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**Specific Cooperative Agreement No. 58-19**  
**(Cooperator Name)**  
**(City, State)**

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**A. OBJECTIVE**

The objective of this cooperative research project is to (*this information is obtained from the AD-416*).

**B. APPROACH**

(*This information is obtained from the AD-416*).

**C. STATEMENT OF MUTUAL INTEREST**

Both parties are actively engaged in independent research projects which (*relate to the project title*). The parties agree that meeting the objectives of this project will strengthen and enhance ongoing research within the scope of this Agreement. (*Identify independent and mutual interest in the project.*)

**D. THE COOPERATOR AGREES TO:**

1. Work closely with ARS in planning and conducting the research outlined below.
2. Conduct at Cooperator facilities and elsewhere as appropriate, research directed toward (*define what the project is*). Activities include:
  - a.
  - b. (*Outline specific duties and responsibilities necessary for successful completion of the project objective(s).*)
  - c.
  - d.
  - etc.

**E. ARS AGREES TO:**

1. Work closely with the Cooperator in planning and conducting the research outlined above.
2. Conduct research on the following aspects of the project:
  - a.
  - b. (*Outline specific duties and responsibilities necessary for successful completion of the project objective(s).*)
  - c.
  - d.
  - etc.

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**F. MUTUAL AGREEMENTS**

1. The project budget, Form ARS-454, is hereby incorporated into the Agreement. The awarding agency will reimburse the Cooperator for costs related to salaries, wages & fringe benefits, materials & supplies (*only list applicable categories from the ARS-454*), in the amount of \$\_\_\_\_\_, and will contribute in-house resources in the amount of \$\_\_\_\_\_. The Cooperator will provide in-house resources in the amount of \$\_\_\_\_\_, as evidence of the Cooperator's contribution to this project.
2. Payments to the Cooperator will be made through Letter of Credit (LOC), via the Health and Human Services/Payment Management System (HHS/PMS), upon submission of **quarterly/semi-annual/annual** Financial Status Reports and Itemized Expense Reports (refer to the attached ARS-452, Sections 10(d), and 15).

OR
2. Payments to the Cooperator will be made **quarterly/semi-annually/annually** by Electronic Funds Transfer (EFT) or Treasury Check, upon submission of a properly executed invoice. (Refer to attached ARS-452, Section 15.)
3. Performance reports are required to be submitted to the ADODR annually by August 31. Reports must be less than 5 pages, and are to be written single-spaced addressing the following items: (*can only modify with AD approval*)
  - a. Summarize the problem or issue being resolved and explain how you are resolving it.
  - b. What your most significant accomplishment was this past year? Describe any other significant accomplishment(s).
  - c. Describe your major accomplishments over the life of the project, including their predicted or actual impact.
  - d. What do you expect to accomplish during the next year?
  - e. What technologies have been transferred and to whom? When is the technology likely to become available to the end user (industry, farmer, other scientists)?
  - f. List all publications produced 1 October through 30 September of the federal fiscal year during which this work was conducted.

A final performance report is required to be submitted to the ADODR within 90 days of completion, expiration, or termination of this Agreement.

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(Refer to the attached ARS-452, Section 10(b)).

4. *(Use this section to apply any terms/conditions that are unique to the Agreement or Cooperator and are NOT referenced in the General Provisions, Form ARS-452.)*
5. Correspondence and documentation regarding this Agreement should cite Agreement No. 58-19XX-X-XXX. Copies of such correspondence and documentation (including required reports) between the Cooperator and ADODR shall be sent by the originating party to the ADO, c/o the Extramural Agreements Specialist at the following address:

USDA, ARS, North Atlantic Area  
ATTN: Ingrid S. Charlton  
Extramural Agreements Office  
600 E. Mermaid Lane  
Wyndmoor, PA 19038