



National Institute of Food and Agriculture
www.nifa.usda.gov

Plan of Work 101

Training for State Users

October 13th, 2011
Katelyn Sellers



National Institute of Food and Agriculture
www.nifa.usda.gov



INVESTING IN SCIENCE | SECURING OUR FUTURE

Start the Recording...



Katelyn Sellers



Katelyn is the Lead for the State Plan of Work and Annual Report process under the Agricultural Research, Extension and Education Reform Act (AREERA). Katelyn supports the planning, development, coordination, and delivery of accountability and financial reporting from agency information systems. She is also responsible for conducting business process analyses and implementing related efficiency improvements.

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pow@nifa.usda.gov

Or

ksellers@nifa.usda.gov

E-mail questions to rwc@nifa.usda.gov



User Support

- (202) 690-2910 *or*
servicedesk@nifa.usda.gov
- Do not contact Texas A&M support
- FAQs and other information on the NIFA Reporting Web Conference web page at www.nifa.usda.gov/rwc



Logistics

- E-mail questions to rwc@nifa.usda.gov
- E-mail topic suggestions to rwc@nifa.usda.gov
- Conferences are recorded and will be available on the Reporting Web Conference web page at www.nifa.usda.gov/rwc



To Receive Announcements

The RWC e-mail list notifies interested parties on news, schedules, and other issues relating to the series. To subscribe:

- Send an e-mail to lyris@lyris.nifa.usda.gov.
- Skip your subject line and in the body of your message type: **subscribe reportingwc**.
- Be sure you receive an e-mail confirming your subscription.



Training Agenda

Part 1: Background, Due Dates, & Policies

Part 2: How to Navigate the POW Software & Associated Systems

Part 3: Content Guidance for Plans and Annual Reports

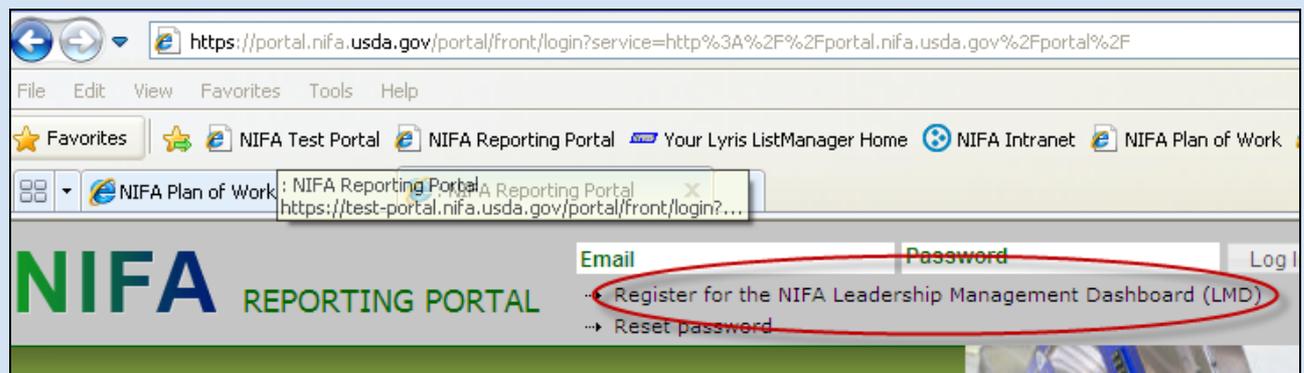
Part 4: National Outcomes & Indicators

Part 5: The 5 Most Frequently Asked Questions



Note about Part 2 of Training

- Reminder: If you want to follow along during the software demo, you must log in through the NIFA reporting portal <http://portal.nifa.usda.gov>
- Other sites in demo are
 - REEIS
http://www.reeis.usda.gov/portal/page?_pageid=193,1&_dad=portal&_schema=PORTAL
 - LMD (also accessible through the portal if you've already registered)





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Background, Due Dates, & Policies

PART 1



AREERA Act & 2008 Farm Bill

Agricultural Research, Extension, and Education Reform Act of 1998 **(AREERA)**

Requires that states submit Plans of Work (POWs) in order to receive federal funding under the Smith-Lever Act, the Hatch Act, and the National Agricultural Research, Extension, and Teaching Policy Act of 1977.

These acts are the funding authorities for Extension and Research activities.

The AREERA POWs pertain only to the Hatch, Smith-Lever 3(b)&(c), Evans-Allen, and 1890 Extension funds.

2008 Farm Bill (H.R. 6124)

Contains a provision which states in Section 7505 that “The Secretary shall work with university partners in extension and research to review and identify measures to streamline the submission, reporting under, and implementation of plan of work requirements...”



Plan of Work Software

- No paper!
 - Electronic submission & approval system began in 2006.
- Designed as an “update” system to accommodate a rolling 5 year POW reporting cycle.
 - Information carries over from year to year, and states must only “fill-in-the-blanks” for the added “update” year.
- States can modify any of the carried over information as well.
- NIFA continually modifies and improves the software
 - User input, Farm Bill requirements, POW Panel of Experts, etc.



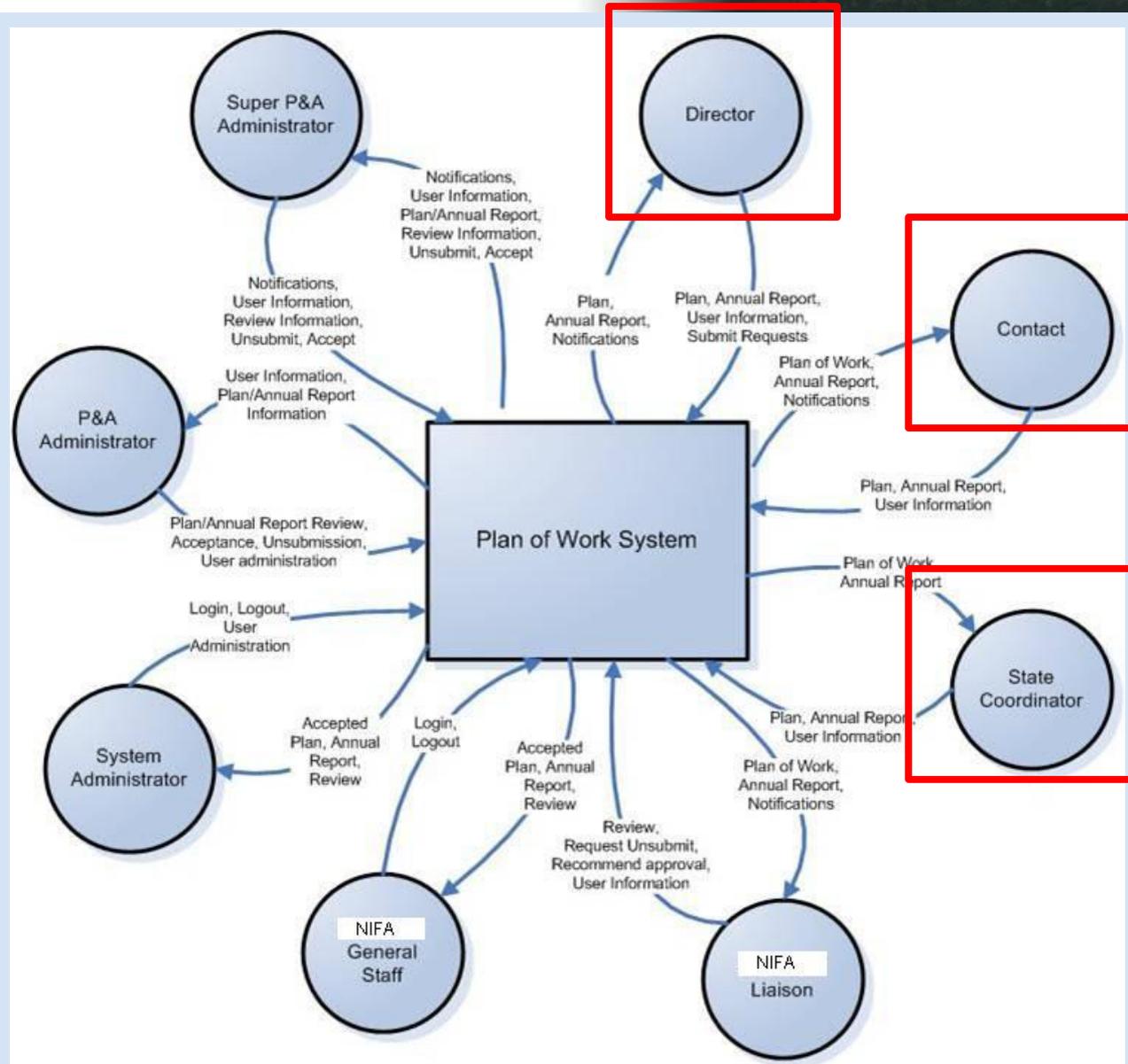
State Users can have one of three roles in the software:

1. Director
2. Contact
3. State Contributor

*All roles can input and save data.

*Only Directors have authority to submit.

*State Coordinators do not get auto emails.





