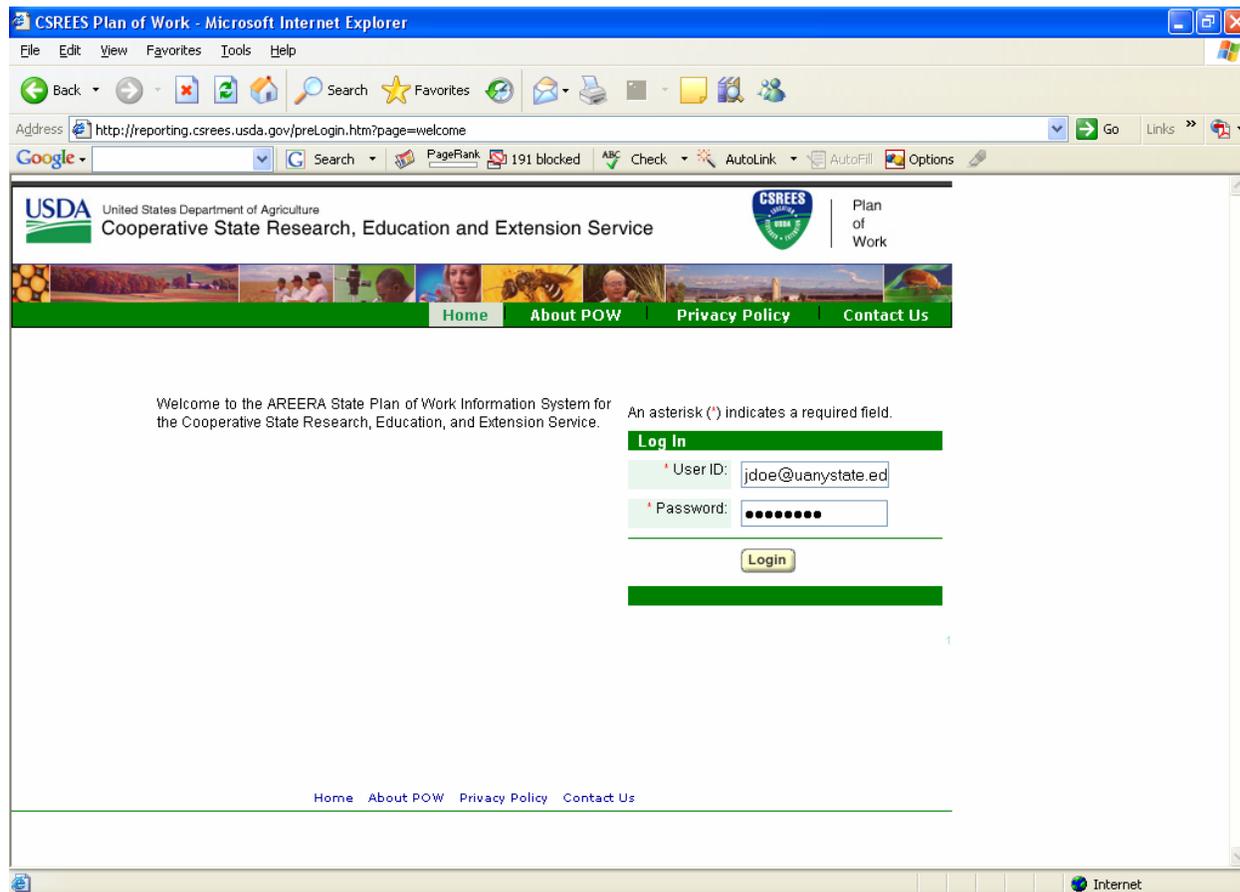


# FY 2007 – 2011 AREERA State Plan of Work Software Documentation

Welcome to the AREERA State Plan of Work Information System for the Cooperative State Research, Education, and Extension Service.

The first screen you will see is the Login Screen. If you are authorized for access to this system you have been or will be provided with a User ID and password.



Please enter your "User ID" and password to enter the system.

Note that in the banner and footer of the Log In screen you find links to "About POW", "Privacy Policy", and "Contact Us". When you click on these you will see:

## About POW

The Plan of Work is mandated by the Agricultural Research, Extension, and Education Reform Act of 1998. The Plan of Work must be completed by eligible institutions receiving Federal agricultural research and extension formula funds under the Hatch Act of 1887, as amended (7 U.S.C. 361a et seq.); sections 3(b)(1) and (c) of the Smith-Lever Act of 1914, as amended (7 U.S.C. 343 (b)(1) and (c)); and sections 1444 and 1445 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended (7 U.S.C. 3221 and 3222).

## Privacy Policy

Thank you for visiting the CSREES Web site and reviewing our privacy statement. Our privacy policy is clear: We will collect no personal information about you when you visit our Web site unless you choose to provide that information to us.

Here is how we handle information about your visit to our Web site:

#### Information Collected and Stored Automatically

If you do nothing during your visit but browse through the Web site, read pages, or download information, we will gather and store certain information about your visit automatically. This information does not identify you personally. We automatically collect and store only the following information about your visit:

1. The Internet domain (for example, "xcompany.com" if you use a private Internet access account, or "yourschool.edu" if you connect from a university's domain) and IP address (an IP address is a number that is automatically assigned to your computer whenever you are surfing the Web) from which you access our Web site;
2. The type of browser and operating system used to access our site;
3. The date and time you access our site;
4. The pages you visit; and
5. If you linked to the U.S. Department of Agriculture Web site from another Web site, the address of that Web site.

We use this information to help us make our site more useful to visitors - to learn about the number of visitors to our site and the types of technology our visitors are using. We do not track or record information about individuals and their visits.

#### If You Send Us Personal Information

If you choose to provide us with personal information, as in an e-mail to the Secretary of Agriculture or someone else or by filling out a form with your personal information and submitting it to us through our Web site, we use that information to respond to your message and to help us locate for you the information you have requested. We treat e-mails the same way that we regard letters sent to the U.S. Department of Agriculture. We are required to maintain many documents under the Presidential Records Act for historical purposes, but we do not collect personal information for any purpose other than to respond to you. We only share the information you give us with another government agency if your inquiry relates to that agency, or as otherwise required by law. Moreover, we do not create individual profiles with the information you provide or to give it to any private organizations. USDA does not collect information for commercial marketing.

#### When You Visit USDA Agency/Staff Office Web Sites

Please read the USDA Agency/Staff Office Privacy Statement when you visit those Web sites. Where necessary, an Agency/Staff Office may have additional privacy criteria, conditions, or information that you should know.

#### Information Systems Security Program Manager (ISSPM)

The CSREES [ISSPM](#) is part of the Information Systems and Technology Management Unit

#### Links to Other Sites

Our Web site has links to many other federal agencies. In a few cases we link to private organizations, with their permission. Once you access another site through a link that we provide, you are subject to the privacy policy of the new site.

#### Web Site Security

Information presented on the USDA Web site is considered public information and may be distributed or copied. Use of appropriate byline/photo/image credits is requested.

1. For site security purposes and to ensure that this service remains available to all users, this government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.

2. Except for authorized law enforcement investigations, no other attempts are made to identify individual users or their usage habits. Raw data logs are used for no other purposes and are scheduled for regular destruction in accordance with National Archives and Records Administration [General Schedule 20](#).
3. Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the [Computer Fraud and Abuse Act of 1986](#) and the [National Information Infrastructure Protection Act](#).

