Arkansas Combined NIFA Report of Accomplishments

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University of Arkansas System Division of Agriculture

January 10, 2018
Timeline Highlights

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Complete Spring 2018 → 6 Months After Submit Report
6 Months Submit Plan of Work → Oct.-Sept., FY18 Program Year
6 Months Prior Submit Plan of Work → Oct.-Sept., FY17 Program Year
6 Months After Submit Report → Complete Spring 2019
6 Months After Submit Report → Oct.-Sept., FY20 Program Year
6 Months After Submit Report → 6 Months After Submit Report
By April 2\textsuperscript{nd}, we will have the following products submitted to NIFA for approval:

Note: Report of Accomplishments and Plan of Work are both combined products reflecting efforts of the University of Arkansas System Division of Agriculture and the University of Arkansas at Pine Bluff- Extension and Research. The Multistate and Integrated Report (which will not be discussed in today’s webinar) is only required of the UofA System Division of Agriculture.
Timeline Highlights

- April 2\textsuperscript{nd} - Final submission deadline
- March 5\textsuperscript{th} - All content entered and reviewed in NIFA Portal for administration review
- February 20-28\textsuperscript{th} – NIFA Report Writing Meetings
- February 15\textsuperscript{th} - All data templates and other data completed and uploaded to SharePoint
- January 10\textsuperscript{th} – Data templates sent out & uploaded to SharePoint for team members
- January 10\textsuperscript{th} – 2016-2020 Plan of Work available on SharePoint Site
SharePoint Site

- All general information, templates, and other resources housed here.
- Allow writers to contribute to the most up-to-date version of templates
- Allow writing team leaders quick access to data
- Less emails back and forth!

SharePoint Site Link: https://5016712135.sharepoint.com/psd/2017ARA/default.aspx
Data Templates and additional resources are available to writing team members. They need to be completed and returned to the respective writing team leader by February 15th. Questions about the data templates can be sent to Diane Mashburn at 501-671-2351 or dmashburn@uaex.edu.
Give a brief description of what was done in the given focus area (Air & Water Quality in this example) during the FY2017 year.

Give a brief description of who your target audience was this last year. Examples include: low income families, youth, corn producers.

Was eXtension (extension.org) used at all in this last year? That could be referencing materials posted on eXtension, contributing content for eXtension, etc. If so, please give a brief description of how it was used.
Contacts include all external clientele contacts made during FY2017. Please DO NOT include those contacts already recorded in the Extension AIMS database, as this information will be provided to the team leaders by Diane Mashburn.
All contacts made from Division of Ag programming and UAPB programming will be combined for inclusion in the Report of Accomplishments.

The following are definitions of Direct and Indirect Contacts, based upon information provided by NIFA:
Contacts- Direct- A contact made in which a person can be certain the educational message was received and processed. All Face-to-Face contacts are direct. Phone, email, mail, and social media engagement are also direct contacts when they are in response to a question or request.
Contacts- Indirect- A contact made in which a person CANNOT be certain the educational message was received and processed. Indirect contact methods include: newsletters, Social Media post reach, and Website visitors.

For the purposes of accountability, mass media audience counts will NOT be included in our overall Direct and Indirect contact counts.
Please make sure to check Faculty Service Review documents and with faculty members to ensure all peer reviewed publications are included. Department heads will be able to provide this information.
Evaluation Results- Discuss the results of your evaluation studies that had an impact on your program. Make sure your description is detailed enough so that NIFA knows, empirically, how the program realized success. You will want to include a brief explanation of which types of studies you performed and the most notable qualitative impacts that were realized, as well as quantitative numbers/data recorded from your studies. The results you describe should answer the question: "How do we know if this program met its objectives or not?" You might also want to include a discussion of which studies worked best and why, how you might modify the studies for next time, or what types of studies you might add to those already being performed.

Key Items of Evaluation- This is a box NIFA staff will look first when looking for key evaluation results for Planned Programs. You can think of this text box as your opportunity to make a 1-2 sentence statement that summarizes or highlights the most important aspects of what you entered in the "Evaluation Results" box above.
Output indicators included in your data template were pulled directly from the FY2016-2020 NIFA Plan of Work. Only provide data for those outputs that apply to your focus area’s efforts in 2017.

Data Sources provide you and us (team leaders and coordinators) with information on what has been included in the data to ensure all data sources have been utilized.

UofA Extension indicator data will come out of AIMS and initial indicators reports have already been generated and should be included in your program area’s folder on the SharePoint Site. Please contact Diane Mashburn if you need assistance with pulling reports or finding this data.

If you have any significant outputs that are not already included in the template, you may add them, but they are not required.
Outcome indicators demonstrate impacts and changes as a result of our efforts.

Outcome indicators included in your data template were pulled directly from the FY2016-2020 Plan of Work. Only provide data for those outcomes that apply to your focus area’s efforts in 2017.