Rolling 5-Year Reporting Cycle

- States submit a POW “update” each year; this adds on an additional year of approval to spend funds from what was approved the previous year.
- In each yearly submission of an updated POW, the year on the front end drops off and a year on the back end is added.
 - Example:
 - In the current FY12, you are operating under your FY2012-2016 POW. You will soon be submitting your 2013-2017 POW for approval, meaning that the FY12 data has dropped out of the POW and blank spaces for 2017 data have been added. When FY2013 begins, you will then have a 5 year plan still in place because you’ve added data for 2017.
- All other sections of the POW – text boxes for overviews, explanations, planned programs, etc. – can be modified yearly as well.

NIFA encourages editing based on your NIFA Liaisons’ reviews!



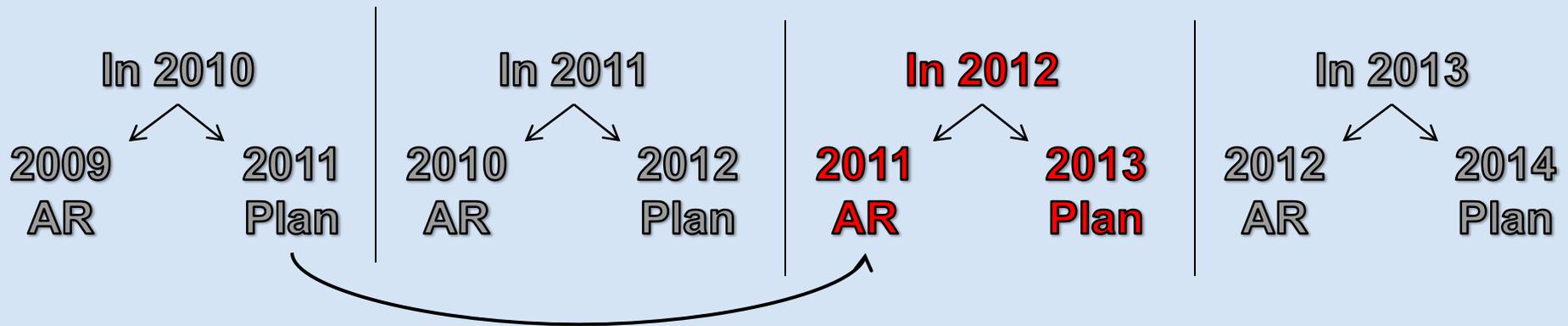
Due from the States

- 2013 – 2017 POW Update due April 1, 2012.
 - Referred as 2013 Plan or POW.
- 2011 Annual Report of Accomplishments & Results due April 1, 2012.
 - Referred to as 2011 Annual Report or AR.
- Some States may request and be granted extensions.
 - NIFA must receive a written request via email, sent to pow@nifa.usda.gov.



Rolling Cycle – How it Works

In a given year, Annual Reports are submitted relating to the previous year and Plans are submitted relating to the following year. Therefore:



NOTE: There is always a two year period between submitting any plan and then submitting the Annual Report of the same FY (e.g. the FY11 POW and FY11 AR are submitted two years apart).



Status-Driven Notifications

Notification	Recipients	Description
N1	P&A Administrator, Director, Contact, NIFA Liaison	Notification when Plan/Annual Report is available (released)
N2	P&A Administrator, Director, and Contact	Notification when Plan/Annual Report is submitted
N3	NIFA Liaison	Notification when Plan/Annual Report is submitted by State and ready for review
N4	P&A Administrator	Notification when review is submitted (recommended for acceptance)
N5	NIFA Liaison, OEP, Director, and Contact	Acceptance Notification (will include 2 attachments: Acceptance Memo and Review)
N6	NIFA Liaison	Notification to NPL when Review is submitted
N7	P&A Administrator and NIFA Liaison	Notification when NPL requests for Plan/Annual Report unsubmission
N8	NIFA Liaison, Director, and Contact	Notification when Plan/Annual Report is unsubmitted
N20	NIFA Liaison, OEP, Director, and Contact	Notification when Plan/Annual Report is unaccepted (the earlier acceptance would have sent out the pdf attachments)
N21	P&A Administrator and NIFA Liaison	Notification when NPL requests for Plan unsubmission

Time-Driven Notifications

Notification	Plan/Report Status	Days to deadline (due date)	Recipients	Description
N10	Submitted	15	NIFA Liaisons	Notification to NIFA Liaison 15 days prior to review due date (If review is not yet submitted). If any one NPL has submitted the review then the notification should only be sent to the delinquent NPL.
N11	New	30	Director and Contact	Notification to Director & Contact 30 days prior to plan due date (If Plan/Annual Report is not yet submitted)
N12	Submitted	30	NIFA Liaison	Notification to NIFA Liaison 30 days prior to review due date (If review is not yet submitted). If any one NPL has submitted the review then the notification will only be sent to the delinquent NPL.
N13	New	7	Director and Contact	Notification to Director & Contact 7 days prior to Plan/Annual Report due date (If Plan/Annual Report is not yet submitted)
N14	Submitted	7	NIFA Liaison	Notification to NIFA Liaison 7 days prior to review due date (If review is not yet submitted). If any one NPL has submitted the review then the notification will only be sent to the delinquent NPL.
N15	New	On the 7 th day after due date and thereafter every 14 days after due date (until status = submitted)	Director and Contact	Repeating notification: Notification to Director & Contact on the 7 th day after deadline and thereafter every 14 days (If plan is not yet submitted)
N18	Submitted		NIFA Liaison	Notification to NIFA Liaison on review due date (If the review is not yet submitted) If any one NPL has submitted the review then the notification will only be sent to the delinquent NPL.



What Happens after Submission?

- You will receive email confirmation.
- NIFA Liaisons will be notified you've submitted; they can then start their reviews.
 - Reviews are due 60 Days from April 1 or from date of submission (whichever is later).
 - Early Reviews are encouraged; Liaisons may contact you.
 - States receive email notification of review results w/attachments: approval letter and reviewer comments.



What We Tell Your Reviewers:

- Focus should be on negotiating to achieve acceptability.
- Reviewers may, and should, communicate directly with designated state contacts if significant issues requiring more in-depth information are surfaced.
- Negotiation should occur early in the review process. Initial contact for more information should occur in the first 30 days.



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How to Navigate the POW System & Associated Software

PART 2



Internet Explorer window: NIFA Reporting Portal - Windows Internet Explorer

Address bar: <https://portal.nifa.usda.gov/portal/front/login?service=http%3A%2F%2Fportal.nifa.usda.gov%2Fportal%2F>

Navigation: File Edit View Favorites Tools Help

Favorites: NIFA Reporting Portal, Your Lyris ListManager Home, NIFA Intranet, NIFA Plan of Work, NIFA Plan of Work TEST, AREERA Website, Team Track

Page Header: NIFA REPORTING PORTAL

USDA logo

Log In

Register for the NIFA Leadership Management Dashboard (LMD)

Reset password

LMD

The National Institute of Food and Agriculture (NIFA) created the Leadership Management Dashboard (LMD) to provide State Partners, Agency Executives, National Program Leaders, Program Specialists, and Program Assistants at NIFA with actionable business information in a format that is both intuitive and insightful. [More...](#)



Latest News

Welcome to the NIFA Reporting Portal!

New! Plan of Work (POW) is now accessible through the NIFA Reporting Portal.

NIFA Users: Please log in using your NIFA network credentials.
Other Users: When you try to log in using your current LMD credentials, you will be prompted to reset your password.
[More...](#)



[Edit Account](#) [Log Out](#)

NIFA Reporting Portal

Welcome, Katelyn Sellers

Welcome to the NIFA Reporting Portal!

New!! Plan of Work (POW) is now accessible through the NIFA Reporting Portal.

NIFA users: please log in using your NIFA network credentials.

Other users: when you try to log in using your current LMD credentials, you will be prompted to reset your password.

Active Applications

[Plan of Work](#)

Apply for Additional Applications

- [Leadership Management Dashboard - LMD](#)



In “Edit Account” you have full access to edit:

1. Name
2. Email
3. Phone Number
4. Password

You no longer need to contact NIFA to change these!

NIFA Reporting Portal

Welcome, Katelyn Sellers

Katelyn Sellers

Name

Salutation * First Name Middle Name * Last Name Suffix

Contact

* Email Address * Phone Number

State

* State

Application	Status	Organization
Plan of Work	active	SAES - UNIVERSITY OF DISTRICT OF COLUMBIA

Current Password *

New Password

Minimum 6 characters Confirmation

or



Your home screen shows any active Plans and ARs to which you are assigned; links are shown in blue.

Here, you can choose to edit a Plan/AR or produce a PDF or Word document.

Official: Shows only entered/chosen data.

Full Draft: Shows all screen options/check boxes.

USDA United States Department of Agriculture
National Institute of Food and Agriculture

Plan of Work

Home About POW Contact Us REEIS Log Out Back to Portal

The information entered into this system will be used to produce public documents. Do not enter anything of a sensitive or proprietary nature.

Welcome Katelyn Sellers.

