Semester Reporting

Semester reports for all projects from which you are being paid are to submitted within 30 days of the end of each semester. The report submitted at the end of the Fall Semester should be a summation of the year's accomplishments. At the conclusion of the project, the final report should include an impact statement.

These reports will be used for compiling administrative reports, documentation of activity for audit purposes, and will be used by unit heads to monitor faculty achievements.

The reports are submitted though Google Docs (https://docs.google.com/forms/d/1Zh4pv_WAvsxysFkflzNeW1ZgNyBxhR6iExxwAP5Hs1I/edit) three times per year, within 30 days of the end of each semester. A link to this Google Docs form is in the Faculty Staff Portal on the college website (Resources - Faculty Staff Portal - Activity Reporting).

Project Title:

Account Number

Project Director:

Your Name:

Percent Assignment

Role (PI, Co-PI, etc.)

Project Start Date:

Reporting Period: End Spring   End Summer   End Fall (Year Final)

Non-Technical Summary
  The non-technical summary states the importance of your project in terms that general citizens can understand (*i.e.* citizens without scientific backgrounds). A good non-technical summary is composed of 1-2 paragraphs that cover three main points:
  1. What is the current issue or problem that the research addresses and why does it need to be researched?
     When answering this question, consider a perspective that goes beyond the primary end-users of the science you are conducting. Why is this topic important to the larger community in terms of economics, community and environment as well as agriculture?
  2. What basic methods and approaches will be used to collect and produce data/results and subsequently inform target audiences?
     This should be different from your objectives list. Do not copy and paste the same text here. This section should explain, in plain, non-technical language what you intend to do.
  3. Through the methods mentioned above, what ultimate goals does the project hope to achieve and what is the general impact expected to be if this goal is met? What societal benefits may be realized?

In answering the above questions, make sure to provide enough detail so that you are touching upon the main purpose of the project, the expected accomplishments, and anticipated benefits of the research.

This non-technical summary may be the most important section of your report. This will be accessed by legislators who make decisions about funding allocations, general public, community leaders, and taxpayers as well as government staff and other scientists.

Major Goals and Objectives

Describe the over-arching goals of the project and the objectives that will be undertaken to achieve those goals.

Provide a clear, concise statement of the major goal(s) of this project. This should encompass a broad perspective of what purpose, service, major achievement, or milestone this project will provide.

Following your goal statement, list the objectives of the project. Most goals have multiple objectives. Objectives are measurable, whereas goals are broad, general, and difficult to measure. There is no minimum or maximum number of objectives to include for a project, but all objectives should be specific and attainable within the duration of the project and with the available resources.

What was accomplished under these goals?

For each objective, report for this reporting period on:
1. Major activities completed / experiments conducted
2. Data collected
3. Summary statistics/discussion of results
4. Key outcomes or other accomplishments realized

What do you plan to do during the next reporting period to accomplish the goals?

Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives.

Products

Identify the products/outputs that were produced during this reporting period of the project.

1. Teaching or mentoring.
2. Conferences, demonstration sites, field days, symposia, workshops, and trainings.
3. Consulting, counseling, and tutoring.
4. Publications, presentations, audio or video products; curricula; patent applications; applications for Plant Variety Act protection; models; networks and/or collaborations fostered by the project or activity; physical collections or resources, new animal germplasm, or genetic maps; software; technology, methods, or techniques; train-the-trainer manuals; website(s) (with the appropriate URL); information, skills, and technology for individuals, communities, and programs; or students graduated in college-related disciplines.

Target Audience

Provide a description of the target audience(s) that are the focus of effort for this project.

The target audience(s) you describe should include only those that your efforts reached during the current reporting period; this may mean that the audiences you list are only a subset of the all those you included on your project initiation.

Target audiences include individuals, groups, market segments, or communities that will be served by the project. Where appropriate, you should also identify population groups such as racial and ethnic minorities and those who are socially, economically, or educationally disadvantaged.

How have the results been disseminated to communities of interest

Describe any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities.

Student Count

How many non-classroom students were engaged during this reporting period. In what capacity were they engaged.

Efforts include acts or processes that deliver science-based knowledge to people through formal or informal educational programs. Examples include: formal classroom instruction, laboratory instruction, or practicum experiences; development of curriculum or innovative teaching methodologies; internships; workshops; experiential learning opportunities; extension and outreach.

Impact

At the project's conclusion, provide and impact statement using the following format.

General Topic

A clear description of the issue or problem that your research addresses. Often you can adapt the problem statement from your recently published articles or conference presentations.

Specific Action Taken

A statement of the action you are taking or intend to take to resolve the problem. This action statement should directly refer to the problem statement you wrote in the general topic above.

Results of the Action

An explanation of the impact. This is the most important part of the impact statement. A description that defines clearly who benefits from your work and in what ways. You can focus on multiple different levels of benefit—individual, organizational, community, or social benefits, as well as benefits to the research community. This part should have at least one specific qualitative sentence ("This research will have lasting effects on…") in order to show the public value.

Lists/descriptions of publications or presentations are not impact.