Data Sources (where did you get the data, e.g. AIMS, FSR, individual faculty members) provide you and us (team leaders and coordinators) with information on what has been included in the data to ensure all data sources have been utilized.

UofA Extension indicator data will come out of AIMS and initial indicators reports have already been generated and should be included in your program area’s folder on the SharePoint Site. Please contact Diane Mashburn if you need assistance with pulling reports or finding this data.

If you have any significant outcomes that are not already included in the template, you may add them, but they are not required.

Outcomes added need to include an impact report as well.
The NIFA POW Portal allows each outcome to have an impact report included as well. These allow for more information to be included to give a better “story” of the issue we were addressing, what was done, and the results. Tip sheets on writing impact reports can be found at: http://uaex.edu/support-units/program-staff-development/docs/AR%20CES%20Faculty%20Tip%20Sheet%20-%20Writing%20Impact%20Statements.pdf

Impact statements should be written in a separate file and submitted with the completed data template in your program area’s SharePoint folder.

Note: Not every outcome has to have an impact statement, but most should as outcomes are impacts.
Each writing team leader has an Excel spreadsheet crosswalk already uploaded to the SharePoint site that will allow them to know which focus area(s) will be providing data for each output and outcome indicator.
NIFA Writing Meetings

- Set by each team
- UofA Extension Little Rock State Office &/or Zoom
- Team leaders and select faculty
  - Dates for each team will be emailed soon
- Input and editing of data and narratives into NIFA Portal for ROA
Homepage of the NIFA Reporting Portal- pow.nifa.usda.gov
If you have worked in the NIFA portal before, please make sure you can still log in as many users have reported having to reset their passwords.
Not all writing team members will need access to the NIFA portal, contact your writing team leader to find out if you need to have access.
If you need access, but have never entered the portal before, please contact Diane Mashburn to send a request to NIFA to have you added as a state contributor.
Overview information will be compiled and entered into the NIFA Portal by Dr. McKinney, Dr. Manoharan, and Diane Mashburn. Information provided about each planned program area will be utilized in creating the overview summaries.
Data entry by the smaller writing teams will be made through the “Planned Program” pages. Entry into the planned program can be done by clicking either the program name or “edit.”
NIFA Portal
-ROA- Planned Programs

- Indicators are automatically fed into portal
  - Determined by content of the FY2016-2020 Plan of Work created in Spring 2015

- Only report to those indicator in which data was collected

- Additional indicators can be added as deemed necessary
Output indicators are strictly quantitative data. No narrative information required. Indicator data provided by UofA System Division of Agriculture and UofA at Pine Bluff will be combined for entry into the NIFA Portal. For this example, if the Division of Ag conducted five meetings related to food, fiber and bioenergy production and UAPB conducted four similar meetings, the writing team would enter nine for this output indicator.
What outputs looks like in final report
Outcome indicators reflect changes as a result of our efforts. Outcomes can be tied to one or more institutions’ programming, as indicated by checkboxes on the Outcome Measure pages. These can be changed, if a given institution has data to contribute to the outcome or not.

For each outcome measure being reported to, quantitative data is required. Impact statements for each outcome is highly recommended. Gives more context and information to NIFA about the program/efforts conducted and the quantitative data provided. NIFA has indicated they utilize impact statements in speaking to lawmakers.
What outcomes looks like in final report

<table>
<thead>
<tr>
<th>Outcome ID</th>
<th>Outcome Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Increase in knowledge and skills</td>
</tr>
<tr>
<td>1.2</td>
<td>Improved performance in studies</td>
</tr>
<tr>
<td>2.0</td>
<td>Enhanced collaboration skills</td>
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<tr>
<td>3.1</td>
<td>Improved communication skills</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Associated Institutions Type</th>
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</thead>
<tbody>
<tr>
<td>Research Universities</td>
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<tr>
<td>Community Colleges</td>
</tr>
<tr>
<td>Industry Partnerships</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcome Type</th>
<th>Change in Student Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Increase in grades</td>
</tr>
<tr>
<td>1.2</td>
<td>Improvement in attendance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Set</th>
<th>Actual</th>
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<tbody>
<tr>
<td>1 year</td>
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<table>
<thead>
<tr>
<th>Qualitative Measures or Impact Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student feedback, Recommendations, etc.</td>
</tr>
</tbody>
</table>

*Note: This table is an example of how outcomes might be documented in a final report.*
What outcomes looks like in final report
What outcomes looks like in final report
Contact Information

- UofA System- Extension- Diane Mashburn, dmashburn@uacx.edu, 501-671-2351
- UofA System- Research- Dr. Nathan McKinney, nmckinne@uark.edu, 479-515-6951; Dr. JF Meullener, jfmeull@uark.edu, 479-575-4605
- UAPB Extension & Research- Dr. Leslie Glover, glover1@uapb.edu, 870-575-8828