Institution: University of the District of Columbia				
Annual Report Name	Modify	Official	Full Draft	Status
2011 University of the District of Columbia Combined Research and Extension Annual Report of Accomplishments and Results	Edit	pdf text docx	pdf text docx	New: Not Yet Submitted
Contact: Katelyn Sellers				
Director: Jane Doe				
Plan Name	Modify	Official	Full Draft	Status
2013 University of the District of Columbia Combined Research and Extension Plan of Work	Edit	pdf text docx	pdf text docx	New: Not Yet Submitted
Contact: Katelyn Sellers				
Director: Jane Doe				

About POW Privacy Policy Paperwork Reduction Act REEIS Contact Us

*Requires Internet Explorer 6.0 or higher, Firefox 3.0.5 or higher.

The menu bar will always tell you where you are in green text.

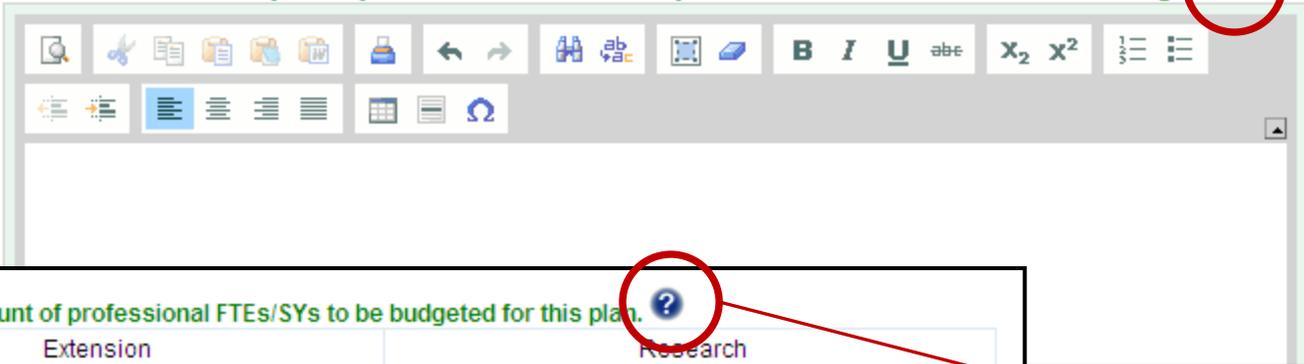


Welcome Katelyn Sellers.

I. Plan Overview

State: District of Columbia
State Abbreviation: DC
Institution Name: University of the District of Columbia

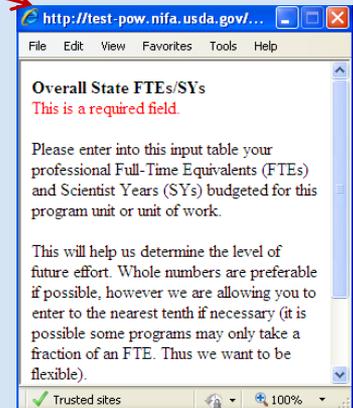
1. Enter a brief summary about your Plan of Work for fiscal year 2013-2017. Click "Save" to save changes.



2. Enter the estimated amount of professional FTEs/SYs to be budgeted for this plan.

Year:	Extension		Research	
	1862	1890	1862	1890
2012	31.8	0.0	3.5	0.0
2013	31.8	0.0	3.5	0.0
2014	31.8	0.0	3.5	0.0
2015	40.0	0.0	3.5	0.0
2016	40.0	0.0	3.5	0.0
		0.0	0.0	0.0

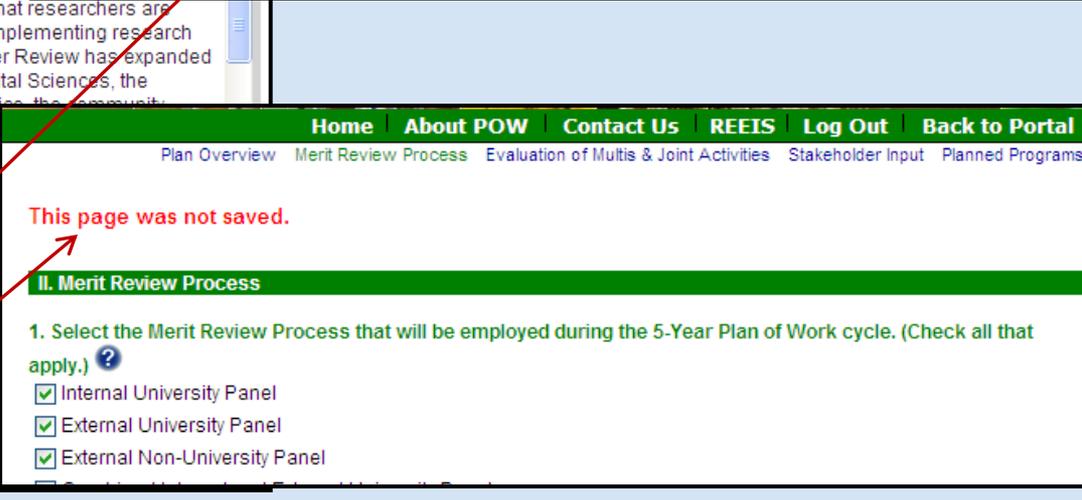
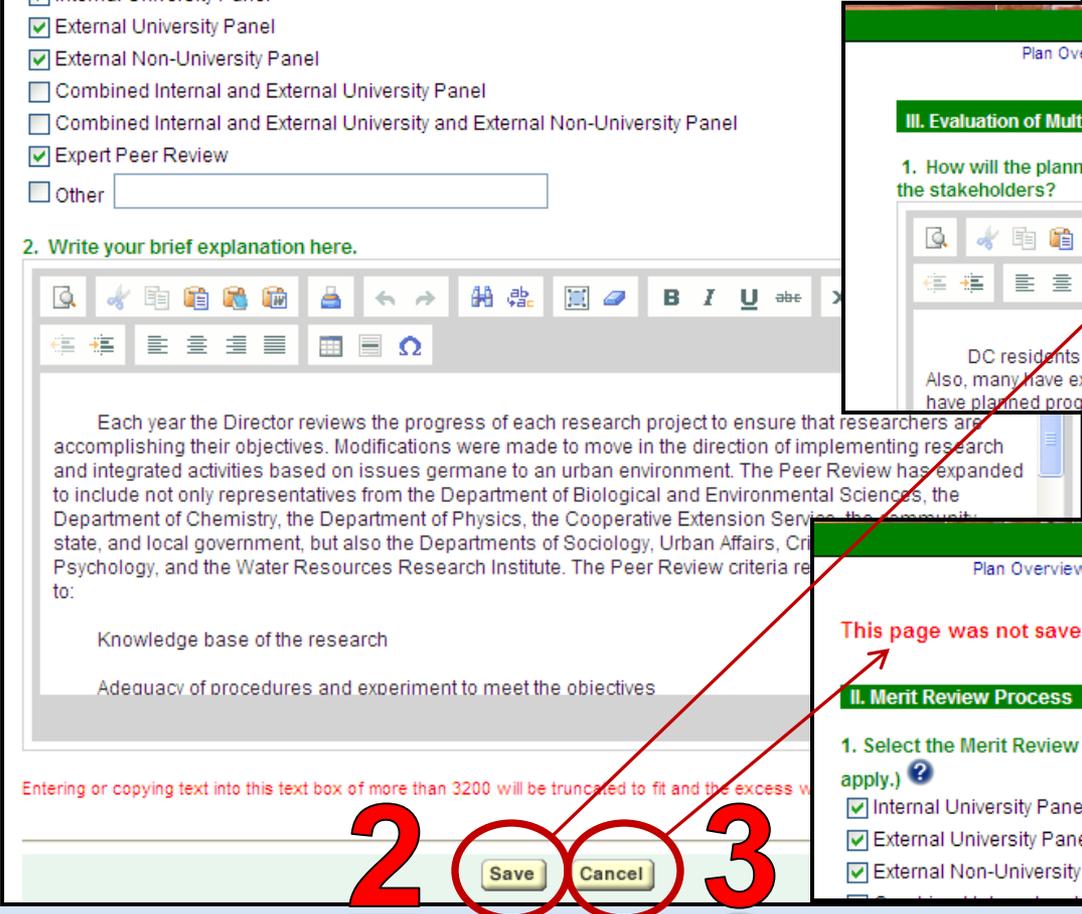
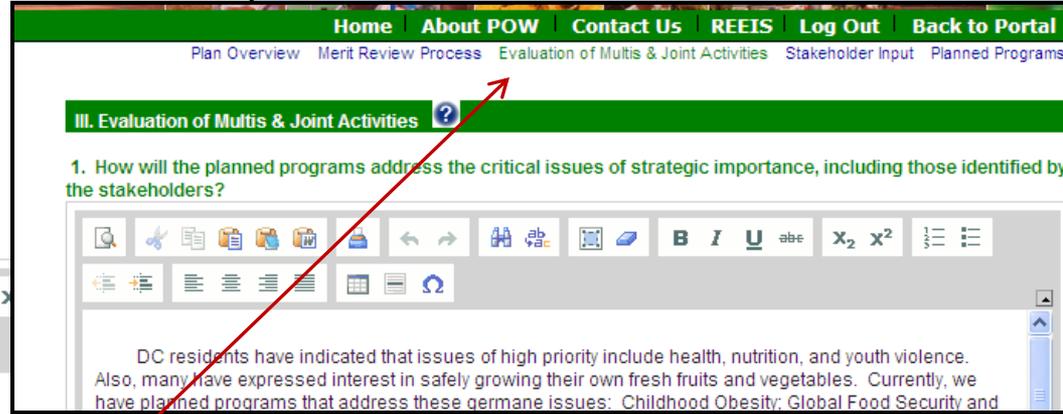
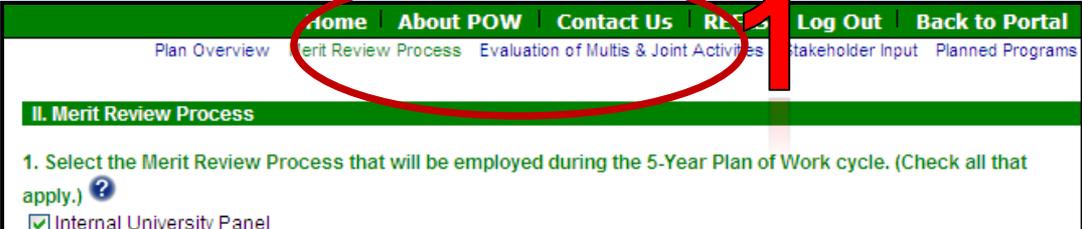
Save Cancel



You can navigate through screens by clicking "save" or by using links on the top menu bar.