Children's Online Privacy

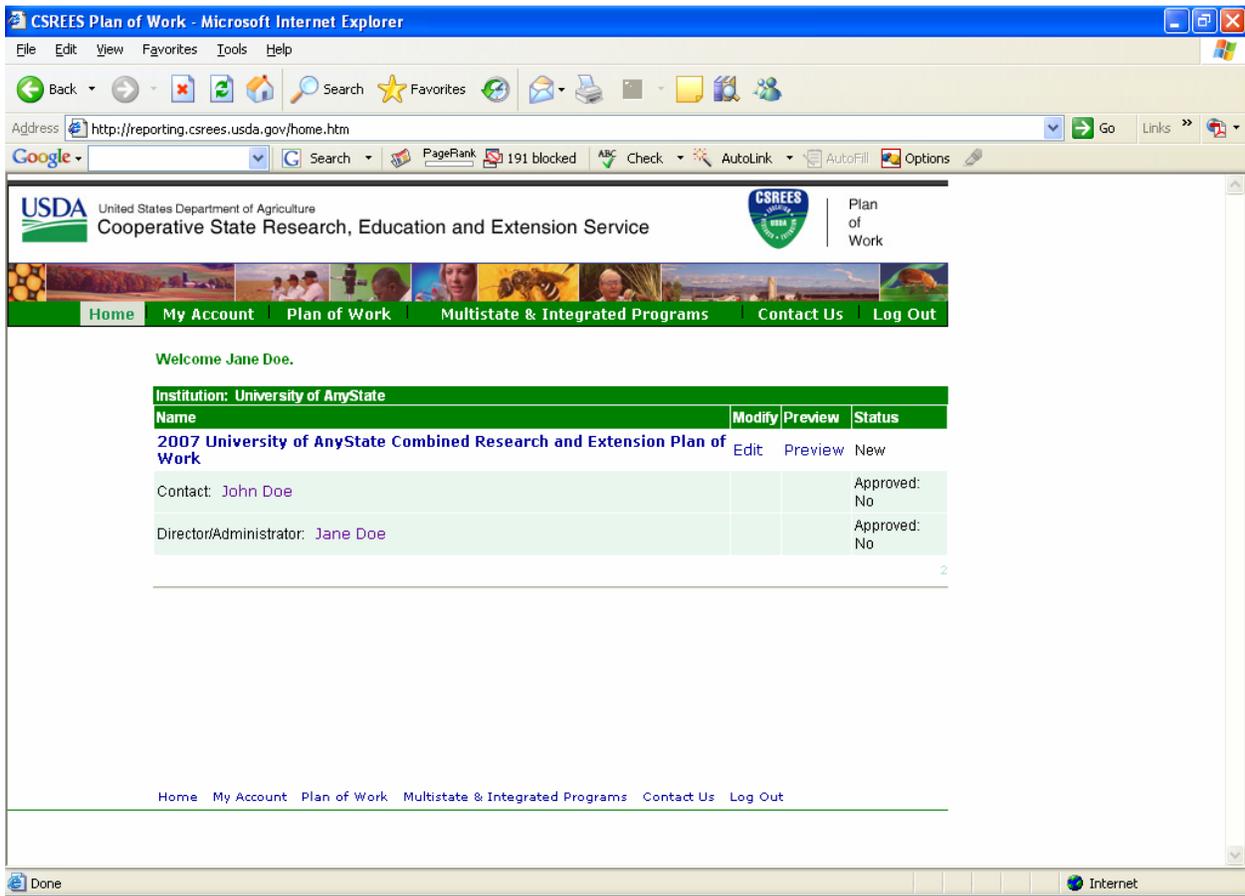
Information on children's online privacy protection can be found at the following site: [Children's Online Privacy Protection Act of 1998](#).

## Contact Us

**For information about the Plan of Work, please contact:**

Bart Hewitt  
Planning and Accountability Leader  
Planning and Accountability Unit, Office of the Administrator  
Cooperative State Research, Education, and Extension Service  
Voice: 202-720-0747  
Fax: 202-720-4730  
Email: [pow@csrees.usda.gov](mailto:pow@csrees.usda.gov)

This is the home screen you will see when you log in to the software.



In the banner you will find links to this “Home” page, “My Account”, “Manage Contacts” (if you are a Director/Administrator), “Plan of Work”, “Multistate & Integrated Programs”, and “Log Out”.

“Home” is this page you see above.

“My Account” will select your personal information page.

“Plan of Work” will take you to the first screen of the Plan of Work section.

“Multistate & Integrated Programs” will take you to the first screen of the Section 105 and 205 financial section of AREERA.

“Contact Us” will give you information on how to contact CSREES with Plan of Work related issues.

“Log Out” will log you out of the software and return you to the Log In page.

Note that in the footer of each page you will also see these selections. You will be able to navigate around the software using these links as well as the “Save”, “Next”, “Previous”, “Back” and/or “Cancel” links you will see in the pages of the software. Please do not select your Browser’s “Back” or “Forward” keys in this software; it will not work.

Also, note that some fields are required to be filled in before you can proceed to the next page. Thus, you will see text messages and/or error messages on pages which will guide you when you are successful or if data is missing that is required on some pages.

This software makes use of text boxes in various places. The “State Overview” text box is the only one which will allow up to 64,000 characters (10-12 pages). All the other text boxes only allow for 3200

characters (about on-half page). CSREES is forcing conciseness and brevity in the Plan of Work to help cut down on text burden.

Choosing “My Account” will take you to the following screen where you may update your personal information including changing your password.

CSREES Plan of Work - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address http://reporting.csrees.usda.gov/account.htm Go Links

Google Search PageRank 191 blocked ABC Check AutoLink AutoFill Options

USDA United States Department of Agriculture  
Cooperative State Research, Education and Extension Service

CSREES Plan of Work

Home My Account Plan of Work Multistate & Integrated Programs Contact Us Log Out

**Jane Doe Account Information**  
An asterisk (\*) indicates a required field.

Prefix:  \*First: Jane MI:  \*Last: Doe Suffix:

\*Institution: University of AnyState Department:

\*Email: jdoe@uanystate.edu \*Password: KMid1254

Address 1:

Address 2:

Address 3:

Address 4:

City:  \*State: Delaware Zip Code:  -

Telephone:  -  -  Extension:  Fax:  -  -

\* Role  Director/Administrator  Contact

3

Save Cancel

Please check your information and change anything or add to any field that is necessary. Note that only you can see your password. Click “Save” to save the information or “Cancel” to cancel all changes made. Also, passwords must contain at least 8 characters. An asterisk (\*) indicates a required field must be completed before it can be saved.

## The Plan of Work

From the Home screen, described on page 4 of this manual, choosing the Plan of Work will take you to the first data entry screen of the Plan of Work; the Plan Overview. The Plan of Work consists of five sections.

1. The Plan Overview
2. Merit Review Process
3. Evaluation of Multis and Joint Activities
4. Stakeholder Input
5. Planned Programs

Thus, on the screen you will see these give navigational links at the top of each screen (just below the banner). You are able to skip to any of these sections of the Plan of Work. Also note that you will see a help icon (?) for each question or item in the Plan of Work section to help you determine what data is wanted.

The following is the Plan Overview screen.

CSREES Plan of Work - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://reporting.csrees.usda.gov/powprep.htm?id=84

Cooperative State Research, Education and Extension Service

Home My Account Plan of Work Multistate & Integrated Programs Contact Us Log Out

Welcome Jane Doe.

**Plan Overview**

State: Delaware  
State Abbreviation: DE  
Institution Name: University of AnyState

Enter a brief summary about your Plan of Work for fiscal year 2007-2011. Click "Save" to save changes.

Year:	Extension		Research	
	1862	1890	1862	1890
2007				
2008				
2009				
2010				
2011				

Save Cancel

On this screen you should enter your brief summary about your Plan of Work for Fiscal Year 2007 – 2011. As stated earlier, this is the only text box which allows up to 64,000 characters (10-12 pages).

The Plan Overview is a brief overview narrative of your total program. You should be able to simply copy and paste text into this field from your current State's yearly brief publication or plan overview that you use for other purposes within your State.

Note that this will be the only text box field in the Plan of Work that will allow up to 64,000 characters. 64,000 characters is equal to about 10-12 pages of text. We encourage you not to use that much space. We want conciseness and brevity. All the other text box fields you will see in the Plan of Work only allow for 3200 characters. We are purposely forcing brevity by request of the Land-Grant partners.

Next we want you to enter the estimated amount of Professional FTEs/Sys to be budgeted overall in this plan.

Please enter into this input table your Professional Full-Time Equivalents (or FTEs) and Scientist Years (or SYs) budgeted for this program unit or unit of work. This will help us determine level of future effort. Whole numbers are preferable if possible, however we are allowing you to enter to the nearest tenth if necessary (it is possible some programs may only take a fraction of an FTE. Thus we want to be flexible). CSREES will use this overall FTE figure to help gauge the level of effort in the planned programs.

Click "Save" when you are finished with this page to save the information in the database. Clicking cancel will cause your data or changes to your data to not be saved.

When you click "Save", you will be taken to the Merit Review section of the Plan.

CSREES Plan of Work - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://reporting.csrees.usda.gov/saveoverview.htm#

Google Search PageRank 191 blocked ABC Check AutoLink AutoFill Options

USDA United States Department of Agriculture  
Cooperative State Research, Education and Extension Service

Plan of Work

Home My Account Plan of Work Multistate & Integrated Programs Contact Us Log Out

Plan Overview Merit Review Process Evaluation of Multis & Joint Activities Stakeholder Input Planned Programs

**Merit Review Process**

Select the Merit Review Process that will be employed during the 5-Year Plan of Work cycle. (Check all that apply.)

Internal University Panel

External University Panel

External Non-University Panel

Combined Internal and External University Panel

Combined Internal and External University and External Non-University Panel

Expert Peer Review

Other

Write your brief explanation here.

