

Appendix 3 - ARS-115 Template

Related ARS Project (# or name): _____ - _____ - _____ - _____

Manuscript Title: _____

Manuscript Peer Reviewed: Y N (If Yes: Please give the Unit ARIS user the ARS-533 Peer Review forms and a copy of the manuscript)

1st Formal Report other than Abstract? Y N (Select No if this is an Abstract entry)

Does this manuscript report CRADA research? Y N **Has the Cooperator Reviewed and Approved this Publication?** Y N

If Yes, CRADA No.: 58 - 3K95 - _____ - _____ (Example: 58-3K95-5-1234 or 58-3K95-5-6789M) *If marked Yes will go to OTT for review*

Submitter: _____
 (Last name) (First name) (MI)

Phone: _____ Email: _____

Contact: _____
 (Last name) (First name) (MI)

Phone: _____ Fax: _____

E-mail: _____

Submitter:

- Must be the RL or an Active Cat. 1, 4, 6 scientist
- Submitter does not need to be an author on the publication being entered.
- Submitter & Contact can be the same person (Unit choice).

Contact:

- Must be a Permanent Federal employee of the Unit.
- If a post doc is submitting the 115: Use the RL or a Cat. 1, 4, or 6 scientist as the Contact.
- Post docs can be listed as authors but not as the Submitter or Contact (ARIS system control, no alternative).

Comments/Additional Info: **REQUIRED** (if being presented at a meeting) meeting name, location, dates; Non-ARS Author clearance issues; explain a rejection & resubmission, etc.

Prominent Issues:

- Potential to Attract Media Interest/Attention**
- Represents a Significant Scientific Advancement**
- Significantly Affect Existing or Future USDA Policy**
- Potential Trade Implications**
- Other (specify)** _____

Authors: List all authors, authorship position, and their affiliation (ARS employee, University, Company or Organization, ARS-Retired/Collaborator, etc.) Only one senior author designation per manuscript; not required.

Non-ARS Author Clearances: Allows ARS to post the Non-ARS author's name/affiliation to ARS websites. It is **not** a request for approval/permission for ARS to publish.

Name (Last, First, MI)	Employer/Affiliation	Clearance? (Y/N)		Senior Author (Y/N)	
1					
2					
3					
4					
5					
6					

Name of Meeting or Journal:**Include dates, location for a meeting/presentation:** *Example: Agronomy Meetings, San Diego, CA. Nov. 1-5, 2011*

Publication Type:	<input type="checkbox"/> E = Experiment Station	<input type="checkbox"/> R = Review Article	<input type="checkbox"/> C = Pct (Patent Cooperation Treaty) (Check with TTC or Patent Advisor before entering)
<input type="checkbox"/> A = Abstract	<input type="checkbox"/> L = Literature Review	<input type="checkbox"/> T = Trade Journal	<input type="checkbox"/> Z = Patent Application (Serial #: _____) (Check with TTC or Patent Advisor for assistance)
<input type="checkbox"/> B = Book/Chapter	<input type="checkbox"/> M = Monograph	<input type="checkbox"/> X = Other	<input type="checkbox"/> H = Germplasm Registration Article Plant Material Docket Number: _____ <i>Note:</i> Plant Material Docket (PMD) entry must be entered first and approved/coded as Active in ARIS; must select the PMD # to enter 115 Germplasm Registration Article
<input type="checkbox"/> J = Peer Rev. Journal	<input type="checkbox"/> N = Research Notes	<input type="checkbox"/> V = Government Publication	
<input type="checkbox"/> P = Proceedings/ Symposium	<input type="checkbox"/> O = Popular Publication	<input type="checkbox"/> U = Research Technical Update (Use for Natural Resources Res. Update Only)	

Previously Submitted (applies to resubmission): Y N (*Select Yes if it was submitted to another journal/equivalent earlier*).**NOTE:** ARIS User: the original 115 entry should be revised/updated if this is a resubmission due to rejection or other issues.*** Use the Remarks and state which journal it was originally submitted to, the date, reason for resubmission (i.e., rejected, inappropriate journal, etc.)****Hold from Tektran until:** Published _____ Permanently _____**Due to patent potential, is retention of intellectual property rights desired?** Y N (Contact Tech. Transfer Coordinator for help/info)**Patent Information:** If Yes, please submit a Patent/Invention Disclosure form through the ARIS Licenses/Invention system.; If Yes, will go to OTT for review.**Technical Abstract and Interpretive Summary:** Provide electronically in Word.**Provide the dates shown below as soon as they become available.** The dates are required entries in order to allow the 115 to migrate to Tektran and the ARS website. The 115 cannot be used in the Annual/Final ARS-421 Progress Report unless Dates are entered & the 115 Citation is complete.**REQUIRED Date Submitted to Journal:** _____ (Date the manuscript or abstract is sent to the journal or other outlet).**REQUIRED Acceptance Date:** _____ (Date journal/other outlet accepts it for publication or the committee accepts it for a meeting, etc.) (Required to be listed on the web).**REQUIRED Publication Date:** _____ **REQUIRED Volume, Page numbers, etc.:** _____**Both publication date and volume/page number required to generate citation****Repository URL Field:** _____ (Do not enter the http:// in front, it defaults in). (To be used for the URL for Reprints to be held in the NAL Digital Repository only; No other URLs should be entered here).