

## Procedures for submitting reports to CRIS

### Accomplishments Report (AD-421)

This includes annual and termination reports

1. Draft report using the report template (Word Document)\*
  - a. There are two different templates, choose the appropriate one
    - i. Evans-Allen and CB Research Grants
    - ii. SERD Grants
  - b. Make sure all sections are complete
  - c. Each section must not exceed *3200 characters including spaces*
2. Email report to Suzanne Street ([ssstreet@umes.edu](mailto:ssstreet@umes.edu)) for proof-reading
  - a. Ms. Street will only be going through the reports **ONCE**, so make sure it is the final draft of your report
  - b. The reports need to be sent to Ms. Street at least **10 business days** prior to entering them in the CRIS System
3. Ms. Street will return the document to you with any recommendations, edits, or updates
4. Make any necessary corrections
5. Enter the report into the CRIS System ( <http://cwf.uvm.edu/cris/> ) and notify Tracie Bishop when completed
  - a. The reports need to be entered at least **10 business days** prior to the your CRIS deadline
  - b. Contact Tracie Bishop for assistance if necessary ([tjbishop@umes.edu](mailto:tjbishop@umes.edu) or ext 6383)
6. Mrs. Bishop will then send the completed report to Dr. Shelton for approval
7. Once Dr. Shelton approves the report, Mrs. Bishop will submit to NIFA

\*See *Resources for Investigator* website <http://www.umes.edu/AES/Default.aspx?id=7230> for templates and additional information

**Deadlines:** Your Annual and Termination reports are due within 90 days of the anniversary date of your project. Therefore, your drafts should be sent to Ms. Street within 60 days of the anniversary date. Remember we need **20 business days** to process reports. Please check the calendar for Holidays, etc. that might change the timetable.