Section 103 (e) of AREERA (7 U.S.C. 7613(e)) also required, effective October 1, 1999, that a merit review process be established at the 1862 land-grant institutions and 1890 land-grant institutions in order to obtain agricultural research and extension formula funds. A description of the merit review and scientific peer review process has been included as a requirement in the submission of the 5-Year Plan of Work.

Entering or copying text into this text box of more than 3200 will be truncated to fit and the excess will be lost.

7

Save Cancel

Section 103(e) of AREERA (7 U.S.C. 7613(e)) also required, effective October 1, 1999, that a merit review process be established at the 1862 land-grant institutions and 1890 land-grant institutions in order to obtain agricultural research and extension formula funds. A description of the merit review and scientific peer reviewed process has been included as a requirement in the submission of the 5-Year Plan of Work.

The check box selections were gleaned from a review of the past Plans of Work. Please check all those

that apply to your overall program in your state. Then if necessary, write a very brief explanation in the text box. This text box is limited to 3200 characters.

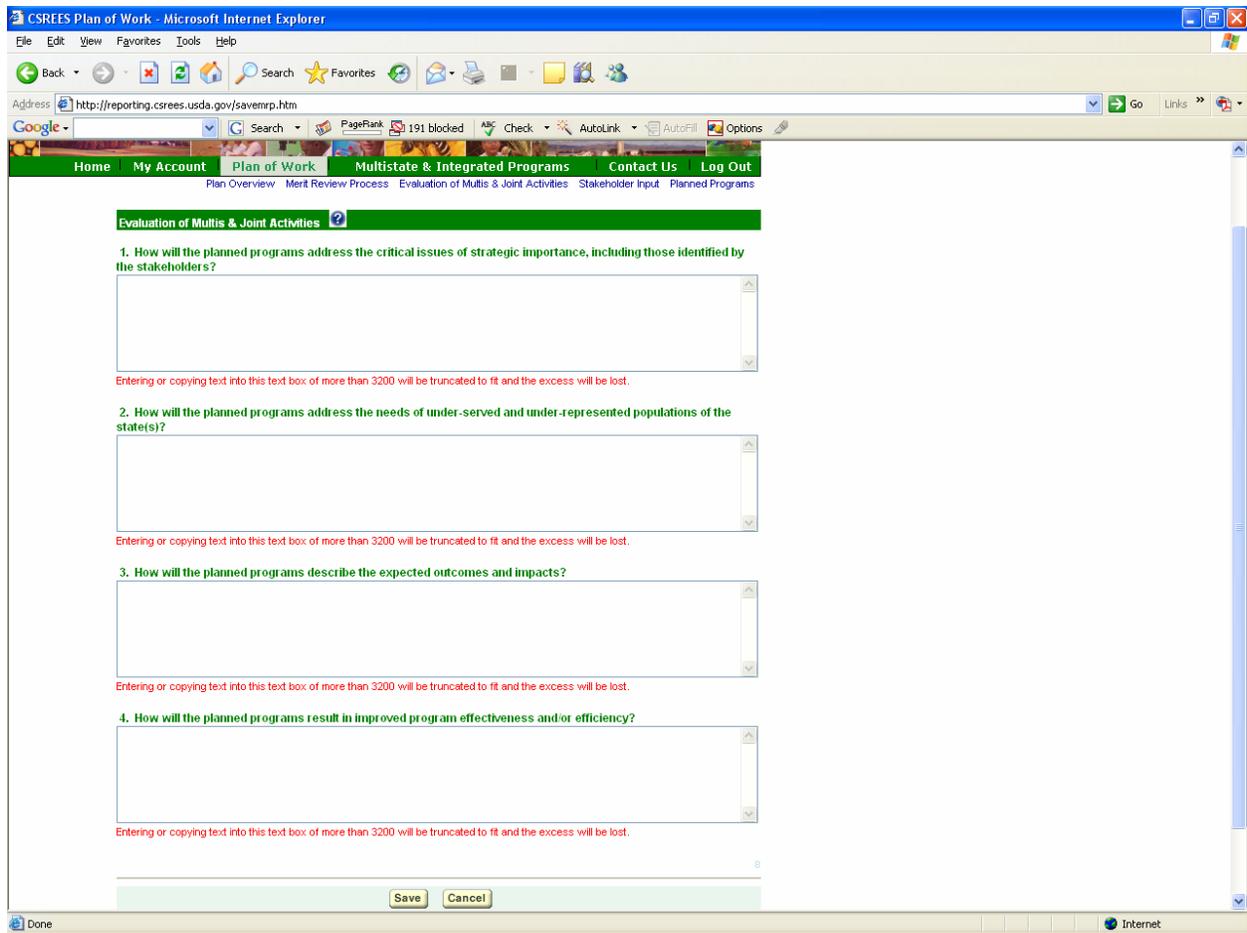
Merit review means an evaluation whereby the quality and relevance to the State program goals are assessed.

Scientific peer review means an evaluation performed by experts with scientific knowledge and technical skills to conduct the proposed work whereby the technical quality and relevance to program goals are assessed.

A description of the merit review process must be restated, and if applicable, the merit review process must be re-established for extension programs funded under sections 3(b)(1) and (c) of the Smith-Lever Act and under section 1444 of NARETPA, and for research programs funded under sections 3(c)(1) and (2) of the Hatch Act (commonly referred to as Hatch Regular Formula Funds) and under section 1445 of NARETPA. Section 104 of AREERA amended the Hatch Act of 1887 also to stipulate that a scientific peer review process (that also would satisfy the requirements of a merit review process under section 103(e)) be established for research programs funded under section 3(c)(3) of the Hatch Act (commonly referred to as Hatch Multistate Research Funds). A description of these program review processes must be restated, and if applicable, these review processes must be re-established in order for the institutions to obtain agricultural research and extension formula funds.

Click "Save" when finished with this screen to save your information. Clicking "Cancel" will not save your information.

When you click "Save", you will be taken to the "Evaluation of Multis and Joint Activities" screen.



## Evaluation of the Multistate, Multi-institutional, Multidisciplinary and Integrated Activities

CSREES will evaluate the 5-Year Plans of Work to determine if they address agricultural issues of critical importance to the State; identify the alignment and realignment of programs to address those critical issues; identify the involvement of stakeholders in the planning process; give attention to under-served and under-represented populations; indicate the level of Federal formula funds in proportion to all other funds at the Director or Administrator level; provide evidence of multistate, multi-institutional, and multidisciplinary and integrated activities; and identify the expected outcomes and impacts from the 5-Year Plan of Work.

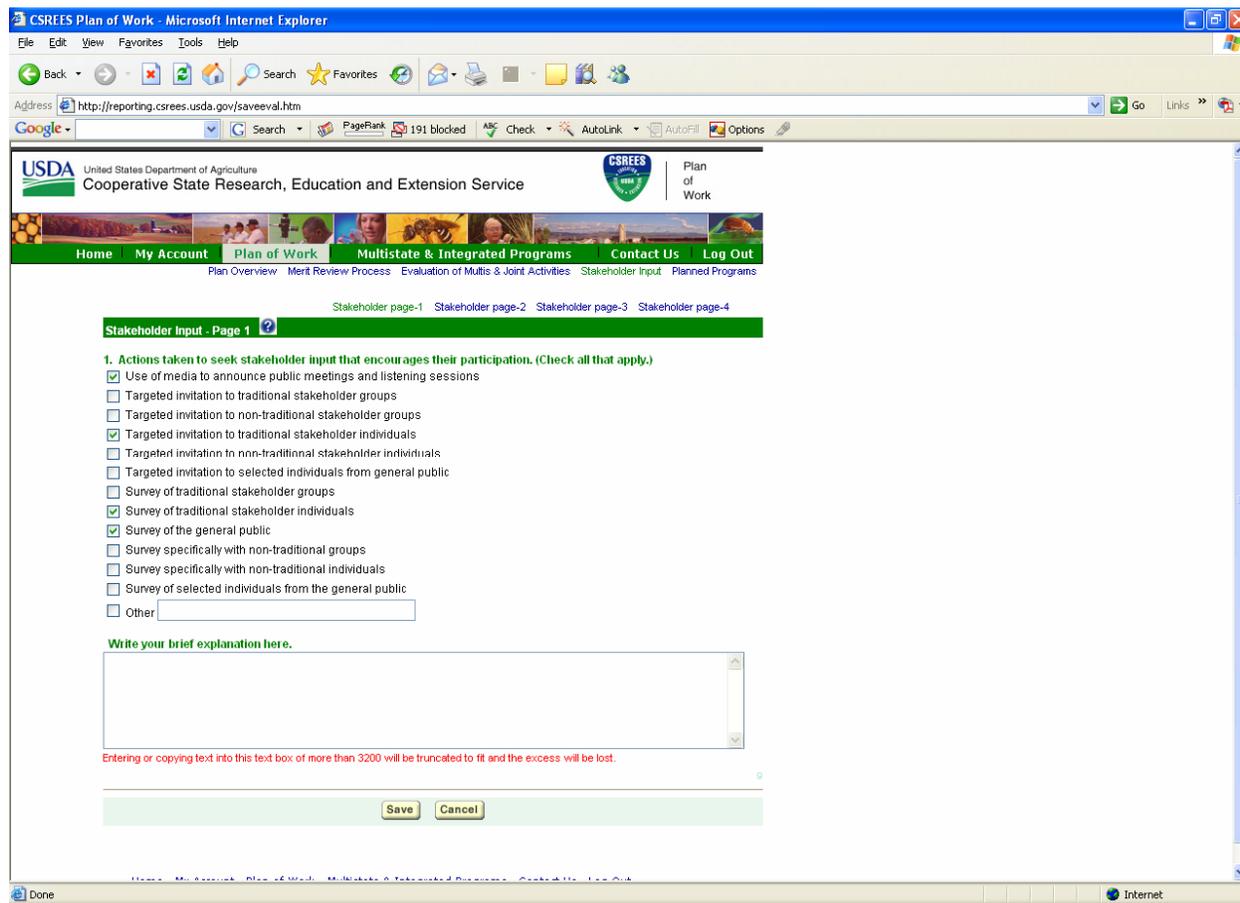
Thus, we are requiring that each State Plan of Work include a short discussion of these criteria. We have provided these four text boxes to answer these four questions:

