

INSTRUCTIONS FOR AD421 ANNUAL PROGRESS REPORTS

Go to the web site: <http://cwf.uvm.edu/cris/>

On the left side of the page – click on Accomplishment Reports (AD421)

Click Oklahoma on the map

Enter the PW: the password is field. Click on proceed

Type in the Project Leader name and click on Enter/Edit Information

This will bring up a list of all active projects the Project Leader has: Click the square next to the project you want to enter/edit

You should see the actual report screen. Enter the information following the instructions below.

Outputs

Report [outputs](#) completed during the reporting period that contribute to the goals and objectives of the project (do not include publications here; they are to be reported separately in the block below). Do not include findings or conclusions that have been reached; these are to be reported separately as changes in knowledge in the outcomes section. Include a description of how the results have been [disseminated](#) to communities of interest or how the product is being shared. If this is a final report, give a brief summary of the most significant outputs and dissemination activities for the entire life of the project.

- **This narrative is required for all projects.**
- Only keyboard characters are allowed. Do not use degree symbols, math symbols, Greek letters, italics, boldface, super- or sub-scripts, or underlines (substitute suitable words or alternate characters).
- Do not include tabs, blank lines, or any formatting of text.
- Limit to 3200 characters and spaces.

Outputs are activities, events, services, and products that reach people.

Activities include conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring.

Events include conferences, demonstration sites, field days, symposia, workshops, and trainings.

Services include consulting, counseling, and tutoring.

Products include: new fundamental or applied knowledge; audio or video products; curricula; data or databases; equipment or instruments; invention, patent

application and/or license; models; networks and/or collaborations fostered by the project or activity; physical collections or resources such as new plant varieties, new animal germplasm, or genetic maps; software; technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.

Dissemination refers to outreach activities that were undertaken to reach intended audiences for the purpose of advancing knowledge, encouraging positive actions, or changing conditions. Include outreach activities to current and potential partners and collaborators. If educational materials and resources were distributed, describe the distribution method and the intended audience(s)

Outcomes / Impacts

Describe how findings, results, techniques, or other products that were developed or extended from the project generated or contributed to an [outcome/impact](#). Describe the results of the project evaluation. Indicate how resources and activities helped to produce project outputs and achieve project outcomes and impacts. [more ...](#)

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CSREES defines outcomes/impacts as a change in knowledge, actions, or conditions.

A change in knowledge occurs when the participant (scientist, trainee, or citizen) learns or becomes aware. Examples of a change in knowledge include: new fundamental or applied knowledge (such as results of sampling, surveying, laboratory, or data analysis); methods and techniques; policy knowledge; improved skills; or increased knowledge of decision-making, life skills, and positive life choices among youth and adults.

A change in actions occurs when there is a change in behavior or the participants act upon what they have learned (adoption of techniques and methods or a change in practice). Examples of a change in actions include: application and actual use of fundamental or applied knowledge; adoption of new or improved skills; direct application of information from publications; adoption and use of new methods or improved technologies; use of skills by youth and adults in making informed choices; or adoption of practical policy and use of decision-making knowledge.

A change in conditions occurs when a societal condition is changed due to a participant's action. Examples of a change in conditions include: development of the principal discipline(s) of the project or other disciplines; development of

human resources; physical, institutional, and information resources that improve infrastructure; technology transfer; management and behavioral changes and adjustments; quantified changes in descriptive statistics (trade balance, export sales, etc.); better and less expensive animal health; changes in conditions (e.g., wages, health care benefits, etc.) of the agricultural workforce; higher productivity in food provision; quantified changes in quality-of-life for youth and adults in rural communities; safer food supply; reduced obesity rates and improved nutrition and health; or higher water quality (e.g., increased water clarity) and a cleaner environment (e.g., measurably reduced pollution).

Publications

List [publications](#) that are specific to the project during this reporting period. Include only those publications not previously reported. Include printed and electronic publications (see [examples of publications](#)). If there are no publications to report for the period, leave this field blank. [more ...](#)

- Leave this field blank if there are none to report for this period.
- Citations are not limited in length or number, but **MUST** be separated by a blank line and must include the year of publication.
- Do not number the publications.
- Do not enter anything other than publications in this field.
- Only keyboard characters are allowed.

Participants

Provide information about [individuals](#) who worked on the project. If applicable, provide information about [partner organizations, collaborators, and contacts](#). Also describe opportunities for [training or professional development](#) that were provided by the project. [more ...](#)

- If there is no new participant information to report for this period, leave it blank.
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For Individuals who worked on the project, describe the role the person played in the project and how this person participated in the project. Include: (1) principal investigator(s)/project director(s) (PIs/PDs); and (2) each person who has worked at least one person month per year on the project during the reporting period and received salary, wages, a stipend, or other support from the agency (a person month equals approximately 160 hours of effort). Include any that have been added to the project since initiation of the project or activity.

Partner Organizations are academic institutions, nonprofit organizations, state or local governments, industrial or commercial firms, schools, or school systems. Partner organizations may provide financial or in-kind support, supply facilities or equipment, or collaborate on research projects.

Collaborators and contacts are others within the recipient's organization (especially interdepartmental or interdisciplinary collaborations), non-formal collaborations with others outside the recipient's organization, or with others outside the United States. Include any that have been added to the project since initiation of the project or activity.

Training or professional development includes any opportunities for training or professional development provided by the project (such as undergraduate or graduate students, post-doctoral fellows, faculty, K-12 teachers, farmers, producers, managers, staff, or volunteers).

Target Audiences

Provide information on [target audiences](#) for [efforts](#) designed to cause a change in knowledge, actions, or conditions. [more ...](#)

If there is no new audience information to report for this period, leave it blank.

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Target audiences include individuals, groups, market segments, or communities that were served by the project. Include population groups such as racial and ethnic minorities and those who are socially, economically, or educationally disadvantaged.

Efforts include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; internships; workshops; experiential learning opportunities; extension and outreach.

Project Modifications

Describe [major changes](#) in approach and reason(s) for these major changes. If applicable, provide special and/or additional reporting requirements specified in the award Terms and Conditions. [more ...](#)

- If there are no project modifications to report for this period, leave it blank.

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Major changes include: major problems or delays that may have a significant impact on the rate of expenditure; significant deviations, unexpected outcomes, or changes in approved protocols for the use or care of animals, human subjects, and/or biohazards encountered during the reporting period.

Remember that significant changes in objectives, methods, or approved protocols require prior approval by CSREES and may require a revised AD-416/417 project description; a revised CSREES-2008 Assurance Statements form is required whenever the protocols for use of animal or human subjects change.