SARAS User Guide

Primary Investigator (PI)

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1. Introduction

The Statewide Agricultural Research Administration System (SARAS) is an online tool for **searching, requesting, approving, and tracking projects and the use of resources** across all **REEC statewide resources**.

This guide is intended for **Primary Investigators (PIs)** and explains how to:

- Submit a resource request
- Save a request as a draft
- Upload attachments
- Track request status and decisions

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2. Navigation and Dashboard Overview

When you log into SARAS, you are taken **directly to the Resource Request form**.

You may access your **User Dashboard** at any time by selecting the **"Dashboard"** tab in the navigation menu.

Dashboard Tabs

Requests are organized into tabs based on their status:

- **Pending** – Requests under review
- **Approved** – Requests that have been approved
- **Rejected** – Requests that were not approved
- **Saved Drafts** – Requests saved but not submitted

Selecting a request from any tab will open its full details.

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3. Submitting a Resource Request

To submit a new request, select the **"Resource Request"** tab. This is the default page shown after login.

3.1 Selecting an Extension Center and Location

1. Choose an **Extension Center** from the dropdown list.
2. Select a **Location** within the chosen Extension Center.
   - Location options update automatically based on the selected center.

Both selections are required before continuing.

3.2 Selecting Zones or Requesting Recommendations

You may complete this section in one of two ways:

Option A: Select Specific Zones

- View available zones using the interactive map.
- Select one or more zones for your request.
- Enter requested acreage where applicable.

Option B: Request Zone Recommendations

- If you are unsure which zones to select, you may request recommendations.
- No zones need to be selected by you.
- The Site Manager will recommend appropriate zones during their review.

3.3 Entering Request Details

Complete all required request information to the best of your ability, which may include:

- Study title and description
- Requested date range
- Department and department option
- Additional study or logistical information, if applicable

Ensure all information is accurate before proceeding.

4. Saving a Resource Request as a Draft

If you are not ready to submit your request, you may save it as a draft.

About Drafts

- Drafts allow you to save incomplete requests.
- Drafts are not visible to Site Managers or Directors.
- Drafts can be edited at any time.

Saving a Draft

- Select **Save as Draft** within the Resource Request form.
- The request will appear under the **Saved Drafts** tab on your dashboard.

To submit a draft later, open it, complete any missing information, and submit the request.

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5. Submitting a Resource Request

Once all required fields are complete:

1. Review your request carefully.
2. Select **Submit Request**.

After Submission

- The request is sent to the Site Manager for review.
- The request can no longer be edited.
- Progress can be tracked from the dashboard.

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6. Uploading Attachments

Attachments must be uploaded **during request creation**.

Attachment Guidelines

- Only **PDF files** are supported.

- Attachments must be uploaded within the Resource Request form.
- Attachments cannot be added after submission.
- Uploaded attachments are visible to Site Managers and Directors.

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7. Tracking Request Status

Each request displays a status that reflects its progress:

Request Statuses

- **Draft** – Saved but not submitted
- **Pending Site Review** – Under review by the Site Manager
- **Pending Director Approval** – Reviewed by the Site Manager and awaiting Director decision
- **Approved** – Approved with assigned acreage
- **Rejected** – Not approved

You may view:

- Site Manager comments
- Director decisions
- Approved acreage per zone (for approved requests)

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8. After a Decision Is Made

Approved Requests

- Approved acreage is displayed for each zone.
- Approved acreage represents the final allocation.

Rejected Requests

- A rejection comment will always be provided.
- Rejected requests cannot be edited or resubmitted.

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9. Common Questions

Can I edit a request after submission?
No. Once submitted, a request cannot be edited.

What if I selected the wrong zone?
Contact the Site Manager before a Director decision is made.

Why is my request still pending?
Requests move through multiple review steps. Review timelines may vary.

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10. Getting Help

For questions or assistance with SARAS, contact:

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