification Assistance** do not complete the Research Effort categories until you have finished with the (blue) Classification table.

- Enter the percentages for the **Research Effort Category and Forestry/Animal Health Component**.
 - Identify the research category as basic, applied, or developmental and assign percentages which add to 100%.
 - If the project is funded by McIntire-Stennis or Animal Health programs, the Forestry or Animal Health component will automatically be assigned 100%. You can optionally assign percentages to these categories up to 100% each for projects funded by other sources.
- When complete, click the check data button.
- Review and use the BACK button to make changes and corrections on the table.
- When you have completed the classification and the data checking process, be sure to "save" your work with the "Save information" button.