Example of Screen Navigation

1. Move to next screen via menu bar (no save)
2. Save and move to next screen.
3. Cancel will tell you the page was not saved.



The Planned Programs (PP) Screen

What can you do at this screen?

1. Add a new program.
2. Edit an existing program.
3. Delete a program.
4. Change order.
5. Generate documents of individual PPs.
6. Click done if no changes are needed.

The screenshot shows a web interface for managing planned programs. At the top, there is a navigation bar with links: Home, About POW, Contact Us, REEIS, Log Out, and Back to Portal. Below this is a secondary navigation bar with links: Plan Overview, Merit Review Process, Evaluation of Multis & Joint Activities, Stakeholder Input, and Planned Programs. The main content area is titled "V. All Programs" and contains a table of planned programs. The table has columns for "Name of the Planned Program", "Edit", "Delete", "Official", and "Full Draft". The first row is circled in red and labeled with a large red "2". The "Edit" and "Delete" links for the first row are also circled in red and labeled with a large red "3". The "Official" and "Full Draft" columns for the first row are circled in red and labeled with a large red "5". The "Add new program" link at the top right is circled in red and labeled with a large red "1". The "Done" button at the bottom is circled in red and labeled with a large red "6". A vertical column of green up and down arrows on the right side of the table is circled in red and labeled with a large red "4".

Home | About POW | Contact Us | REEIS | Log Out | Back to Portal

Plan Overview | Merit Review Process | Evaluation of Multis & Joint Activities | Stakeholder Input | Planned Programs

View programs | Add new program

V. All Programs ?

Name of the Planned Program	Edit	Delete	Official	Full Draft
1. Climate Change	Edit	Delete	pdf text docx	pdf text docx
2. Global Food Security and Hunger	Edit	Delete	pdf text docx	pdf text docx
3. Health, Nutrition and Childhood Obesity Prevention	Edit	Delete	pdf text docx	pdf text docx
4. Urban Families, Youth, and Communities	Edit	Delete	pdf text docx	pdf text docx
5. Sustainable Energy	Edit	Delete	pdf text docx	pdf text docx
6. Food Safety	Edit	Delete	pdf text docx	pdf text docx

Please confirm that you entered all programs for this Plan by clicking the "Done" button.

Done

Creating a New Planned Program

[Home](#) | [About POW](#) | [Contact Us](#) | [REIS](#) | [Log Out](#) | [Back to Portal](#)

[Plan Overview](#) | [Merit Review Process](#) | [Evaluation of Multis & Joint Activities](#) | [Stakeholder Input](#) | [Planned Programs](#)

[View programs](#) | [Add new program](#)

V.(A) Add Planned Program

1. Enter the name of the Planned Program. [?](#)
Please select a new Planned Program name using the radio buttons. No action is needed to keep the current name.

Childhood Obesity Other

Entering or copying text into this text box of more than 100 characters will be truncated to fit and the excess will be lost.

2. Enter brief summary about your Planned Program. [?](#)

Entering or copying text into this text box of more than 3200 will be truncated to fit and the excess will be lost.

3. Number of years the Program has been in existence. [?](#)

Note: Radio Buttons are automatically generated for the NIFA Priorities. Only those you haven't used in your current Plan/AR will show up on this screen.

Clicking the "other" radio button allows you to name your own PP.

Editing an Existing Planned Program

Changing the Program Name:

1. Current name will show in gray if it is a NIFA Priority – you must click “other” to change the name.
2. If it is already an “other” program, text will show in black, and you can edit the name as needed.

Home | About POW | Contact Us | REETS | Log Out | Back to Portal

Plan Overview | Merit Review Process | Evaluation of Multis & Joint Activities | Stakeholder Input | Planned Programs

Summary | KAs | Situation | Assumptions | Inputs | Activity | Outputs | State Defined Outputs | State Defined Outcome | Ext. Factors | Evaluation

[View programs](#) [Add new program](#)

V.(A) Add Planned Program

1. Enter the name of the Planned Program. ?

Please select a new Planned Program name using the radio buttons. No action is needed to keep the the current name.

Climate Change Other

Climate Change

Entering or copying text into this text box of more than 100 characters will be truncated to fit and the excess will be lost.

Any other section of the PP can be edited as needed, just as you would normally enter information for a brand new PP.



When you are done entering/editing all your PPs, you can click “done” at the PP main screen.

If you are a Contact or State Contributor:

If there are any, you will get a list of any missing fields.

If you are a Director:

You will have the option to submit the Plan/AR. You will also get a list of missing fields.

Home | About POW | Contact Us | REEIS | Log Out | Back to Portal

Plan Overview | Merit Review Process | Evaluation of Multis & Joint Activities | Stakeholder Input | Planned Programs

View programs | Add new program

V. All Programs ?

Name of the Planned Program	Edit	Delete	Official	Full Draft	
1. Climate Change	Edit	Delete	pdf text docx	pdf text docx	↓
2. Global Food Security and Hunger	Edit	Delete	pdf text docx	pdf text docx	↑ ↓
3. Health, Nutrition and Childhood Obesity Prevention	Edit	Delete	pdf text docx	pdf text docx	↑ ↓
4. Urban Families, Youth, and Communities	Edit	Delete	pdf text docx	pdf text docx	↑ ↓
5. Sustainable Energy	Edit	Delete	pdf text docx	pdf text docx	↑ ↓
6. Food Safety	Edit	Delete	pdf text docx	pdf text docx	↑

Please confirm that you entered all programs for this Plan by clicking the "Done" button.

Done

13



Example of Missing Fields List:

[Home](#) | [About POW](#) | [Contact Us](#) | [REIS](#) | [Log Out](#) | [Back to Portal](#)

[Plan Overview](#) | [Merit Review Process](#) | [Evaluation of Multis & Joint Activities](#) | [Stakeholder Input](#) | [Planned Programs](#)

Plan Of Work: 2013 University of the District of Columbia Combined Research and Extension Plan of Work
State: District of Columbia

The following fields are missing or incomplete:

- Planned Program: Childhood Obesity**
- Situation and Priorities of the Planned Program**
- Scope of the Planned Program**
- Assumptions for the Planned Program**
- Ultimate Goal of the Planned Program**
- Activity for the Program**
- Extension Education Methods**
- Target Audience Being Reached**
- State Defined Outcome**
- External Factors which may affect Outcomes**

Only non-required fields will show on this list. You can still submit the Plan/AR if these fields are left blank.

Submitting a Plan/AR

Directors have two ways to submit:

- 1. After reviewing the final planned program, click the "done" button.
- 2. Click "submit" at your home screen.

Both options bring you to your submit screen as shown here.

6. Food Safety

Edit Delete pdf text docx pdf text docx ↑

Please confirm that you entered all programs for this Plan by clicking the "Done" button.

13

Done

Welcome Jane Doe.

Institution: University of the District of Columbia

Annual Report Name

2011 University of the District of Columbia Combined Research and Extension Annual Report of Accomplishments and Results

Submit

Contact: Katelyn Sellers

Director: Jane Doe

Plan Name

2013 University of the District of Columbia Combined Research and Extension Plan of Work

Submit

Contact: Katelyn Sellers

Director: Jane Doe

Home About POW Contact Us REEIS Log Out Back to Portal

Plan Overview Merit Review Process Evaluation of Multis & Joint Activities Stakeholder Input Planned Programs

Plan Of Work: 2013 University of the District of Columbia Combined Research and Extension Plan of Work

State: District of Columbia

Hi Jane Doe,

By clicking the Submit button, you are declaring your Plan of Work is completed. Are you sure you want to make your final submission?

By clicking this "Submit" button I hereby certify that the submission of this Plan of Work is approved by me.

28

Submit **Cancel**

	Edit	pdf text docx	Draft pdf text docx	New: Not Yet Submitted
2013 University of the District of Columbia Combined Research and Extension Plan of Work				
Submit				
Contact: Katelyn Sellers				
Director: Jane Doe				

2



Note about text boxes:

- You can copy and paste from Word documents directly into the software.
- Software is designed to retain text formatting.



