

Annual NIFA Reporting

Agricultural Research Division (ARD)

Gary Brewer

Interim Assoc Dean, ARD
Interim Assoc Director, NE Ag Exp Station

Hector Santiago

Assistant Dean, ARD
Assistant Director, NE Ag Exp Station

Deb Hamernik

Interim Assoc VC for Research (ORED)
Associate Dean, ARD
Associate Director, NE Ag Exp Station

Jaclyn Monaghan

Data Management Specialist

Jared Evert

Finance and Office Manager

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Background

USDA NIFA requires annual progress reports to be submitted in REEport:

- Competitive grants (e.g., AFRI)
 - Covers period between start and anniversary date
 - Project Director contacted by NIFA(Yes)
- Capacity grants - ARD due date: **December 16, 2016**
 - Covers FFY: October 1-September 30
 - Hatch (regular)—team and individual projects
 - Hatch (multistate)—if have \$ from ARD
 - McIntire-Stennis
 - Section 1433 Animal Health Research

Due Dates Summary

Summary Chart of Due Dates for:	Hatch: Regular Hatch: Multi-State McIntire-Stennis Animal Health	USDA- NIFA Grants and Other NIFA Competitive Funding
Project Initiation	May be submitted at any time.	Upon receipt of award notification & new station project number is assigned by ARD
Progress Report	Due Mid-December First report covers progress from start date thru September 30. Subsequent reports cover full FFY: October 1- September 30	No later than 90 days after the Anniversary Date. Continuation awards must be submitted BEFORE the anniversary date (usually within 90 days)
Final Report	Due Mid-December following project end date. (Can be submitted at any time to terminate project- requires project change if end date is more than 90 days out)	No later than 90 days after the Anniversary Date. (Can be submitted at any time to terminate project)



How NIFA Uses The Information

- National Program Leaders read these reports
 - Look for impacts (changes in knowledge, actions or conditions)
- Accountable to Congress for public dollars
- Requests for new funding for research
- Speeches, newsletters, annual reports...



Annual Progress Report

Content Overview

Describe what you have done during the last year:

- Capacity Reporting Period is Oct 1-Sept 30
- Text fields have 8,000 character limit
- Emphasize **innovative** techniques & tools
- ***Accomplishments section should stand alone***
- List outputs
- Discuss outreach activities (if any)
- Use adjectives, current statistics, metrics, data
- Do NOT use jargon, abbreviations, acronyms, tables, or figures—text only!
- Write with an **active** voice



Annual Progress Report

Participants

- Report any FTE that worked on project
 - Should not be tied to funding
 - General FTE figures:
 - NIFA uses 1 FTE= 2080 hours
 - 1 Grad student= .50
 - Pool undergrads ~.10-.20
 - Student Count by Classification of Instructional Programs (CIP) Code
- Keep research appointment in mind..
 - 70(R)/30(T) should not enter 1.0 FTE

Annual Progress Report

Participants Example

- FTE (REEReport rounds to nearest tenth)
 - 1 Scientist: 150 hours = .07 FTE (.10 rounded)
 - 1 Technician: 1500 hours=.72 FTE (.70)
 - 5 Undergrads: 250 hours total= .12 FTE (.10)
 - 1 Graduate: 1020 hours=.49 FTE (.50)
 - 1 Post-Doc: 800 hours=.38 FTE (.40)
- Student Counts by CIP Code are whole number head counts corresponding to the FTE entered
 - Reflective of text entered into Project Training and Professional Development in Accomplishments Section



Annual Progress Report

Participants Example

* Actual FTEs for this Reporting Period [?](#)

Nothing to report [?](#)

Role	Faculty and Non-Students	Students with Staffing Roles			Computed Total by Role
		Undergraduate	Graduate	Post-Doctorate	
Scientist	<input type="text" value="0.1"/>	<input type="text" value="0.1"/>	<input type="text" value="0.5"/>	<input type="text" value="0.4"/>	1.1
Professional	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	0.0
Technical	<input type="text" value="0.7"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	0.7
Administrative	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	0.0
Other	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	0.0
Computed Total	0.8	0.1	0.5	0.4	1.8

Student Count by Classification of Instructional Programs (CIP) Code [?](#)

Please enter all CIP Codes that apply for your participating students in the following text box.

For assistance in selecting CIP codes, click [here](#).

* Undergraduate [?](#)

* Graduate [?](#)

* Post-Doctorate [?](#)

* CIP Code [?](#)



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Outputs

- Publications
- Patents
- Websites
- Curriculum
- Presentations or seminars
- Workshops, symposia, meetings
 - Number of people attending a meeting
- Technology, tools, protocols, assays...
- Students or postdoctoral fellows



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Target Audience

Specific stakeholders/clientele:

- Scientists
- Extension personnel or other educators
- Farmers, ranchers, producers
- Policy makers
- Consumers or the public

Explain the issue—make it relevant:

- So what?
- Why is this important?
- Who does it impact?



Annual Progress Report

Accomplishments

What Was Accomplished Under The Goals?

Accomplishments = impacts & outcomes achieved as a result of the project

NIFA expects this section to stand alone from other sections in the annual progress report—may not read other sections of the progress report!

Annual progress reports that do not follow this format will be returned by ARD for revisions!

Annual Progress Report

Accomplishments

Introductory paragraph:

- Describe the issue for a broad audience
- Describe what was accomplished with public \$\$ and discuss results & conclusions (bottom line)
- Translate results into broader outcomes and impacts for the real world (i.e., the big picture)
- Connect to current issues/hot topics/grand challenges
- Use plain, non-technical language
- Use numbers that are meaningful to the public
- Usually describe “real or true” impacts instead of “potential” impacts

Annual Progress Report

Impacts

State the impact(s) as a change in:

- **Knowledge**
 - Appropriate for basic science
 - Short-term (<5 years)
- **Action or Behavior**
 - Medium-term (5-10 years)
- **Condition**
 - Economic, environmental, social
 - Long-term (>10 years)

Won't have impact in all 3 areas every year!

