Annual NIFA Reporting

Agricultural Research Division (ARD)

Deb Hamernik
Associate VC for Research (ORED)
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FY2020:
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Assistant Director, NE Ag Exp Station

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Data Management Specialist

November 1, 2018
USDA NIFA requires annual progress reports to be submitted in REEport:

- **Competitive grants** (e.g., AFRI)
  - Due on anniversary of award start date
  - Annual report period: based on start date of award
  - 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
  - Annual report period: October 1 – September 30
  - ARD due date: **December 15, 2018**
How NIFA Uses The Information

NIFA will not release funding for new grants until the Project Director is up to date on all reports in REEpport (annual reports or final reports)
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...
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:

• Competitive or Capacity grants
• 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!
• Tables & figures are not compatible with REEport
• 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

<table>
<thead>
<tr>
<th>Role</th>
<th>Faculty and Non-Students</th>
<th>Students with Staffing Roles</th>
<th>Computed Total by Role</th>
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</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>
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<tr>
<td>Professional</td>
<td>0.0</td>
<td>0.0</td>
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<tr>
<td>Technical</td>
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<td>0.0</td>
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<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>
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</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
Questions?

Questions about entering “Participant” information?
Annual Progress Report

Outputs

- Publications
- Patents
- Websites
- Curriculum
- Presentations or seminars
- Workshops, symposia, meetings
  - Number of people attending a meeting
  - Evaluation/survey after the meeting
- Technology, tools, protocols, assays...
- Students or postdoctoral fellows
Annual Progress Report

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

What was Accomplished?

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
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!
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

How to Write an Impact Statement

- WHAT WAS the ISSUE & WHY WAS IT an ISSUE?
  - Connect to hot topics
  - Make people care

- WHAT WAS DONE?
  - Describe major research AND Extension activities
  - Be brief and clear
  - Were any innovative techniques or tools used?
  - Don’t go on about theory/methods
  - Who was involved?

- WHAT WAS LEARNED or PRODUCED?
  - Share major findings
  - Share important outputs

- Impact
  - THE IMPACT STORY
  - Output
  - Action

- WHAT WERE the IMPACTS?
  - What kind of impact?
  - How big was the impact?
  - Where did the impact occur?
  - Who was impacted?

IMPACT =

- condition*
- behavior
- knowledge
  *economic, environmental or social

Still having TROUBLE?
- Think about potential impacts
- Share any anecdotes

AGRICULTURAL RESEARCH
Primary sections of an impact statement:

- **Situation:** What is the issue? Who cares and why?
- **Response:** What has been done? Summarize your program, project or response to the issue.
- **Results/impact:** How has your response affected the users/stakeholders involved with this issue?

- **SO WHAT?**
- **WHO CARES?**
Example #1:
New research-based approaches can make agricultural systems more resilient to change, protect natural resources and ecosystem services, and keep agriculture—and the U.S. economy—at the frontiers of global competitiveness. Sharing information with beekeepers, farmers, home gardeners, regulatory agencies, and others can protect pollinators. In 2016, new information helped beekeepers reduce colony losses to mites by 15%. After research showed they can rely on native bee and feral honey bee pollination, pumpkin and squash growers saved money by not using managed honey bee colonies. Nationwide, beekeepers following research-based recommendations have saved an estimated 10,500 honey bee colonies, which provide a value of over $5,750,000 each year.
Example #2:
Food systems that prevent diet-related diseases and reduce healthcare costs build resilient communities. Research and Extension programs at New Mexico State University helped improve human health, nutrition, and wellness of the state’s population. 85% of adults improved one or more nutrition practices after participating in New Mexico State University’s Ideas for Cooking and Nutrition program. 75% of the youths who participated reported improving diet quality, and 1/3 improved their physical activity. With over 55,000 participants, these changes will reduce health-related expenses by about $6.6 million.
Annual Progress Report

Accomplishments

Subsequent paragraphs:

• Re-type each goal and objective listed on the project initiation form and describe each of these 4 topics:
  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
     • Use 1 paragraph/objective
     • If no activity on a goal/objective during this reporting period, can indicate “no accomplishments”
Annual Progress Report

Example #1: Accomplishments

First (only) 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?

Unacceptable: What is the strategy? How was the strategy developed? Describe work on the objectives to date.
Example #2: Accomplishments

First (only) paragraph:

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

Acceptable or Unacceptable?