POW Training Site

- Production (official) URL – <http://portal.nifa.usda.gov/>
- Training URL – <http://training-portal.nifa.usda.gov>
 - Data entered is retained by NIFA; generates PDFs and Word documents based on data entered in Training only.
 - **User ID: Your Email**
 - **Password for ALL USERS: NIFAportal (case sensitive)**



Systems Associated with POW

- [REEIS - Research, Education & Economics Information System](#)
 - You can get PDFs of any accepted Plan/AR from any state here.
 - Also provides various financial reports and organizational data.
- **LMD – Leadership Management Dashboard**
 - You must register through the NIFA Reporting Portal.
 - Provides more detailed financial information and ability to filter/customize data.



Search REEIS

Browse by Subject

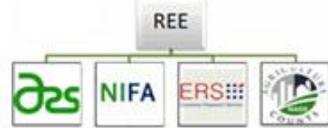
- Education
- Extension
- Research

Dashboard

- Leadership Management Dashboard

You are here: Home

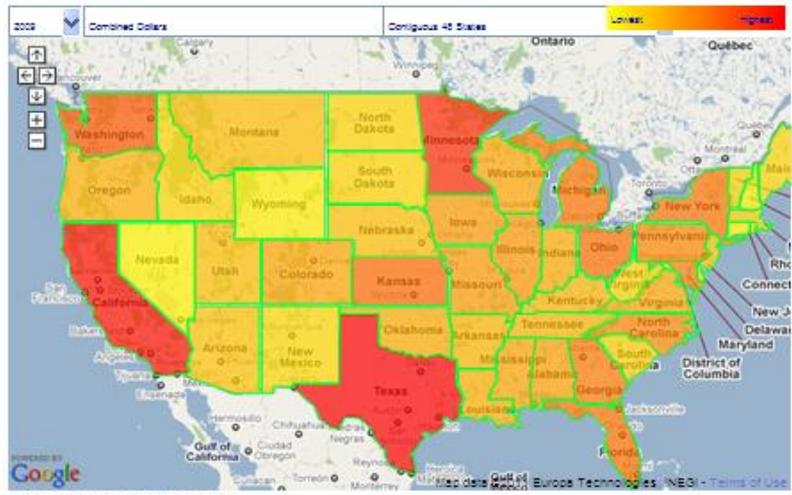
The Research, Education, and Economics Information System (REEIS) is a source of information on the research, education and extension programs, projects and activities of the U. S. Department of Agriculture (USDA) and its partner institutions in the following areas:



[More About REEIS...](#)

What's New

- Google Search
- CREES 2009 Financial Summaries
- CREES National and State Snapshots Heatmap
- AREERA 2011 Plans of Work
- AREERA 2009 Annual Reports
- More...



**FTEs calculated based on NIFA funding only.
[Click here for Help on Heat Map](#)

National and State Snapshots

- State Snapshots
- Agency Projects
- AREERA Annual Report
- More...

Trends

- Projects
- More...

Reports and Documents

- AREERA Document Search FY 2007 to date
- AREERA Document Search FY 2000 to 2006
- CRIS Reports
- More...

Rankings

- Dollars Leveraged per Formula Grant Dollar
- Formula Grants by Region and State
- Formula Grants by Knowledge Area
- More...

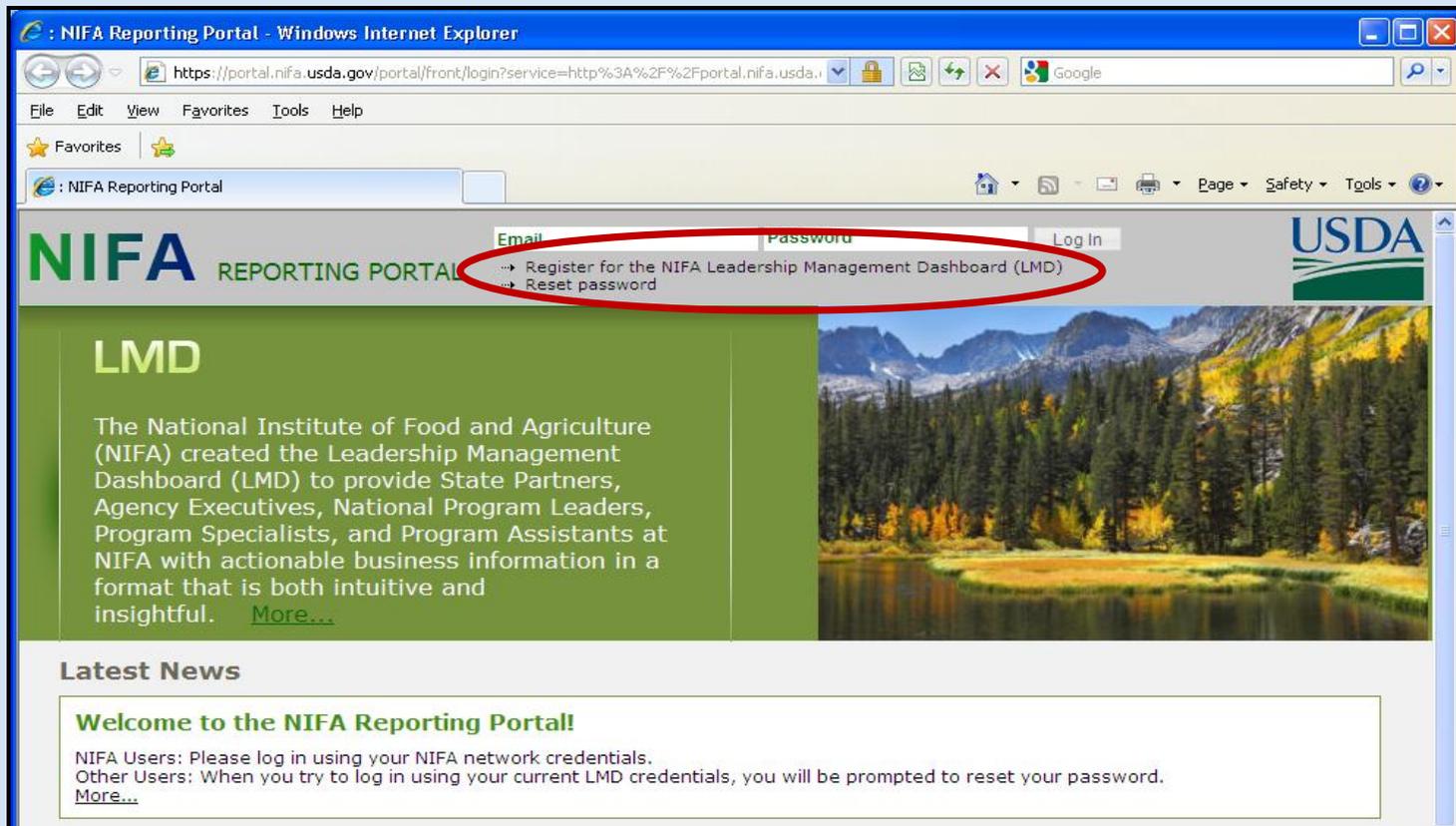


You can get PDFs of POWs & Annual Reports out of REEIS!

The screenshot shows the REEIS website interface. At the top, a navigation menu includes 'Home', 'About', 'Snapshots', 'Trends', 'Reports & Documents', 'Rankings', 'Links', 'Help', and 'Contact Us'. The 'Reports & Documents' menu item is circled in red. Below the navigation, a breadcrumb trail reads 'You are here: Home / Reports & Documents'. The main heading is 'Reports and Documents'. Underneath, there is a section for 'AREERA' with the NIFA logo and a description of the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA). To the right of the AREERA description is a 'Reports & Documents' sidebar with three items: 'AREERA Document Search FY 2007 to date', 'AREERA Document Search FY 2000 to 2006', and 'CRIS Reports'. The first two items are circled in red. A red arrow points from the first item to the 'Document Search' section below. The 'Document Search' section has a blue header and contains the title 'AREERA Document Search FY 2007 to date'. Below the title is a search form with 'State:' and 'Fiscal Year:' dropdown menus, both set to '<All>'. There are two checkboxes: 'Plans of Work' and 'Annual Reports', both of which are checked. A 'Submit' button is to the right of the form. Below the form is a paragraph of text explaining the AREERA Plan of Work (POW) and a link to view previous reports. To the right of the search form is a 'Quicklinks' sidebar with three items: 'AREERA Overview', 'AREERA Page on NIFA', and 'Search AREERA Annual Reports on Planned Programs:'. A 'Go' button is at the bottom of the sidebar.