- (1) How will the planned programs address the critical issues of strategic importance, including those identified by the stakeholders?
- (2) How will the planned programs address the needs of under-served and under-represented populations of the State(s)?
- (3) How will the planned programs describe the expected outcomes and impacts? and
- (4) How will the planned programs result in improved program effectiveness and/or efficiency?

These are the same four questions that were asked in the FY 2000 – 2006 Plan of Work and Annual Reports.

Click “Save” when finished with this screen to save your information. Clicking “Cancel” will not save your information.

When you click “Save”, you will be taken to the first of four “Stakeholder Input” screens.



## Stakeholder Input

Above you see the first screen of four in the Stakeholder Input section of the Plan of Work.

Seeking stakeholder input requires an open, fair, and accessible process by which individuals, groups, and organizations may have a voice, and one that treats all with dignity and respect.

A stakeholder is any person who has the opportunity to use or conduct agricultural research, extension, and education activities in the State.

Section 102(c) of AREERA requires the 1862 land-grant institutions, 1890 land-grant institutions, and 1994 land-grant institutions receiving agricultural research, extension, and education formula funds from CSREES to establish a process for stakeholder input on the uses of such funds. CSREES has promulgated separately regulations to implement this stakeholder input requirement. This was published on February 8, 2000 in the Federal Register (7 CFR Part 3418).

As a component of the 5-Year Plan of Work, each institution must report on the:

- Actions taken to seek stakeholder input that encourages their participation; (first screen)
- A brief statement of the process used by the recipient institution to identify individuals and groups who are stakeholders and to collect input from them; (second and third screen) and
- A statement of how collected input was considered and actions taken to seek stakeholder input that encourages their participation. (fourth screen)

This report will be also be required annually and may be submitted with the Annual Report of Accomplishments and Results. This component will satisfy the reporting requirements imposed by the separately promulgated regulations on stakeholder input.

In the web-based software, CSREES has provided check lists with the commonly reported actions taken to seek stakeholder input, as well as a narrative text box to capture the process that is used to identify stakeholders and collect input from them and how the input was considered. A brief narrative for additional information in each section is allowed if needed, but not required.

Click “Save” when finished with this screen to save your information. Clicking “Cancel” will not save your information.

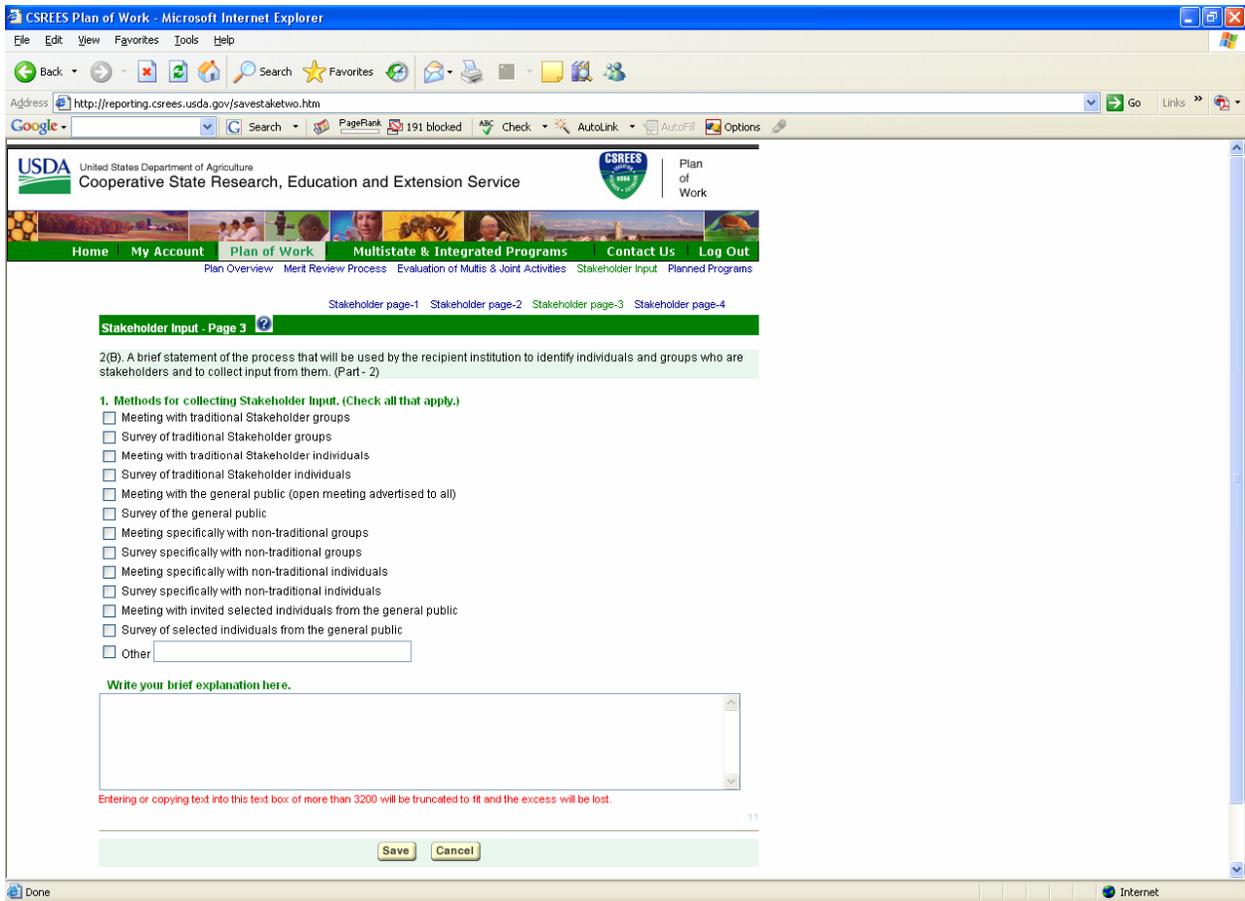
When you click “Save”, you will be taken to the second of four “Stakeholder Input” screen.

The screenshot shows a web browser window titled "CSREES Plan of Work - Microsoft Internet Explorer". The address bar shows the URL: <http://reporting.csrees.usda.gov/stakeholder.htm?page=two>. The page header includes the text "Cooperative State Research, Education and Extension Service" and "of Work". A navigation menu contains links for Home, My Account, Plan of Work, Multistate & Integrated Programs, Contact Us, and Log Out. Below the menu are sub-links: Plan Overview, Merit Review Process, Evaluation of Multis & Joint Activities, Stakeholder Input, and Planned Programs. The main content area is titled "Stakeholder Input - Page 2" and contains the following text: "2(A). A brief statement of the process that will be used by the recipient institution to identify individuals and groups who are stakeholders and to collect input from them. (Part - 1)". Below this is a section titled "1. Method to identify individuals and groups. (Check all that apply.)" with a list of options:  Use Advisory Committees,  Use Internal Focus Groups,  Use External Focus Groups,  Open Listening Sessions,  Needs Assessments,  Use Surveys, and  Other. There is a text input field next to the "Other" option. Below the list is a text area with the prompt "Write your brief explanation here." and a character count of 10. A red warning message states: "Entering or copying text into this text box of more than 3200 will be truncated to fit and the excess will be lost." At the bottom of the form are "Save" and "Cancel" buttons.

