# ANNUAL RESOURCE MANAGEMENT PLAN SYSTEM (ARMPS)

ARMPS is the tool used annually to manage the unit's resources for each fiscal year, which is October 1 through September 30.

Preparation:

In the month of May each year, arrange a preliminary ARMPS planning session with the RL. LAO will notify secretary when to begin entering new FY into ARMPS (late June-early July).

1.      Obtain next FY Guideline Dollars for each CRIS from the Briefing Packet in ARIS (see end of section).

2.      Collect requests from staff for next FY:
        Travel, meetings (cities, dates), rough estimate of costs
        Purchases of equipment and supplies
        Utilities
        New positions, promotions and awards (& bonuses), status of vacancies,
                retirements, financial incentives (recruitment)
        Training
        Facilities Agreement–Specific Cooperative, CRADAS, grants, RSAs, hourly
                labor, graduate students, etc.
        Apprenticeships, interns, STEP
        Permanent fund transfers
        Space allocations
        Assign % employee time (FTE) to CRIS

3.      LAO provides:
        Salaries
        Indirect costs
        Position staffing plan
        Biotechnology assessment figures
        Year-end rollover instructions
        Due dates for first, second, and final drafts of ARMPS & Travel Plan

        AD, CD, and AAO provide:
        Policy, instructions, and due dates for ARMPS process
        Due date for Technology Transfer activities narrative

**NEXT FY GUIDELINE DOLLARS - BRIEFING PACKET, ARIS**

Guideline Dollars using BRIEFING PACKET
      From Research Documentation main menu choose, Reports, then Briefing Packet
      From Briefing Packet Menu, choose Mode Code 3
            Enter your Unit Mode Code, e.g. 36 35 30
            Use the Tab Key to move to the option:
            "Next FY Guidelines (D type only)" Click on this field.
      Press Run Report

      Print from Adobe Acrobat

Some locations will need to choose Mode Code 4, and enter Unit Mode Code,
e.g. 53 25 30 20.