INSTRUCTIONS FOR PROGRESS/TERMINATION REPORT AD-421

1. The screens views and instructions (in the yellow boxes) provide you with stepwise directions to enter Progress/Termination report. Please note: The same form is used for Annual Reports and Termination Reports. There is a radio button that allows you to select the type of report. See Step 6.
2. Please use the help provided through hot links in the CRIS system for additional assistance. If you are having difficulties entering the information, please contact Dr. Anugrah Shaw (ashaw@mail.umes.edu)
3. Print a copy of the instructions.

STEP 1: GO TO HTTP://CWF.UVM.EDU/CRIS
Click on AD-421 Progress/Termination Report to open the form

Click here to enter Progress/Termination Reports (AD-421)

STEP 2: CLICK ON “MD” TO SELECT THE STATE

Click on “MD” to select the state
STEP 3: CLICK ON THE RADIO BUTTON TO SELECT UNIVERSITY OF MARYLAND EASTERN SHORE
Enter the password and click “Proceed”. Passwords will be supplied to you separately

Click on the radio button to select UMES

Enter the password and click “Proceed”. Password will be e-mailed to you separately.

STEP 4: ENTER THE INVESTIGATOR LAST NAME
Click “Enter/Edit” for a report that has not been submitted to CRIS and “Review Reports In-Progress” for reports submitted to CRIS

Enter the Last Name of the Investigator

Click here to enter/edit for a report that has not been submitted to CRIS

To review reports
STEP 5: SELECT THE PROJECT IF YOU HAVE MORE THAN ONE PROJECT, AND THEN CLICK THE EDIT ICON.

Project Selection

for SHAW

Click the icon next to the project to enter or edit the report

Reports for projects shown below are for the calendar year

- MDX-PPE-0103
  - views
  - Allen
  - Managing Exposure to Environmental Hazards through Textile Systems
    - 10/31/2012
    - 09/30/2007
    - A

If a project is not listed, read this

Contact Anupam Shaw (ashaw@omer.edu) for assistance.
STEP 6: COMPLETE THE INFORMATION ON THE FORM

Select the radio buttons to select either a progress report or a termination report
Use hyperlinks by clicking on the title for information about the field
Click here to obtain help regarding the fields
After entering the information, click on “Check Data” to verify the information

Complete the information on this form.

Click on the radio button if this is a termination report.

Use hyperlinks by clicking on the title for information about the field.

After entering the information, click on “Check Data” button at the bottom of the screen.

- Review the feedback provided after the data has been checked.
- Make revisions if needed.
- Save data by clicking the Save Button.
- Print a hard copy of the report and submit it to the Experiment Station Director.