Screen 2 of 4 in the Stakeholder Input section.

Click “Save” when finished with this screen to save your information. Clicking “Cancel” will not save your information.

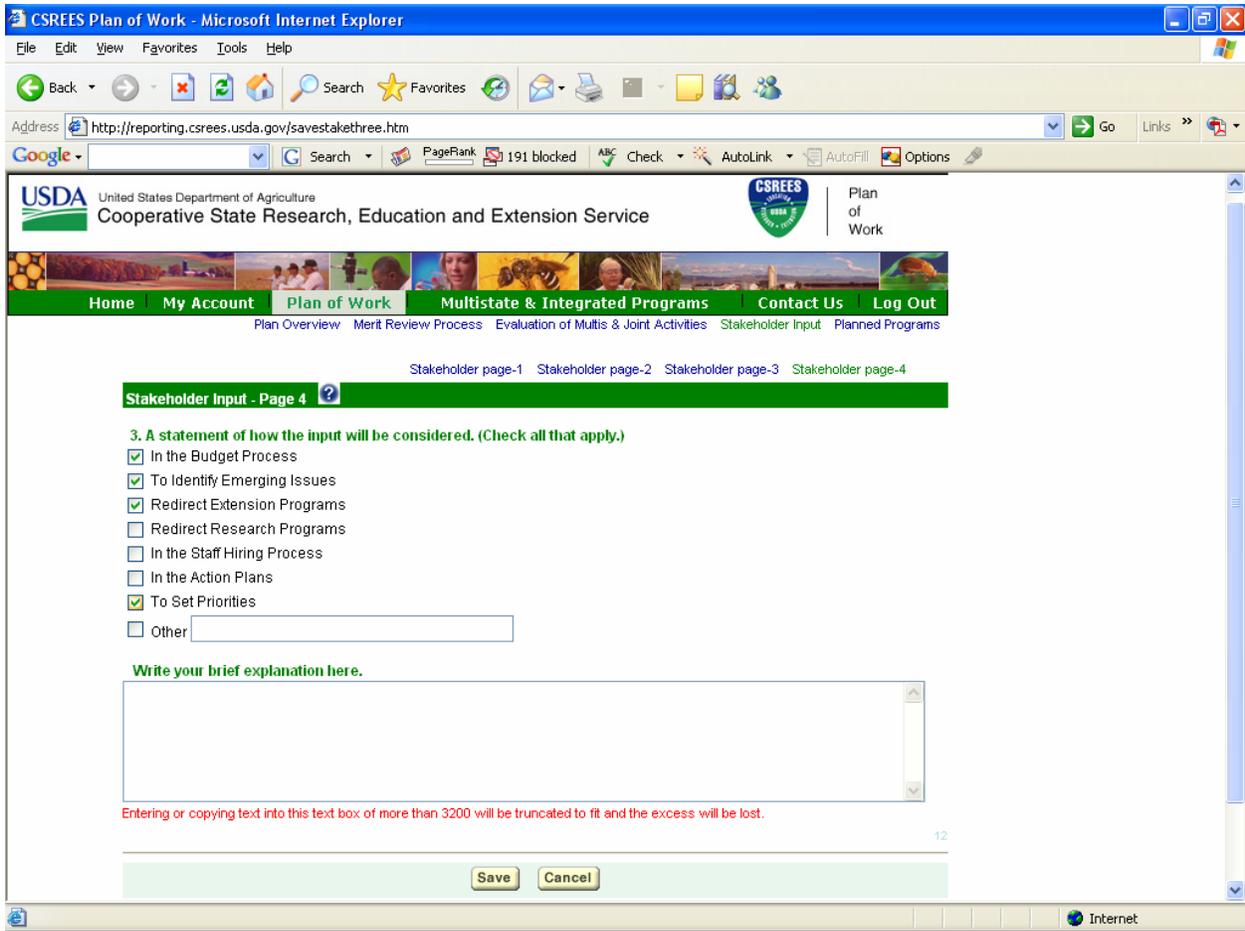
When you click “Save”, you will be taken to the third of four “Stakeholder Input” screen.



Screen 3 of 4 in the Stakeholder Input Section.

Click “Save” when finished with this screen to save your information. Clicking “Cancel” will not save your information.

When you click “Save”, you will be taken to the fourth of four “Stakeholder Input” screen.



Screen 4 of 4 in the Stakeholder Input section.

Click “Save” when finished with this screen to save your information. Clicking “Cancel” will not save your information.

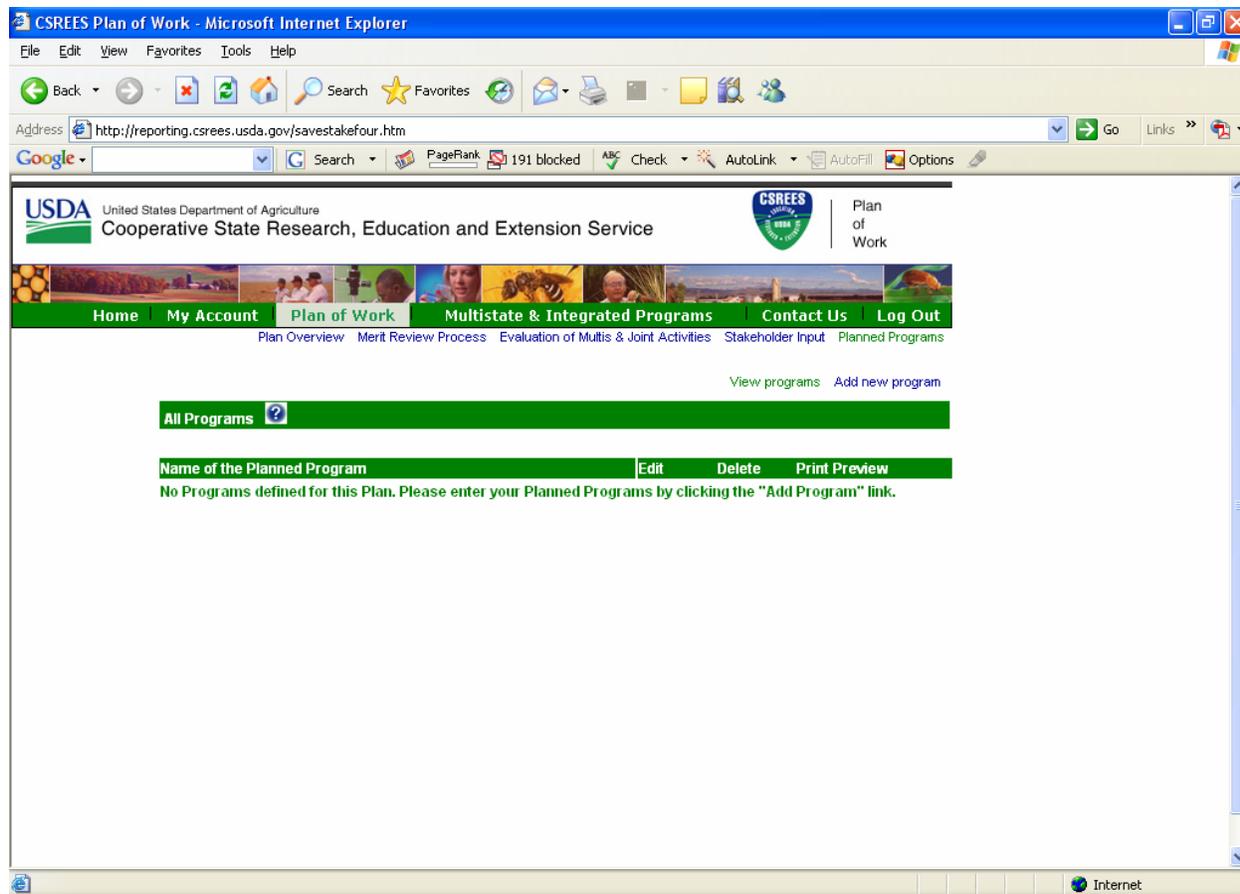
When you click “Save”, you will be taken to the Planned Programs section of the Plan of Work.

## The Planned Programs Section

The Planned Programs Section of the Plan of Work has the following characteristics.

1. Allows States to define their own program unit or unit of work
2. Requires each Planned Program to be classified amongst Knowledge Areas
3. Seeks program maturation and program durations information for each Planned Program
4. Is structured around a basic logic model format
5. Ask for any evaluation strategies for each Planned Program

The first screen you see in this section is the Planned Program home menu screen.