Unacceptable: Describes outputs, but not what was done
Annual Progress Report

Example #3: Accomplishments

First (only) paragraph:

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

Acceptable or Unacceptable?

Unacceptable: What was done? Describe the data that were collected and how analysis is being conducted.
Annual Progress Report
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. 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?
Acceptable: Descriptive, but not too detailed
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
Example #5: Accomplishments

Third paragraph:

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
Fourth paragraph:

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.
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
Questions?

Questions:
Writing impact statements?
What was accomplished under the goals?
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
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?

Questions:

Project Changes?

Final Reports?
Annual Reports for
Hatch Multistate Committees

• ARD faculty that are members of national, multistate committees must submit an annual report to the committee at the time of the annual committee meeting

• National committee (usually the Secretary) submits an annual report (SAES 422) in NIMSS—cumulative report from all committee members
Annual Reports for Hatch Multistate Committees

Faculty should report by objective:

• Accomplishments (1-3/objective; bulleted format)
• Impacts (1/objective; 1-2 sentences/impact)
• Outputs—collaborative between stations ONLY!
  • Publications (list of citations)
    • Peer-reviewed journal articles
    • Technical reports/bulletins
    • Book chapters
  • Abstracts
  • Theses/Dissertations
  • Co-organized conferences/symposia/workshops
  • Grants/Contracts
Annual Reports for Hatch Multistate Committees

- National committee (usually the Secretary) combines information from all members of the national committee with summary of business meeting into one annual report (SAES-422)
- Submits the SAES-422 annual report in NIMSS (with assistance from Administrative Advisor) within 60 days from annual committee meeting
- The SAES-422 annual report should have 1-3 impacts per objective for the entire, national multistate committee
Annual Reports for Hatch Multistate Committees

- Used by reviewers (AES Directors) and NIFA to monitor progress and collaboration on national, multistate committees
  - Looking for collaborative outputs and impacts (e.g., co-authored publications from more than one state)
  - Is the multistate committee accomplishing more than individuals?
  - Is the sum of the parts greater than the whole?
Annual Reports for Hatch Multistate Committees

- ARD faculty that are members of national, multistate research committees or NRSP committees are required to submit an annual report to the national committee at the time of the annual committee meeting for the SAES-422 report in NIMSS.
- Annual reports for national multistate research committees should be shorter and only contain a subset of the information that is submitted on individual Hatch (regular or multistate) annual reports that are submitted in REEport.
Annual Progress Report

Impact Statement: Multistate Committees

National Animal Nutrition Program
NSP-9 (2010-2015)

Feeding the world's growing population requires feeding the livestock that are dependent on feed, eggs, and dairy products. Animal nutrition affects animal welfare, the safety and nutritional value of food products, and the emissions and wastes livestock produce. Feed is the largest livestock and poultry production expense. Researchers, extension professionals, regulatory, feed industries, and producers continually need up-to-date, science-based information on the nutrient needs of agricultural animals. Better information on actual nutrient needs, feeding strategies, and feed ingredients is key to making livestock production profitable and sustainable. In 2016, a group of scientists created the National Animal Nutrition Program to address animal nutrition challenges. Multistate coordination has allowed the group to gather and share information, technologies, and educational materials.

What has the NANP done?

The NANP has
- conducted research on animal nutrition
- developed feeding strategies that enhance animal health
- provided education and training for producers
- expanded the use of feed efficiency models across the livestock industry
- improved the quality of livestock nutrition
- increased the efficiency of livestock production

Why are NANP Data Important?

New genetic information aids the development of feeding strategies that enhance animal health. Keeping animals healthy not only provides benefits, but also helps with waste management, which leads to better returns for producers.

Data help promote and preserve safe, nutritious animal foods for optimal health.

Data showed new production and economic benefits from the broiler industry in livestock feed. Using these benefits could make the feed and biofuels industries more economically and environmentally friendly.

Data showed improved diet planning can reduce emissions from livestock operations.

Since 2010, the NANP has hosted workshops, seminars, and newsletters for over 30,000 stakeholders.

