

AIMS

U of A
DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System



Reporting Integrated Time in AIMS

Integrated Extension & Research Time includes any program that involves Extension programming and research (AES). Examples include SARE grants, variety trials, field demos, and any other research type work. This can also include projects in which you are providing the Extension portion of the project, but there are research components to it.

There are two places you can go to in AIMS to report your integrated time. Both ways are outlined below, but remember to only report your time in one place or the other to avoid duplication.

You can stay on the My Reporting page and report your hours to the respective objective (below). This works best if you do not have client contacts to report.

Leadership Support Obj. 1 ▾	Report View Reports	Program Planning & Delivery Time Hours 0
NIFA Planning/ Reports		Integrated Extension & Research ▾ 0
		Multi State Extension Activity ▾ 0
Obj. 2 ▾		Program Planning & Delivery Time Hours 0

If you need to report contacts along with the integrated hours, report both by clicking on the “Report” button next to the respective objective in which you are reporting (below).

Month: <input checked="" type="radio"/> September	
Hours: Hide	
Planning & Delivery Time (Hours) ▾	0 Hours
<small>NOTE: If any of the time entered above involves Integrated or Multi State Extension efforts report those hours AGAIN in the following sections.</small>	
Integrated Extension & Research ▾	0 Hours
Multi State Extension Activity ▾	0 Hours
Select Multistate ▾	
If "Other" is selected Multi State Extension Activity, enter description.	
<small>Please report Multi State Activities individually. To enter more than one, create a new report for each activity.</small>	

Things to Keep in Mind When Reporting Integrated Time

Reporting of time involved in integrated Extension/research efforts in AIMS is done differently than other time. Unlike any other time entered into AIMS, all integrated time needs to be reported in “Program Planning & Delivery Time” field, **as well as** in the “Integrated Extension & Research” field. This means your time is reported twice in AIMS.

In either location, you take the same steps to enter in your integrated time.

-If you are reporting **ONLY** integrated time (which includes any time dedicated to the actual activity and the prep time before and/or after the event), enter in the number of hours in **BOTH** the “Program Planning & Delivery Time” and the “Integrated Extension & Research” fields.

-If you are reporting both integrated time and other (non integrated) time to the objective, enter in the total combined time into the “Program Planning & Delivery Time” field, then **ONLY** the integrated time in the “Multi State Extension Activity” field.

For example, if you worked 120 hours in a month in a particular objective area and 40 of those hours were integrated, then you will report 120 hours under “Program Planning & Delivery Time,” then 40 hours under “Integrated Extension & Research.”

-Make sure to click “Submit” at the bottom of the page to save the time you just entered (and any contact data you entered, if necessary).