To access LMD, register through the NIFA Portal:

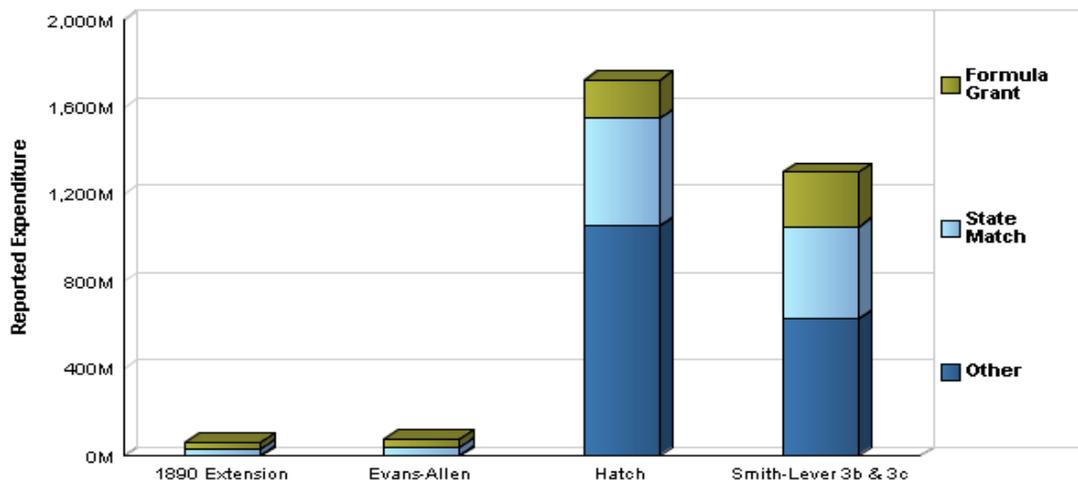




**National Summary of Selected Formula Grants
 by Institution Type and Funding Source**

Fiscal Year:

Institution Type/Funding Source	Reported Expenditure			
	Formula Grant	State Match	Other	Total
<input checked="" type="checkbox"/> 1862	\$425,002,917	\$914,137,373	\$1,685,445,139	\$3,024,585,430
Hatch	\$174,659,158	\$492,586,709	\$1,055,925,508	\$1,723,171,375
Smith-Lever 3b & 3c	\$250,343,759	\$421,550,664	\$629,519,631	\$1,301,414,054
<input checked="" type="checkbox"/> 1890	\$70,754,778	\$62,880,429	\$10,870,899	\$144,506,106
Evans-Allen	\$38,387,888	\$34,893,675	\$5,735,802	\$79,017,365
1890 Extension	\$32,366,890	\$27,986,754	\$5,135,097	\$65,488,741
Grand Total	\$495,757,695	\$977,017,802	\$1,696,316,038	\$3,169,091,536



Reports on State Accomplishments for the Hatch, Smith-Lever 3b&c, Evans-Allen, and 1890 Extension Formula Grants

- [National Summary of Selected Formula Grants](#)
by Institution Type and Funding Source
- [Strategic Goal Perspective](#)
by Goal, Objective and Knowledge Area
- [Geographic Perspective](#)
by Region, State and Institution Type
- [Portfolio Perspective](#)
by Portfolio and Knowledge Area
- [Knowledge Area Perspective](#)
by Topic, Category and Knowledge Area
- [Funding Source Perspective](#)
by Funding Source and Activity Type
- [Institution Report Perspective](#)
by Institution, Planned Program and Knowledge Area

Reported Outcomes on State Accomplishments for the Hatch, Smith-Lever 3b&c, Evans-Allen, and 1890 Extension Formula Grants

- [Outcomes Search by Goal](#)
- [Outcomes Search by Portfolio](#)
- [Outcomes Search by KA](#)

On the “Analyze” page in LMD, you have the ability to create your own reports and charts.

The screenshot displays the 'Analyze' page in the Leadership Management Dashboard (LMD). The navigation bar at the top includes 'Activities', 'My Snapshots', 'State Snapshots', 'Awards', 'AREERA POW', 'Workload', 'Goals', 'Portfolios', 'Analyze', 'Definitions', and 'Contact Us'. The 'Analyze' tab is active. Below the navigation bar, there are options for 'Compare', 'Filter', and 'Rank'. The main header area shows '>> Search REEIS', 'Leadership Management Dashboard (Release 4.3) for Katelyn Sellers', and a red circle around 'Settings | Help | Back to Portal | Log Out'. The main content area is titled 'Trend of NIFA Sponsored Projects by State' and includes a 'Search Saved Pages' button. The data source is identified as 'Current Research Information System (CRIS)'. A text block explains the 'Filter' feature, stating that the measure of interest is Project Count and the filter applied is NIFA as the Sponsoring Agency. It also mentions that the page can be experimented with different dimensions for rows and columns. The 'Keywords' section lists 'NIFA Sponsored, Project Count, States'. The configuration section includes dropdown menus for 'Measure' (Project Count), 'Dimension for Rows' (State), and 'Dimension for Columns' (Year). The 'Filters' section has an 'Add a filter...' dropdown and a 'Sponsoring Agency' filter set to 'NIFA'. At the bottom, there are two buttons: 'Create New Page' and 'Save as New Page'.

Activities My Snapshots State Snapshots Awards AREERA POW Workload Goals Portfolios **Analyze** Definitions Contact Us

MEASURING RESULTS

Compare Filter Rank

>> Search REEIS Leadership Management Dashboard (Release 4.3) for Katelyn Sellers Settings | Help | Back to Portal | Log Out

Trend of NIFA Sponsored Projects by State

[Search Saved Pages](#)

Data Source: Current Research Information System (CRIS)

This page illustrates the "Filter" feature of LMD. In this case, the measure of interest is Project Count, and the filter applied is NIFA as the Sponsoring Agency. Experiment with different dimensions for rows and columns. Note that any number of dimensions can be added to the Filter.

Keywords: NIFA Sponsored, Project Count, States

Measure

Dimension for Rows

Dimension for Columns

Filters

Sponsoring Agency includes only >

[Create New Page](#) [Save as New Page](#)

Default Page
Share with public? false



Content Guidance

PART 3

1. Language & Writing Style
2. Writing Better Outcomes
3. Changes from Last Year



Your NIFA Reviewers ask themselves:

- Is there evidence of expected future accomplishments in the Plan of Work?
 - Likewise, does the Annual Report contain well-written outcomes that explain how success was achieved; does it contain quantitative, measured results?
- Does what they expect to accomplish appear feasible?
- Does the Plan of Work Update address issues from your review last year?
- Are there any significant changes in the Plan from last year?
- Does the Annual Report sufficiently explain the **HOW** of:
 - The Merit Review Process?
 - Collection of Stakeholder input?
 - Evaluation Activities?



Language & Writing Style

- Be direct and to the point - NIFA encourages brevity!
- Don't make language overly formal to the point of being obscure.
- Using the first person is okay.
- Using quotations to make a point is okay – Some states quote participants in studies as part of their outcome statements.



Writing Better Outcomes

- Make sure you are describing a clear and obvious progression between the “issue” “done” and “results” sections.
- In the *results* section: what positive changes in knowledge, conditions, or actions occurred?
- Include specific numbers that capture the positive changes.
 - percentage increases, dollars saved, dollars earned, value increases, etc.
- *If you identified changes in how you could better collect data to support more well-defined and measure outcomes, make sure to describe this in the “evaluation” section!*



Example of Needing Improvement

Regarding an outcome statement in which it was described that students were taught a class on invasive species and then volunteered to remove invasive species from 32 acres of parkland:

“Although it is commendable that invasive species were removed from 32 acres of parkland, what issue does that address, and what benefit does that have for the parklands and environment? There is no connection between the issue, activity, and results. Will the people trained continue to use the information to change something in particular? Is invasive species a problem (economic in nature) in the current area? If the impact of this work on the environment could be reported, this would be a solid outcome statement.”



Example of a Well-Written Outcome

During the past five years, Colorado wheat farmers have planted an average of 20% of their fields to newly released and improved wheat varieties. This is a faster adoption rate of improved wheat varieties than for growers from comparable states. The Colorado State University (CSU) Extension Wheat Improvement Work Team provides 18% of the total investment in developing and promoting CSU wheat varieties. Plantings of improved wheat varieties increased Colorado farmers' farm gate income by \$12,840,000 in 2008. Extension's share (18%) of this impact for the Colorado wheat industry is \$2,311,000, or about \$13.70 returned for each \$1.00 invested.



Changes from Last Year: (*Farm Bill Requirements for POW*)

- Worked with Land-Grants to further streamline POW
- Expert panel met May 4 – 6, 2010
- 11 University Representatives
- 5 NIFA Representatives
- Made recommendations to NIFA, and NIFA responded with steps for implementation:
 - [Panel Recommendations & NIFA Response](#)



Changes from Last Year:

- NIFA is planning to make three main changes in the 2013 POWs:
 - No longer required to project target numbers for standard outputs
 - Section for Evaluation Studies and Data Collection is now mandatory.
 - National Outcomes & Indicators



Removal of Target Numbers for Standard Outputs

States will still be required to collect this data and report the actual numbers in the Annual Report.

[Home](#) | [About POW](#) | [Contact Us](#) | [REIS](#) | [Log Out](#) | [Back to Portal](#)

[Plan Overview](#) | [Merit Review Process](#) | [Evaluation of Multis & Joint Activities](#) | [Stakeholder Input](#) | [Planned Programs](#)

[Summary](#) | [KAs](#) | [Situation](#) | [Assumptions](#) | [Inputs](#) | [Activity](#) | [Outputs](#) | [State Defined Outputs](#) | [State Defined Outcome](#) | [Ext. Factors](#) | [Evaluation](#)

[View programs](#) | [Add new program](#)

Name of the Planned Program.
Climate Change

V.(G) Planned Program (Standard output measures)

Standard output measures.