This is the "View Programs" screen of the Planned Programs section of the Plan of Work. Here you will see which Planned Programs are in your Plan of Work and allow you to edit, delete or view each one.

When you first enter this screen you will notice that you will get a message that says "No Programs defined for this Plan. Please enter your Planned Programs by clicking the "Add Program" link." If you have already entered one or more Planned Programs you will see them here. Please select to either "Add a new program" or select from the programs already entered to edit, delete, or preview.

Warning: Selecting "Delete" will remove the planned program from your Plan of Work portfolio.

When you are finished entering all Planned Programs please hit the "Done" button. Doing this, will take you to the home page for submission of the Plan of Work.



expected future program duration. Please include the number of years the program has been in existence to help both us and you determine the maturity of the program. Your answers determine how your data will be entered into the outcomes tables.

Please select the number of years this program has been in existence.

AREERA also asks us to describe programs in the Plan of Work based on whether or not they are short-term, medium-term, or long-term. Thus, we are asking you to select one of these.

At the bottom of the screen is a text box where you will enter a brief summary about this Planned Program.

Please enter into this text box a very brief summary of your planned program. In the brief discussion, please describe why this is one of your planned programs.

Click “Save” when finished with this screen to save your information. Clicking “Cancel” will not save your information.

When you click “Save”, you will be taken to the next screen with the Situation and Priorities, Assumptions, Ultimate Goal, and Scope of Program items for a given Planned Program.

## Situation and Priorities

The situation is the foundation for logic model development. The issue that the program is to address sits within a setting or situation--a complex of sociopolitical, environmental, and economic conditions. If you incorrectly assess the situation and misdiagnose the issue, everything that follows is likely to be ineffective or counter productive.

Take time to understand the situation and carefully define the issue(s) i.e., the problem that is to be solved, the need met, the opportunity seized. This may be the most important step. As you do so, consider the following questions:

- What is the issue?
- Why is this an issue?
- What is the need or opportunity?
- For whom (individual, household, group, community, society in general) does this issue exist?
- Who has a stake in the issue? (Who cares whether it is addressed or not?)
- What do we know about the issue/people that are involved?
- What research, experience do we have? (Literature review, body of knowledge)
- What do existing research and experience reveal about approaches that would best?

Create a succinct but thorough statement that answers the above questions. This statement is the foundation of your logic model.

Once the situation is fully analyzed, priorities can be set. Seldom can we undertake everything, so we have to prioritize issues and activities. Several factors influence your determination of focus; these include your mission, values, resources, expertise, experience, history, what you know about the

situation, and what others are doing in relation to the problem. As you think about setting priorities, consider:

- What criteria will you use for setting priorities?
- Who will help in setting priorities? How?

### **Assumptions**

Assumptions are the beliefs we have about the program and the people involved and the way we think the program will work. This is the "program theory": the underlying beliefs about how the program will work. These are validated with research and experience. Assumptions underlie and influence the program decisions we make. Assumptions are principles, beliefs, ideas about:

- The issue or situation.
- The resources and staff (Funds, volunteers, professionals, etc.)
- The way the program will operate.
- What the program expects to achieve.
- The knowledge base.
- The external environment.
- The internal environment.
- The participants: how they learn, their behavior, motivations, etc.

As part of the logic model, we want you to discuss briefly the assumptions you are making for this planned program. Clarifying assumptions demands knowledge of the literature or "best practice" in the substantive area, as well as "common sense".

Consider the following:

Why do you believe that the program will work this way? Are your ideas and beliefs based on research, best practice, experience, local wisdom, intuition? Is there evidence that supports the theory of action you've laid out? Review the following:

- Programming and change strategies that have proved effective in similar communities or situations
- Research literature
- Evaluation reports

Examples of assumptions:

- Understanding of key science areas in which work needs to be done to address problems/needs/opportunities.
- How proposed efforts address research questions and fit into key science areas.
- How proposed efforts fit together to solve problems.
- Communities can form coalitions to address problems.
- Funding will be secure throughout the course of the project.
- Information exists on best practices in (whatever... ).
- People will be motivated to learn/change.
- External funds and agents can serve as catalysts for change.
- Staff can be recruited and hired with necessary skills and abilities.

The focus of assumptions should also be science based information on change in particular topics and activities: for example:

- Youth learn best in groups.
- Nutrition information leads to purchasing or preparation changes.

### **Ultimate Goal(s)**

Please enter into this text box the ultimate goal of this program. The ultimate goal should address/solve/seize the issues identified in the situation. The ultimate goal should be what you would

want in the far right hand side of the logic model (long-term outcome). Please be very brief. Just a phrase, a sentence or two is very appropriate.

For example:

1. Ethanol research
  - Lower dependence on foreign oil
2. Obesity reduction via nutrition education
  - Improve health by lowering weight via awareness of information on nutrition

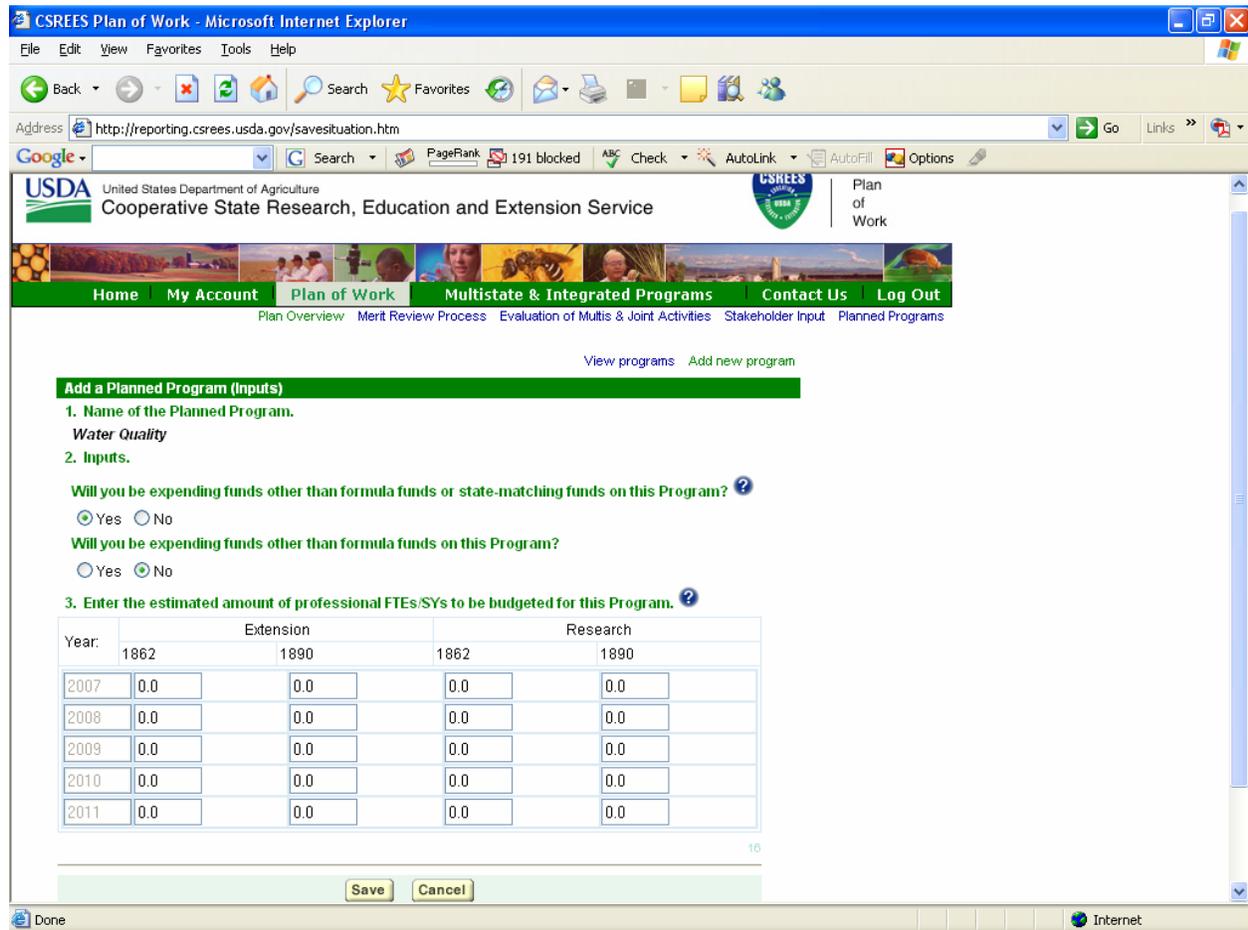
**Scope**

Please select among these sections (Check all that apply).

