Annual NIFA Reporting

Agricultural Research Division (ARD)

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

Jaclyn Monaghan
Data Management Specialist

December 6, 2017
Background

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

• Competitive grants (e.g., AFRI)
  • Due on anniversary of award start date
  • Project Director receives email from NIFA

• Capacity grants
  • Hatch (regular)—team and individual projects
  • Hatch (multistate)—if have $ from ARD
  • McIntire-Stennis
  • Section 1433 Animal Health Research
  • ARD due date: December 15, 2017
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...
From: Margo Holland <m holland@nifa.usda.gov>
Date: Monday, December 4, 2017 at 9:04 AM
Cc: Fernando Osorio <fosorio1@unl.edu>, Deb Hamernik <dhamernik2@unl.edu>
Subject: Very impactful Final Report submitted to NIFA: approved

The attached final report is approved for close-out. Significant outcomes are reported.

Dear Fernando,
Thank you for submitting an excellent succinct final technical report. This report can serve as a model for other awardees at your institution on the correct detailed description of a very successful research project with significant impacts.

Thank you,

Margo

Margo S. Holland, DVM, PhD
National Program Leader
Animal Health and Animal Well-Being Program
USDA National Institute of Food and Agriculture
800 9th St SW
Washington, DC 20024
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—don’t include too many details
• **Accomplishments section should stand alone**
• Use current statistics, metrics, data
• Do **NOT** use jargon, abbreviations, acronyms, tables, or figures—text only!
• Write with an **active voice**
Annual Progress Report

Content Overview--continued

• Prepare/compose information in MSWord, then copy/paste into REEport.
• Save the MSWord file where you can find it next year.
• Update this file every year with new information.
• Keep a file with cumulative information for the final, progress report/termination report.
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 (REEport 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

<table>
<thead>
<tr>
<th>Role</th>
<th>Faculty and Non-Students</th>
<th>Students with Staffing Roles</th>
<th>Computed Total by Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Undergraduate</td>
<td>Graduate</td>
</tr>
<tr>
<td>Scientist</td>
<td>0.1</td>
<td>0.1</td>
<td>0.5</td>
</tr>
<tr>
<td>Professional</td>
<td>0.0</td>
<td>0.0</td>
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</tr>
<tr>
<td>Technical</td>
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<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Administrative</td>
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<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Other</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Computed Total</td>
<td>0.8</td>
<td>0.1</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**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: 5
- Graduate: 1
- Post-Doctorate: 1
- CIP Code: 01.00 Agriculture, General
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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? Who cares?
• 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
• Use plain, non-technical language for a lay audience
• Connect to current issues/hot topics/grand challenges
• Use numbers that are meaningful to the public
• 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)
• Usually describe “real or true” impacts instead of “potential” impacts
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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
Annual Progress Report

Accomplishments

Subsequent paragraphs:

- 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 (limit details)
  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”
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?
One paragraph:

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

Acceptable or Unacceptable?
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?
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
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
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?
Annual Progress Report

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

- NIFA Capacity grants cover the reporting period Oct 1-Sept 30
- NIFA competitive grants determined by start date
- “What Was Accomplished Under These Goals” should be a stand-alone section
  - Include content similar to journal article, but do not include lots of details
  - Emphasize key project outcomes or impacts
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
Final Report

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

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