Combined NIFA Report of Accomplishments & Plan of Work

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By April 1st, we will have the following products-

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 1st - Final submission deadline- April 1st
- March 16th - All content entered in NIFA Portal for review
- February 17-18th - NIFA Report Writing Retreat
- February 15th - All data templates and other data sent to writing team leaders
- January 25th - 2016-2020 Plan of Work sent to Writing Teams
- January 18th - Data templates sent to writing team members for Report of Accomplishments

Complete timeline can be found online at http://uaex.edu/support-units/program-staff-development/program-evaluation/impact.aspx
Data Templates will be sent to writing team members by January 18th. 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 FY2015 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 FY2015. 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 Katelyn Sellers at 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, radio, TV, print articles, Social Media post reach, and Website visitors.
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 FY2015-2019 NIFA Plan of Work. Only provide data for those outputs that apply to your focus area’s efforts in 2015.

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 should be able to pull most indicator data out of AIMS. 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 FY2015-2019 Plan of Work. Only provide data for those outcomes that apply to your focus area’s efforts in 2015.

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 should be able to pull most indicator data out of AIMS. 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 page and submitted with the completed data template.

Note: Not every outcome has to have an impact statement, but most should as outcomes are impacts.
Each writing team leader will also receive a crosswalk in an Excel spreadsheet that will allow them to know which focus area(s) will be providing data for each output and outcome indicator.
Each year, we updated our NIFA Plan of Work to ensure it still reflects our programming efforts. We begin with the 2016-2020 NIFA Plan of Work, which was submitted Spring 2015. We have the opportunity to add new projects or activities, as well as remove those programs and efforts in which we are no longer conducting.

This Plan of Work, which will be submitted on April 1\textsuperscript{st}, will go into effect October 1, 2016.

The Plan of Work writing teams are a more concentrated group. Those participating on these writing teams will receive more information about the Plan of Work and the NIFA Writing Retreat by January 22\textsuperscript{nd}. 
NIFA Writing Retreat - Feb. 17-18

- UofA Extension Little Rock State Office

- Team leaders and select faculty
  - Invitations will be sent out in the next week

- Input and editing of data and narratives into NIFA Portal
  - 2015 Report of Accomplishments
  - 2017-2021 Plan of Work
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.
These are the faculty and staff that currently have access into the NIFA Reporting Portal for Arkansas.

If you need access, 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 FY2015-2019 Plan of Work created in Spring 2014

- 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.
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.
Contact Information

- UofA System- Extension- Diane Mashburn, dmashburn@uaex.edu, 501-671-2351
- UofA System- Research- Dr. Nathan McKinney, nmckinne@uark.edu, 479-515-6951
- UAPB Extension & Research- Dr. Muthusamy Manoharan, manoharanm@uapb.edu, 870-575-8543