

Annual Report of Accomplishments and Results Review Checklist

Institution(s):

In reviewing the Annual Reports, you are asked to give attention to the following points.

Planned Programs Section

- YES NO The Annual Report is arranged around the Five GPRA Goals. (Required by Guidance)
- YES NO Each Goal has an Executive summary. Does it: (Suggested by Guidance)
- YES NO A. Stress extension and/or research results supported with formula funds.
- YES NO B. Highlight successes and any program or research direction which has resulted in significant change within a state or among states.
- YES NO C. Documents benefits to clientele and stakeholders.
- YES NO D. Contain the State's own assessment of accomplishments based on the assessment of the 5-Year Plan of Work performance for the current reporting period.
- YES NO E. Contain the total expenditures by source of funding, and full-time equivalents (FTEs) for the Goal. Source of funding may include one or more of the following: Hatch Act funds, Smith-Lever funds, funding authorized under sections 1444 and 1445 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA), and State matching funds.
- YES NO Are there Key Themes identified for each accomplishment under the Goals. Each Key Theme should include: (Suggested by Guidance)
- YES NO a. Brief description of the activity.
- YES NO b. Short impact/accomplishment statement for each applicable Key Theme.
- YES NO c. Source of funding. Source of funding may include one or more of the following: Hatch Act funds, Smith-Lever Act funds, funding authorized under sections 1444 and 1445 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA), and State matching funds.
- YES NO d. Scope of Impact. Identify which of the following apply to the activities conducted under the Key Theme:
- (1) State Specific
 - (2) Multistate Extension
 - List names of States, not individuals. Please use abbreviations.
 - (3) Multistate Research
 - List names of States, not individuals. Please use abbreviations.
 - (4) Integrated Research and Extension
 - (5) Multistate Integrated Research and Extension
 - List names of States, not individuals. Please use abbreviations.

Stakeholder Input Process Section

- YES NO Stakeholder Input Process Section? Contains the following: (Required)
- YES NO (a) Actions taken to seek stakeholder input that encourages their participation; (Required)
- YES NO (b) A brief statement of the process used by the recipient institution to identify individuals and groups who are stakeholders and to collect input from them; and (Required)
- YES NO (c) A statement of how collected input was considered.” (Required)

Program Review Process Section

- YES NO Program Review Process Section? Institutions are requested to identify any significant changes in these review processes since their 5-Year Plan of Work or, if applicable, their last Annual Update to the 5-Year Plan of Work was submitted. If no significant changes, institutions should state in their Annual Report that there have been no significant changes in their program review processes since their 5-Year Plan of Work or, if applicable, their Update to the 5-Year Plan of Work was submitted. (Required)

Evaluation of the Success of Multi and Joint Activities Section

- YES NO Evaluation of the Success of Multi and Joint Activities Section? Did the State address the following: (Required)
- YES NO (1) Did the planned programs address the critical issues of strategic importance, including those identified by the stakeholders?
- YES NO (2) Did the planned programs address the needs of under-served and under-represented populations of the State(s)?
- YES NO (3) Did the planned programs describe the expected outcomes and impacts? and
- YES NO (4) Did the planned programs result in improved program effectiveness and/or efficiency?

Multistate Extension and and Integrated Research and Extension Sections

- YES NO Multistate Extension Activities form(s) CSREES-REPT and/or CSREES-Waiver (2/00). And are they on target with their Multistate Plan? submission?
- YES NO Integrated Research and Extension form(s) CSREES-REPT and/or CSREES-WAIVER (2/00). And are they on target with their Integrated Plan?

NPL Signature

Date