~~1. Enter the target for the number of persons (contacts) to be reached through direct and indirect contact methods. ?~~

	Direct Contacts Adults	Indirect Contacts Adults	Direct Contacts Youth	Indirect Contacts Youth
Year	Target	Target	Target	Target
2012	<input type="text" value="2500"/>	<input type="text" value="25000"/>	<input type="text" value="1000"/>	<input type="text" value="25000"/>
2013	<input type="text" value="2500"/>	<input type="text" value="25000"/>	<input type="text" value="1000"/>	<input type="text" value="25000"/>
2014	<input type="text" value="2500"/>	<input type="text" value="25000"/>	<input type="text" value="1000"/>	<input type="text" value="25000"/>
2015	<input type="text" value="2500"/>	<input type="text" value="25000"/>	<input type="text" value="1000"/>	<input type="text" value="25000"/>
2016	<input type="text" value="2500"/>	<input type="text" value="25000"/>	<input type="text" value="1000"/>	<input type="text" value="25000"/>
2017	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

~~2. Number of patent applications submitted ?~~

Expected Patent Applications	
Year	Target
2012	<input type="text" value="0"/>

~~3. Number of Expected Peer Reviewed Publications?~~

Expected Peer Review Publications			
Year	Research	Extension	Total
2012	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>



Section on Evaluation for all PPs will be mandatory.

Check boxes will be removed.

Text box allows for flexibility to describe your evaluation plans as you see fit.



National Outcomes & Indicators

- Will only be added to the 2013 Plan.
- Goal is for states to **choose** which indicators they **plan to collect data** on.
- Will not report on data collected until the 2012 Annual Report, which is due April 1, 2013.



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National Outcomes & Indicators

Part 4





Background

- Each year, NIFA reports outcomes to USDA, the Office of Management and Budget (OMB) and Congress in our budget documents.
- OMB has stated they would like to see more national outcomes reported in our budget documents.
- Currently, we submit primarily single university outcomes as examples of evidence of past performance because that is what we get in our reporting systems (CRIS and Plan of Work).
- Including the national outcomes we receive through the Annual Report for the four formula grants will help OMB and Congress see the value of that funding.

The 2010 Panel of Experts made the following statements:

“The panelists believe that measureable outcomes can be developed so that the system can document the continuous need for...capacity building with the purpose of sustaining a vibrant food and agricultural infrastructure in a measurable way, and which can be communicated to stakeholders.”

*“The panel supports an existing effort to develop national outcome indicators for the NIFA priority areas and other common national programming efforts for institutions to **voluntarily adopt.**”*



Workshop to Develop the National Outcomes & Indicators

- Held in New Orleans, LA – Feb 22-24, 2011.
- 60 Land-Grant Participants
 - 25 Research, 25 Extension
 - One Research, One Extension from each Region on each of the Five NIFA Priority Area Teams
 - Directors/Associate/Assistant Directors/Executive Directors
 - State Program Leaders
 - Five Evaluation Specialists (one on each team)
 - Five Facilitators (One for each team)
- Ten NPLs – NIFA (2 per Team)
- Two Office of Planning and Accountability Staff



Team Makeup

- 14 Persons per team
 - 10 Land-Grant Program Experts
 - 1 Land-Grant Evaluation Expert
 - 2 National Program Leaders – NIFA
 - 1 Land-Grant Facilitator (non-decision making role)
- 2 Planning, Accountability and Reporting Staff from. NIFA provided support and guidance



Results

Report is published on the [AREERA Website](#).

Newsletter announcing the report availability was sent out to the POW email list on August 12, 2011.

Direct link:
[National Outcomes & Indicators Report](#)

National Outcomes and Indicators for the Formula Grants in the 5-Year State Plan of Work Update and Annual Report of Accomplishments and Results

Planned Program: *Childhood Obesity Report outcomes of programs funded by Hatch, Smith-Lever 3(b and c), Evans-Allen and 1890 Extension. Outcomes of these programs funded by multiple sources may be included, unless they are reported elsewhere (please do not include EFNEP data).*

Outcome #1: *Children practice healthy eating*

KAs: 703, 704, 724, 806, 802, 701, 702, 501,502

Define Outcome: Children and youth practice healthy eating as defined by the current U.S. Dietary Guidelines for Americans. Recommendations include: A) *consuming more healthy foods* such as: vegetables, fruits, whole grains, fat-free or low-fat milk and milk products, seafood, lean meats and poultry, eggs, beans and peas, and nuts and seeds; B) *consuming less foods/food components that are commonly eaten in excess* such as: sodium, solid fats, added sugars, and refined grains; and C) *following healthy eating patterns* such as: eating breakfast, eating as a family, making healthy snack choices, etc.

List & Define Indicators:

1. Of the _____ total number of children and youth reached,
 - a. The number that gained knowledge about eating more of healthy foods _____
 - b. The number that reported an intention to eat more of healthy foods _____
 - c. The number that reported eating more of healthy foods _____

2. Of the _____ total number of children and youth reached,
 - a. The number that gained knowledge about eating less of foods/food components which are commonly eaten in excess _____
 - b. The number that reported an intention to eat less of foods/food components which are commonly eaten in excess _____
 - c. The number that reported eating less of foods/food components which are commonly eaten in excess _____

3. Of the _____ total number of children and youth reached,
 - a. The number that gained knowledge on healthy eating patterns _____
 - b. The number that reported an intention to adopt healthy eating patterns _____
 - c. The number that reported adopting healthy eating patterns _____



How will states voluntarily “choose” the indicators (measures) on which we’ll report?

- Currently in development.
- Will likely be a separate tab on your menu bar in the 2013 Plan of Work.

The screenshot shows the USDA National Institute of Food and Agriculture website. The header includes the USDA logo and the text "United States Department of Agriculture National Institute of Food and Agriculture". On the right, there is a vertical menu with "Plan of Work" selected. Below the header is a navigation bar with links: Home, About POW, Contact Us, REEIS, Log Out, and Back to Portal. Underneath the navigation bar, there are links for Plan Overview, Merit Review Process, Evaluation of Multis & Joint Activities, Stakeholder Input, and Planned Programs. The main content area displays a welcome message: "Welcome Jane Doe." followed by a section titled "I. Plan Overview" which contains a table with the following information:

State:	District of Columbia
State Abbreviation:	DC
Institution Name:	University of the District of Columbia

A red arrow points upwards from the bottom right corner of the screenshot towards the "Plan of Work" menu item.



Will our “choices” in the 2013 POW require explanation?

- No, you will simply be asked to “check off” which indicators you plan to report against in your 2012 Annual Report (to be submitted April 1, 2013).
 - A state could choose 1 indicator for every outcome listed in the document, for a total of 21 indicators, that they will voluntarily adopt.
 - Or, a state could choose 1 indicator under 1 outcome for each priority, for a total of 5 indicators they will voluntarily adopt.
- There is flexibility in the indicators as well.
 - Example: In Childhood Obesity, Outcome #1, Indicator #1, there are “sub-indicators” a, b, and c.
 - A state can “check off” on their 2013 POW that they plan to report against only “Indicator 1a” under Outcome 1.



What can states do right now to prepare?

- Read through the document posted on the website.
- Communicate with colleagues; discuss which are most feasible.
- Identify indicators for which you already collect data that mirror one of the national indicators - Can your data satisfy both?



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Top 5 Most Frequently Asked Questions

Part 5



How can I obtain and distribute copies of my institution's Plan and AR to colleagues?

- Use [REEIS](#) for obtaining a PDF of any Plan/AR that has already been accepted by NIFA.
- Use the POW system to get Word documents and PDFs.
 - Can access limited previous years' POWs/ARs.
 - Can generate the current version of your “new” 2013 POW or 2011 AR.



You can get PDFs of POWs & Annual Reports out of REEIS!

The screenshot shows the REEIS website interface. At the top, a navigation menu includes 'Home', 'About', 'Snapshots', 'Trends', 'Reports & Documents', 'Rankings', 'Links', 'Help', and 'Contact Us'. The 'Reports & Documents' menu item is circled in red. Below the navigation, a breadcrumb trail reads 'You are here: Home / Reports & Documents'. The main heading is 'Reports and Documents' in a dark red banner. Underneath, the 'AREERA' section features the NIFA logo and a description of the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA). To the right, a 'Reports & Documents' sidebar lists three items: 'AREERA Document Search FY 2007 to date', 'AREERA Document Search FY 2000 to 2006', and 'CRIS Reports'. The first two items are circled in red. A red arrow points from the first item to a 'Document Search' section below. This section has a blue header and contains the title 'AREERA Document Search FY 2007 to date'. It features a search form with 'State:' and 'Fiscal Year:' dropdown menus, both set to '<All>', and checkboxes for 'Plans of Work' and 'Annual Reports', both of which are checked. A 'Submit' button is to the right of the form. Below the form, a paragraph explains that the AREERA Plan of Work (POW) outlines plans for research and extension activities for rolling 5-year periods, starting in FY 2007. It notes that the POW is updated annually and that annual reports are required for each year beginning with FY 2007. A link is provided to view POWs and Annual Reports for years previous to FY 2007. On the far left, a 'Search REEIS' box and a 'Browse by Subject' sidebar are visible. On the far right, a 'Quicklinks' sidebar lists 'AREERA Overview', 'AREERA Page on NIFA', and 'Search AREERA Annual Reports on Planned Programs:'. A 'Go' button is at the bottom of the Quicklinks sidebar.



