

CRIS AD-421 TERMINATION REPORT

MICL - Michigan Agricultural Experiment Station
Michigan State University

YOU MUST USE THE WORLD WIDE WEB TO DO THIS REPORT!

If your project is terminating, please complete the following steps:

1. Call Linda Haubert, MAES at 5-0123 to request access to your project on the web. **Your project will not show up on the web until she has marked your record.**
2. Display the **Current Research Information System (CRIS)** homepage located at **<http://cwf.uvm.edu/cris>**.

You can bookmark this page or the homepage if you wish, but no subsequent pages can be bookmarked.

3. Select: **"Accomplishments AD-421"** from the **"Enter Forms"** section.
4. Select: **MICL - Michigan Ag. Experiment Sta. Michigan State Univ**
Enter: **"spartan"** as the password and then click on the "Proceed" button.
5. Enter your name to display the list of projects that require reports from you as the principal investigator. **DO NOT USE YOUR INITIALS.**
6. Select your project and click on the "Proceed" button.

NOTE: If you get the following message at the "PROJECT SELECTION" screen: "[NAME OF PI]: No projects were found for principal investigator [NAME OF PI] "please contact Linda Haubert at 5-0123 or maesprj@msu.edu for assistance.

7. At the AD-421 screen, enter the following information:
 - a). Outputs: the termination report is a brief summary of the most significant outputs and dissemination activities for the entire life of the project.

CRIS strictly limits the narrative to 3200 characters, and cannot accept any characters not found on your keyboard. Do not use degree symbols, math symbols, Greek letters, italics, boldface, super- or sub-scripts, or underlines. Consider entering and spell-checking the text in your favorite wordprocessor (then paste it into the Web form), but do NOT include tabs or indents nor any other text formatting. Also, the question mark (?) should not be used because it means something else to the CRIS computer. Please substitute suitable words and alternate characters.

- b). Outcomes/Impact: describe how findings, results, techniques, or other products that were developed or extended from the project generated or contributed to an outcome/impact.

- c). Publications: publications that relate to your CRIS projects should be included. List significant publications **issued during the reporting period**. On a termination report, only include publications not previously submitted on a progress report.

Example:

Wu, J., Ullrich, R.C. and Novotny, C.P. 2007. Regions in the Z5 mating gene of *Schizophyllum commune* involved in Y-Z binding and recognition. *Mol. Gen. Genet.* 252:739-745.

Include only publications for the current reporting period, and only published works (journal articles, published abstracts, books, book chapters, and theses -- NO talks, NO presentations, NO magazine articles). Do NOT enter authors in all capital letters and do NOT number the citations.

8. When all information is entered, click on the **“Check and Save”** button and note any errors. View the displayed information carefully. Corrections or additional edits can be made by using the BACK button on your browser toolbar. After each edit, click the “Check and Save” button again.
9. Click on the **“Go to Screen 2”** button. Complete the **“Participants,” “Target Audiences”** and **“Project Modifications”** sections.
10. When the information is correct and complete, click on the **“Check and Save”** button. This will take you to a “Confirmation Screen.”
11. Click on the **“Print - print a clean copy”** button. Print two copies of the form:
 - a). Obtain Department Chairperson/Unit Director’s signature at bottom of one copy
 - b). Save the second copy for your records
12. When you are completely finished with the report and have printed off copies, select the **“Report Complete”** button. You MUST "press" this button to indicate when the report is complete. Your report cannot be submitted to CRIS until you mark it complete.

NOTE: Once you select this button, you will not be able to edit the report again. If you need to make changes after pressing this button, please contact Linda Haubert at 5-0123 or maesprj@msu.edu.

13. Send the copy with the Chair’s signature to Linda Haubert, MAES, 109 Agriculture Hall.