Breeding Common Bean
W-2150 (2010-2015)

Beans have been cultivated in the U.S. for millennia and are a popular, nutritious food choice; however, the average national bean yield is now compared to other crops. Drought, disease, poor soil quality, and short growing seasons reduce bean productivity in many growing environments. Yield losses can range from 10% to 90%. Using fungicides to fight diseases can increase production costs and result in environmental and human health hazards if improperly used. To address these challenges, a multistate research group, W-2150, is developing new bean varieties that are better adapted to various environments and production systems. The group's research has developed more effective methods for detecting and treating bean diseases and developed new bean cultivars that are more resilient to environmental stresses, increase the yield and competitiveness of U.S. bean growers, and sustain production for domestic consumption and export.

New Bean Varieties & Benefits

- Growing in tough climates
- Increasing yields & profits
- Improving nutrition
- Improving consumption

New bean varieties are easier to harvest and boost local bean production. These varieties reduce production costs, produce higher yields, and have lower nutrient content, which can lower production costs.

- If the area planted with new bean varieties increases by just 1%, the value of yield increases could exceed $250 million each year.

- The increase in bean production is highly valuable to consumers as it helps reduce food insecurity and enhances food security in other countries.

- Sharing knowledge

The Legume IMPRINT website provides consumers with nutrition facts and information about protein content in beans, chickpeas, lentils, and peas.

- Black bean varieties with superior sprouting quality allow producers to control production costs

W-2150 has been supported by USDA, the National Institute of Food and Agriculture, and the Multistate Research Program. For more information, visit the Multistate Research Program or the Impact Statement Initiative's website.
ARD faculty must submit:

- Annual report on ARD-funded Hatch Multistate project in REEport
  - Due on December 15
  - Timeframe: October 1 – September 30
- Annual report to national Multistate Committee (usually the Secretary)
  - Due at annual Multistate Committee meeting
  - If you do or do not attend the annual meeting
  - Timeframe: October 1 – September 30
Questions?

Questions:
Annual reports for Multistate Committees?
Acknowledging NIFA Support

Acknowledge support from the USDA NIFA and the Nebraska Agricultural Experiment Station (e.g., state dollars for faculty salaries) in all outputs:

- Publications
  - Journals, books, bulletins, websites...
- Oral or poster presentations
- Patents
Acknowledging NIFA Support

Template for capacity-funded projects:

“This project (or patent) is based on research that was partially supported by the Nebraska Agricultural Experiment Station with funding from the Hatch Act* (Accession Number XXXXXXX) through the USDA National Institute of Food and Agriculture.”

*Hatch Multistate Research capacity funding program
*McIntire-Stennis Cooperative Forestry capacity funding program
*Animal Health and Disease Research (Section 1433) capacity funding program
Acknowledging NIFA Support

Accession Number and Funding Source:

Located in the top left section of the PDF of your annual progress report in REEport.

United States Department of Agriculture
Progress Report

<table>
<thead>
<tr>
<th>Title:</th>
<th>Impacts of Stress Factors on Performance, Health, and Well-Being of Farm Animals (from W2173)</th>
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<tbody>
<tr>
<td>Sponsoring Agency</td>
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<tr>
<td>Funding Source</td>
<td>Hatch/Multi State</td>
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<td>Multistate No.</td>
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<td>Reporting Period End Date</td>
<td>09/30/2018</td>
</tr>
<tr>
<td>Date Submitted to NIFA</td>
<td></td>
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</table>
Acknowledging NIFA Support

Template for NIFA competitive grants:

“This project (or patent) was supported by the Agriculture and Food Research Initiative grant number xxxx-xxxxx-xxxx* from the USDA National Institute of Food and Agriculture, program name – program code (e.g., Animal Reproduction, A1211).”

“This project was supported by the Small Business Innovative Research Grants Program grant number xxxx-xxxxx-xxxx* from the USDA National Institute of Food and Agriculture, program name – program code (e.g., Animal Production and Protection, 8.3).”

*Use grant number (20xx-xxxxx-xxxx) NOT proposal number (20xx-xxxxx)!
Questions?

Questions:

Acknowledging NIFA and/or ARD support?
Questions?

Deb Hamernik
Associate VC for Research (ORED)
Associate Director, NE Ag Exp Station

Jaclyn Monaghan
Data Management Specialist

FY2020:
Hector Santiago
Assistant Dean, Agricultural Research
Assistant Director, NE Ag Exp Station
Hatch Project Webinars

Monday, October 22, 2019
Introduction to Hatch Projects

Monday, October 29, 2019
ARD Hatch Multistate Funding Opportunity

Thursday, November 1
Preparation of Annual Progress Reports for USDA NIFA