We have new users joining our POW staff - Is there training for them to learn the ropes?

- NIFA's [AREERA Website](#) contains many resources for new users.
 - It is the most central location for anything having to do with the POW – links to other systems, documents, updates, newsletters, etc.
 - Updates of this training presentation.
 - Training videos coming soon.
- POW Training Site
 - Useful to someone who wants to see the POW/AR step by step and to read all the “help” screens.
 - Does not necessarily have to be added to Production site.
- Let the NIFA staff know of new folks and their contact information; we will add them to the POW and RWC email lists.



Here, you can:

- Read AREERA
- Get updates
- Read newsletters
- Access Training slides and other materials
- Get links to RWC website, REEIS, & LMD
- Get summary reports, and outcome statements.

Search NIFA

◦ [Search Help](#)

Browse by Subject

- [Agricultural Systems](#)
- [Animals](#)
- [Biotechnology & Genomics](#)
- [Economics & Community Development](#)
- [Education](#)
- [Environment & Natural Resources](#)
- [Family, Youth & Communities](#)
- [Food, Nutrition & Health](#)
- [International](#)
- [Pest Management](#)
- [Plants](#)
- [Technology & Engineering](#)

You are here: [Home](#) / [Grants](#) / [Planning and Reporting](#) / [State Plans of Work Annual Reports including AREERA](#)

Grants

AREERA State Plans of Work

The Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) requires that states submit Plans of Work (POWs) in order to receive federal funding under the Smith-Lever Act, the Hatch Act, and the National Agricultural Research, Extension, and Teaching Policy Act of 1977, which are the funding authorities for Extension and Research activities. The AREERA POWs pertain only to the Smith-Lever 3(b)&(c), Hatch, Evans-Allen, and 1890 Extension funds. Other funding authorities, such as the Smith-Lever 3(d), AFRI, and other grants and project funds, continue to require individual project/program proposals for their continued distribution of funds.

The NIFA Planning Accountability & Reporting Staff (PARS) distributes policy updates and provides guidance to Land Grant University (LGU) partners in the states concerning their annual submissions of Plans of Work and Annual Reports of Accomplishments and Results. The AREERA POW reporting system is developed and monitored by PARS, in conjunction with the Office of Information Technology (OIT). This system is used by all LGUs to input and edit data and officially submit their POWs and Annual Reports.

News, Updates and Policy Documents

- [Final Draft of National Outcomes and Indicators](#)
- [POW Newsletters](#)
- [2010 POW Panel of Experts](#)
 - [Final Report & Recommendations](#)
 - [NIFA Response to Final Report & Recommendations](#)
- [POW Final Guidelines \(published in Federal Register, 2006\)](#)

Training Tools and Information for Users

- [FY 2007-2011 Plan of Work \(POW\) Training](#)
- [FAQs](#)
- [Quick Guide for the 2012 Reporting Cycle](#)
- [Knowledge Area Classification Manual](#)
- [Crosswalk of NIFA KAs & Priorities](#)
- [Reporting Web Conferences](#)

Summaries and Statistical Analyses

Annual Reports

- [2009 Report of State Accomplishments for Formula Grants](#)
- [2009 Annual Report Outcomes Spreadsheet](#)
(*This spreadsheet is comprehensive of all AR submissions from all states*)
- [2008 Report of State Accomplishments for Formula Grants](#)

Plans of Work

- [2008 Plan of Work Summary Report](#)
- [2007 Plan of Work Summary Report](#)

Full access to previously submitted Plans of Work and Annual Reports can be found [here](#) for FY 2000-2006 and [here](#) for 2007-current.



POW Training Site

- Production (official) URL – <http://portal.nifa.usda.gov/>
- Training URL – <http://training-portal.nifa.usda.gov>
 - Data entered is retained by NIFA; generates PDFs and Word documents based on data entered in Training only.
 - **User ID: Your Email (you must provide this to pow@nifa.usda.gov to be set up in Training)**
 - **Password for ALL USERS: NIFAportal (case sensitive)**



We finished & submitted our Plan/AR but why are we still getting emails saying we're late?

- BOTH Directors must log in and click submit; submission is not complete until you've received an email confirming it and can see a submitted date under "status" at your home screen. If in doubt, contact pow@nifa.usda.gov, or call Katelyn Sellers at 202-401-5482.

Welcome Jane Doe.

Institution: University of the District of Columbia				
Annual Report Name	Modify	Official	Full Draft	Status
2011 University of the District of Columbia Combined Research and Extension Annual Report of Accomplishments and Results Submit	Edit	pdf text docx	pdf text docx	New: Not Yet Submitted
Contact: Katelyn Sellers				
Director: Jane Doe				
Plan Name	Modify	Official	Full Draft	Status
2013 University of the District of Columbia Combined Research and Extension Plan of Work	Submitted	pdf text docx	pdf text docx	Submitted on 10/12/2011



We submitted our Plan/AR but we made a mistake – Can we get it back?

- Yes, any Plan or AR can be unsubmitted and sent back to the state at any time.
- How do I unsubmit?
 - You must send an unsubmit request to NIFA at pow@nifa.usda.gov (email asking for unsubmission)
 - Unsubmissions are typically done the same business day.



Number One FAQ: I just updated my Plan with new Planned Programs last year, so why aren't they showing up in my Annual Report this year?

- Remember that ARs are pre-populated by the software based off the POW of the same FY.
 - Example: The 2011 AR you see this year was generated from your 2011 POW, which you submitted in April 2010; it is going to have whatever PPs were in the Plan that you submitted in 2010.
 - If you submitted new PPs as part of your 2012 POW (submitted in April 2011), then those new PPs will not show up until your 2012 AR (which you'll be submitting in April 2013).
 - In the meantime, you can manually change the PPs in your AR by editing/renaming them and/or clicking "add previously unplanned program."



Your home screen shows any active Plans and ARs to which you are assigned; links are shown in blue.

Here, you can choose to edit a Plan/AR or produce a PDF or Word document.

Official: Shows only entered/chosen data.

Full Draft: Shows all screen options/check boxes.

USDA United States Department of Agriculture National Institute of Food and Agriculture

Plan of Work

Home About POW Contact Us REEIS Log Out Back to Portal

The information entered into this system will be used to produce public documents. Do not enter anything of a sensitive or proprietary nature.

Welcome Katelyn Sellers.

Institution: University of the District of Columbia				
Annual Report Name	Modify	Official	Full Draft	Status
2011 University of the District of Columbia Combined Research and Extension Annual Report of Accomplishments and Results	Edit	pdf text docx	pdf text docx	New: Not Yet Submitted
Contact: Katelyn Sellers				
Director: Jane Doe				
Plan Name	Modify	Official	Full Draft	Status
2013 University of the District of Columbia Combined Research and Extension Plan of Work	Edit	pdf text docx	pdf text docx	New: Not Yet Submitted
Contact: Katelyn Sellers				
Director: Jane Doe				

About POW Privacy Policy Paperwork Reduction Act REEIS Contact Us

*Requires Internet Explorer 6.0 or higher, Firefox 3.0.5 or higher.



Planned Program Screen in the Annual Report:

Here, you can:

1. Rename/Edit PPs
2. Change order of PPs
3. Add previously unplanned PP

****Note that you cannot delete previously PPs*

Home | About POW | Contact Us | REIS | Log Out | **Back to Portal**

Report Overview | Merit Review Process | Stakeholder Input | **Planned Programs** | Summary

All Programs ?

Name of the Planned Program	Edit	Delete	Official	Full Draft	
1. Climate Change	Edit		pdf text docx	pdf text docx	↓
2. Global Food Security and Hunger	Edit		pdf text docx	pdf text docx	↑ ↓
3. Childhood Obesity	Edit		pdf text docx	pdf text docx	↑ ↓
4. Urban Families, Youth, and Communities	Edit		pdf text docx	pdf text docx	↑ ↓
5. Sustainable Energy	Edit		pdf text docx	pdf text docx	↑

Add previously unplanned program

Please confirm that you entered all programs for this Plan by clicking the "Done" button.

Done



Training Agenda - Recap

Part 1: Background, Due Dates, & Policies

Part 2: How to Navigate the POW Software & Associated Systems

Part 3: Content Guidance for Plans and Annual Reports

Part 4: National Outcomes & Indicators

Part 5: The 5 Most Frequently Asked Questions



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Questions?

E-mail questions to rwc@nifa.usda.gov



See you in December!

- Next NIFA Reporting Web Conference is scheduled for Thursday, December 15th from 2-4 pm (Eastern)
- Topic: REEport
- E-mail topic suggestions for RWC to rwc@nifa.usda.gov
- Visit the conference web site at www.nifa.usda.gov/rwc for:
 - The recording of this conference
 - The slides from this conference, plus Q&As
 - Announcements