We are being asked to show some key outcomes for multistate and integrated programs. Your information will help us answer these questions.

Click “Save” when finished with this screen to save your information. Clicking “Cancel” will not save your information.

When you click “Save”, you will be taken to the screen where you will enter the Input data for a given Planned Program.



**Inputs**

Inputs are the resources and contributions that you plan for the effort. These include time, people (staff,

volunteers), money, materials, equipment, partnerships, research base, and technology among other things. These inputs allow us to produce outputs.

For dollars to be expended in the Plan of Work on each program you define, we ask only whether or not you are using formula funds on the program, and whether or not you are using funds other than formula funds.

Note that if you answer "No" to the first question "Will you be Expending Formula Funds or State Matching Funds on this Program?" the software will notify you that this program should not be included in your Plan of Work and will then ask you if you want to change your answer to "Yes". If the answer is still "No" the software will then inform you that it will delete the program from the plan since it is not needed in the Plan of Work. That would just be clogging the plan up with extraneous data.

In the subsequent Annual Report, we will ask for actual dollars spent from formula funds and matching funds.

Click "Save" when finished with this screen to save your information. Clicking "Cancel" will not save your information.

When you click "Save", you will be taken to the screen where you will enter the Output data for a given Planned Program.

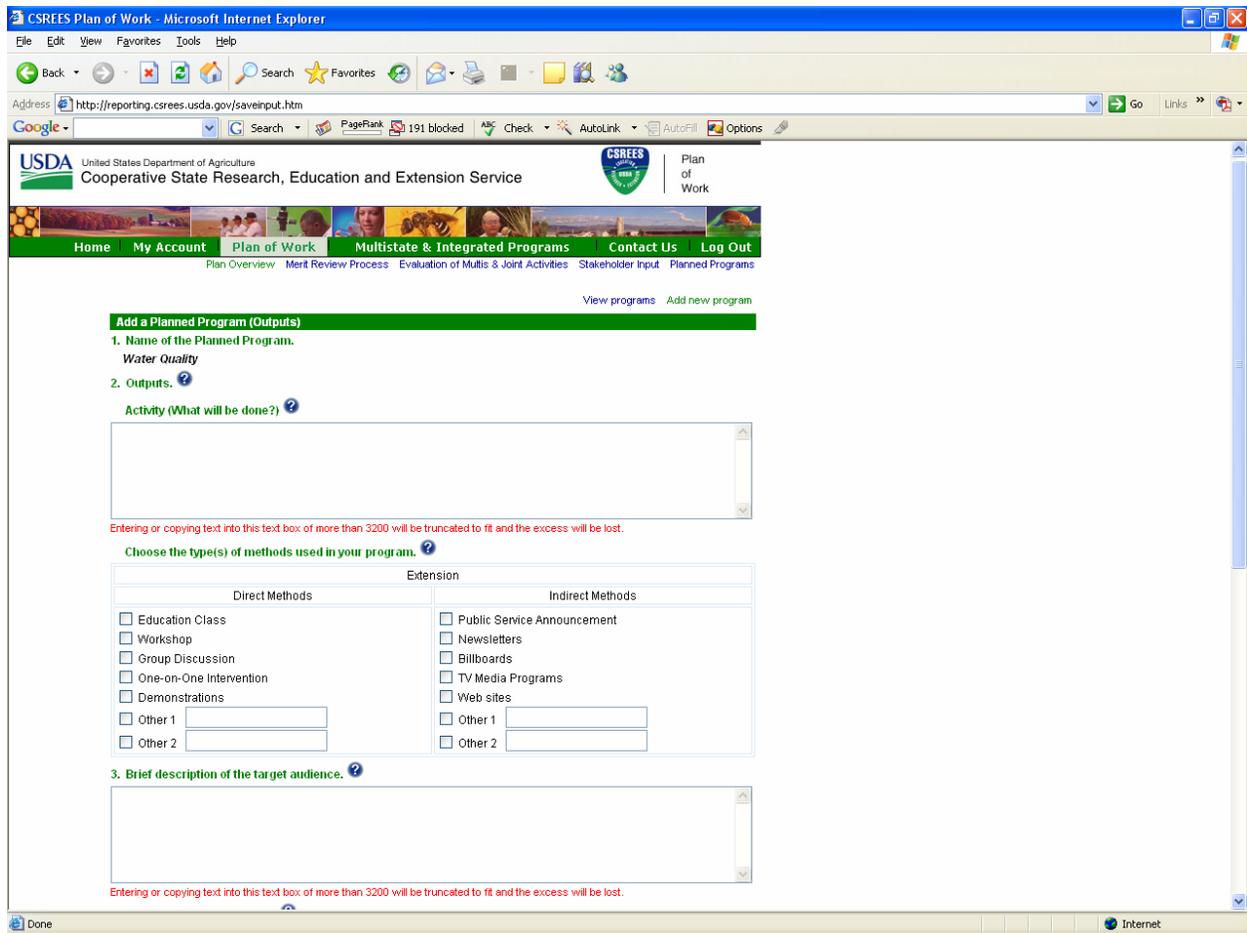
### **Outputs**

Outputs are the activities, services, events, and products that reach people (individuals, groups, agencies) who participate or who are targeted. Outputs are "what we do" or "what we offer". Outputs are intended by strategic design to be based on program specific assumptions that are intended to lead to the program's outcomes in solving problems, meeting needs, and seizing opportunities.

Understanding and monitoring the outputs that can occur from inputs constitutes the "process evaluation" for the program. This evaluation tells us what has actually been implemented; therefore, to what the eventual observed outcomes really relate. We cannot assume that the planned program did or did not achieve its intended outcomes unless we can document its actual intended implementation.

Examples of outputs include:

- processes of research studies
- dissemination of research results
- papers, citations, and patents
- commercialization of techniques and products
- educational workshops
- services
- conferences
- community surveys
- facilitation
- in-home counseling
- etc.



In the top half of the Outputs screen, you will enter your activities, Extension methods, and description of your targeted audience.

### Activities

Please enter a very brief description of the activities you are planning. Just a couple of sentences, phrases, or bullets will do.

Activities are what we do.

Examples of activities:

- Conduct Research Experiments
- Construct Research Facilities
- Conduct Workshops, meetings
- Deliver Services
- Develop Products, Curriculum, Resources
- Provide Training
- Provide Counseling
- Assessments
- Work with Media
- Partnering
- Facilitating

### Extension Activity Methods

This is explicitly for Extension programs to answer.

For Extension activities please choose the types of activity methods used in your program. Here you can choose the types of direct and indirect educational methods used in your program. We have found some

already defined for Extension and have developed a check box here. This list is not all inclusive so we have instituted some "Other" check boxes. If we find we have a sufficient number of "Others" that are the same we will make them permanent check box choices in the future.

### Targeted Audience

Please enter into this text box a very brief description of your targeted audience for this program unit or unit of work.

Examples include:

- pesticide producers
- extension educators
- commercial producers
- youth aged 13-18
- economists
- homeowners
- policy makers

The bottom half of the screen looks like this:

3. Brief description of the targeted audience.

Entering or copying text into this text box of more than 3200 will be truncated to fit and the excess will be lost.

4. Standard output measures. [?](#)  
Enter the target for the number of persons (contacts) to be reached through direct and indirect contact methods.

Year	Direct Contacts Adults		Indirect Contacts Adults		Direct Contacts Youth		Indirect Contacts Youth	
	Target		Target		Target		Target	
2007	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2008	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2009	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2010	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2011	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Standard Research Target) Number of patents? [?](#)

Year	Expected Patents	Target
2007	<input type="text"/>	<input type="text"/>
2008	<input type="text"/>	<input type="text"/>
2009	<input type="text"/>	<input type="text"/>
2010	<input type="text"/>	<input type="text"/>
2011	<input type="text"/>	<input type="text"/>

Save Cancel

Home My Account Plan of Work Multistate & Integrated Programs Contact Us Log Out

Thus, on this page you would also enter data two Standard Output measures; one for Extension and one for research.

### Extension Contact Information

This is the standard output measure for each program in Extension. These are the participation data that Extension has been so good at providing over the years. Please enter your target measures in the table provided.

## Patents

### Standard Research Output Measure

CSREES wants to be able to track patents over time. Thus, we ask that you please enter the number of patents for which you expect to apply in the next 5 years as a result of your research. If you anticipate patents or applications for patents in future years we want to be able to follow up and identify them.

Other research outputs you may consider as your state defined outputs include:

- Papers
- Citations
- Products
- Technologies Developed

Click "Save" when finished with this screen to save your information. Clicking "Cancel" will not save your information.

