

*Instructions for Initiating CRIS/AgriLife  
Research Project for NIFA Grant (1/11)*

**Instructions for Initiating CRIS/AgriLife Research Project for NIFA Grant**

Once you have been notified on your NIFA Grant Award, you need to initiate and complete the CRIS Forms AD-416 and AD-417 before the money is awarded.

1. **Contact Project Records (979-845-4794) or ([aa-arnold@tamu.edu](mailto:aa-arnold@tamu.edu)) to notify them of your new award.** You will be assigned a project number, which you will need to complete the forms.
2. **Enter AD-416 and Ad-417 forms.** Go to USDA/NIFA/CRIS web site (<http://cwf.uvm.edu/cris/>) This is the CRIS Forms Assistance page.
  - a. On the Left side, under **Enter Forms** select **Work Unit Description (AD-416 /AD-417 /2008)**
  - b. Select Texas on the Map (Make sure TEX – Texas AgriLife Research, Texas A&M Univ) is selected. (Contact Project Records for password).
  - c. Type in last name and proceed.
  - d. You are at the TEX Project/Form Selection Page. It will say there are no AD-416s in progress for you. You need to initiate a new project form at this point. On the left side, under new project, select the appropriate grant type. Then click on **[NEW]** to initiate the project form.
  - e. **AD-416 Form.** Click on AD-416 button to complete the first form. Enter each screen until you get a confirmation screen. Make sure you indicate any integrated activity with extension on the AD-416 Form.
  - f. **AD-417 Form.** From the Confirmation, on the right hand side, you can return to “Project Form Selection Screen”. Your project will be listed there and you can select the AD-417 to enter classification codes. Make sure you enter any Animal Health or Forestry related research on the AD-417 Form.