Annual Progress Report

Examples of Impacts

Change in **Knowledge**:

- Identify a new gene, protein, mechanism...
- Increased understanding...

Change in **Action/Behavior**:

- Adoption of technology or management
- Change in diet

Change in **Conditions**:

- Increased profitability or decreased costs
- Improved water, soil, or air quality
- Healthier people or communities



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Accomplishments

Second paragraph:

- Re-type *each* goal and objective listed on the project initiation form and describe:
 - 1) Major activities/experiments conducted
 - Content should be similar to journal article
 - 2) Data collected
 - Content should be similar to journal article
 - 3) Summary and discussion of results
 - Content should be similar to journal article
 - 4) Key outcomes or impacts
- May need several paragraphs and 2 or more pages
- If no activity on a goal/objective during this reporting period, can indicate “no accomplishments”

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Example #1: *Accomplishments*

One paragraph:

“Development of a strategy that would permit using ABC to advance knowledge on the molecular structure of ABC that is pursued in the 3 objectives of this project.”

Acceptable or Unacceptable?

Annual Progress Report

Example #2: *Accomplishments*

One paragraph:

“Two manuscripts were published in peer-reviewed journals (list of citations) this year and one PhD student completed their degree.”

Acceptable or Unacceptable?

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Example #3: *Accomplishments*

One paragraph:

“This is the first year of this new AFRI grant. Data were collected and are being analyzed.”

Acceptable or Unacceptable?

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Example #5: *Accomplishments*

First paragraph:

“Low-moisture foods are traditionally considered as microbiologically safe foods. However, recent foodborne illnesses associated with consumption of low-moisture foods have heightened the concern of their microbiological safety. Thus, there is a critical need to pasteurize low-moisture foods. Traditional thermal processing methods are not suitable for pasteurizing these foods because of low thermal conductivity and high thermal resistance of the foodborne pathogens. In this study, a novel radiofrequency-assisted thermal processing method for pasteurization of egg white powder was developed at both batch and continuous processing. Quality and safety of products were evaluated. Preliminary results suggest that this novel thermal processing method will reduce the number of foodborne pathogens that could be found in egg whites thereby leading to enhanced food safety for consumers.”

Acceptable or Unacceptable?

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Example #5: *Accomplishments*

Second paragraph:

Objective 1: Develop a continuous RF processing system for in-package powder and pumpable food pastes.

- 1) **Major activities completed/experiments conducted:** We developed a novel RF-assisted thermal processing method for pasteurization of egg white protein at batch and continuous processing. +6 sentences (content similar to journal article)
- 2) **Data collected:** 6-8 sentences (content similar to journal article)
- 3) **Summary statistics & discussion of results:** 10-12 sentences (content similar to journal article)
- 4) **Key outcomes or other accomplishments realized:** 3-5 sentences



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Example #5: *Accomplishments*

Second paragraph (continued):

Objective 2: Determine RF process parameters based on microbial inactivation kinetics and product quality deterioration kinetics

- 1) **Major activities completed/experiments conducted:** 6-8 sentences (content similar to journal article)
- 2) **Data collected:** 6-8 sentences (content similar to journal article)
- 3) **Summary statistics & discussion of results:** 3-5 sentences—not as much progress on this objective yet (content similar to journal)
- 4) **Key outcomes or other accomplishments realized:** 1-2 sentences—not as much progress on this objective yet



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Example #5: *Accomplishments*

Second paragraph (continued):

Objective 3: Validate process design with microbial challenge study with the selected low-moisture food products

- 1) Major activities completed/experiments conducted:** No accomplishments to report during this period. Results from objective #2 are needed prior to initiating studies under objective #3.

Acceptable or Unacceptable?

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Changes/Problems

- Major changes include:
 - Major problems or delays in timeline or goals
 - Unexpected outcomes
 - Changes in approved protocols for use or care of animals, human subjects, and/or biohazards during the reporting period

Annual Progress Report Summary

- Capacity covers reporting period Oct 1-Sept 30
 - NIFA grants determined by start date
- “What Was Accomplished Under These Goals” should be a stand-alone section
 - *Include detailed content similar to journal article*
 - *Emphasize key project outcomes or impacts*
- Reports used by USDA and NIFA leaders, legislators, public, farmers/ranchers...
 - Justify investments of public dollars
 - Request new funding for research

Project Change

- Possible reasons for a Project Change
 - Change in PI or to add/remove a Co-PI
 - Change in End Date to Terminate a project early
 - Final Reports filed within 90 days of End Date
 - Change in goals or objectives
- May require additional Project Initiation info if originally Initiated thru CRIS
 - Grandfathered projects don't have a lot of the currently requested data
 - Incomplete fields noted in red text on Submit screen

Final Report

- All prior Progress Reports must be submitted
- Can only be filed within 90 days of end date
- “Project Change” to terminate early
- Covers project duration except FTE & Products
- FTE guidelines same as Progress reporting
- Report products only for last reporting period
 - Previously submitted items are archived from past Progress Reports

Resources

- ARD Web Link for REEport Guides
 - <http://ard.unl.edu/usda-grant-reporting-reeport>
- USDA-NIFA REEport portal login:
 - <http://portal.nifa.usda.gov>
- Utilize the REEport embedded help by clicking the “?” next to most data fields



Questions?

Feel free to contact ARD:

Gary Brewer
Hector Santiago
Deb Hamernik

Jaclyn Monaghan
Jared Evert