When you click "Save", you will be taken to the screen where you will enter choose your State defined Output data for a given Planned Program.

CSREES Plan of Work - Microsoft Internet Explorer

Address: http://reporting.csrees.usda.gov/saveoutput.htm

United States Department of Agriculture  
Cooperative State Research, Education and Extension Service

Plan of Work

Home My Account Plan of Work Multistate & Integrated Programs Contact Us Log Out

View Output Target Measures Add new Output Target Measure

Add a Planned Program (Outputs) / View Output Target Measures ?

1. Name of the Planned Program.  
Water Quality  
No Targets Available

Save

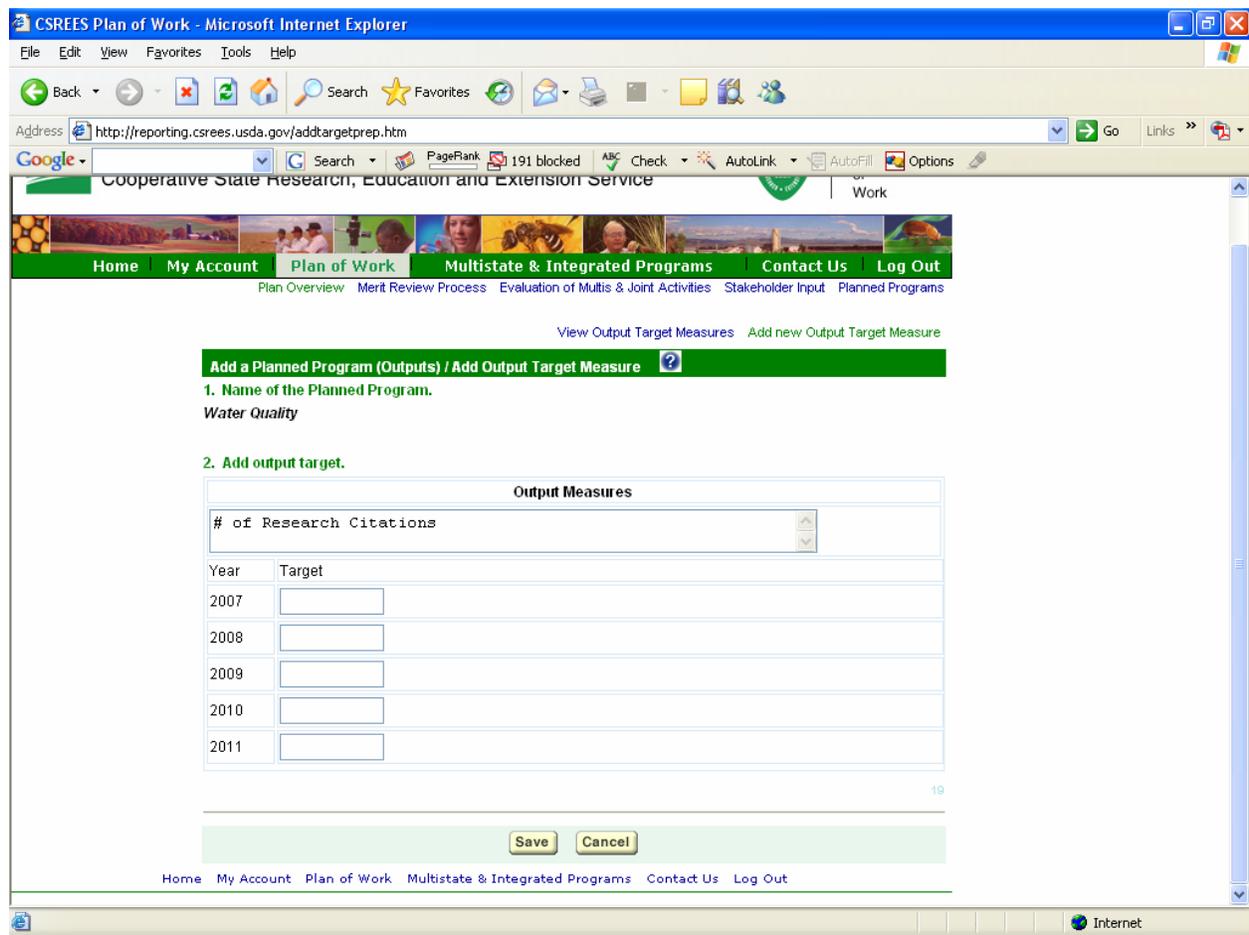
Done Internet

## State-Generated Output Indicators Menu

Please choose to either "Add new Target Measure" or select to "edit" or "delete" already entered State-Generated target measures. Notice there are "No Targets Available" until you enter one or more.

Click "Save" when finished with State-Generated Output measures to take you to "State-Generated Outcome Measures".

When you click “edit” or “Add new Target Measure”, you will be taken to the next screen where you will enter your output data.



### State Generated Output Indicators

This is the table for your State-generated output indicators. Note that you will define your own output measures.

Please enter your own State-generated output measure in the table's header and its associated targets if appropriate.

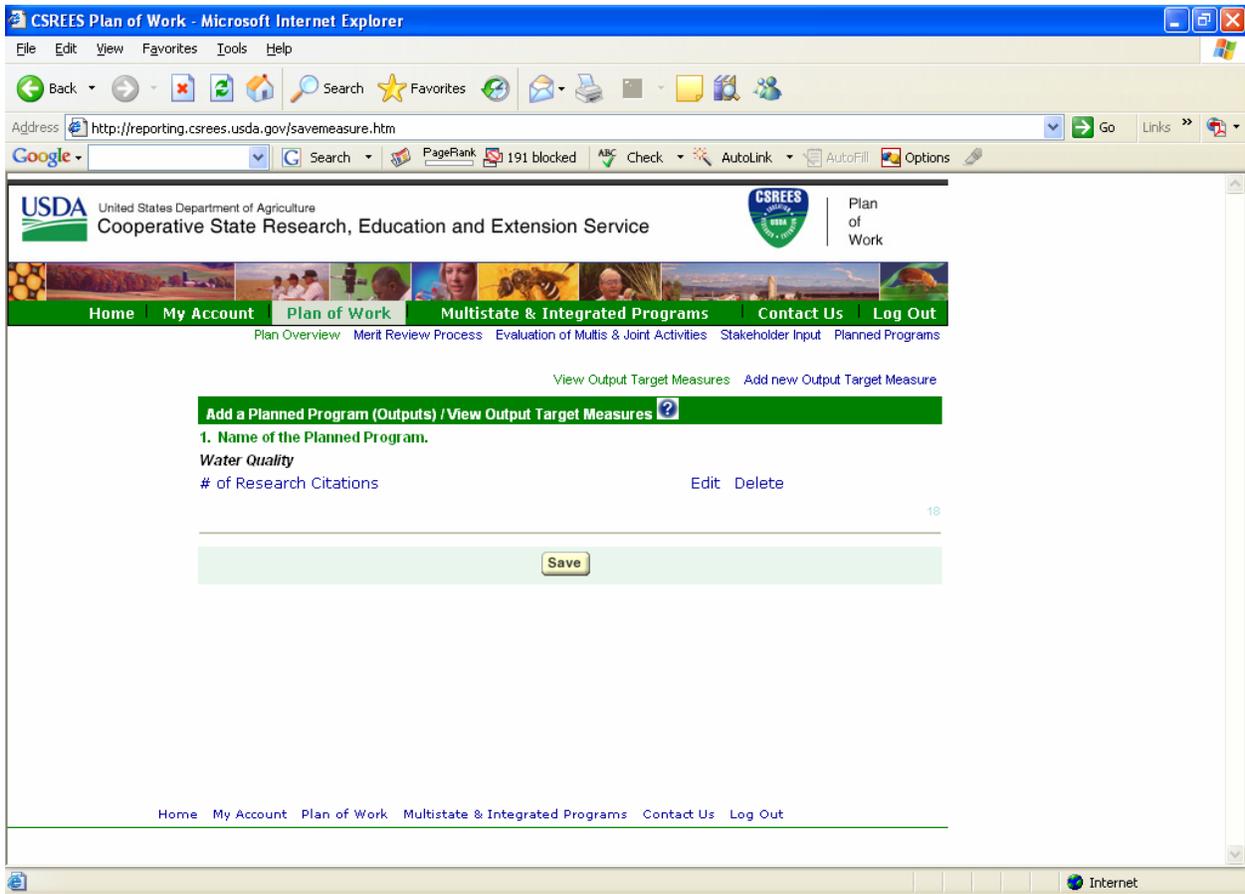
Then choose to save when completed.

You can add as many State-generated output tables as you need.

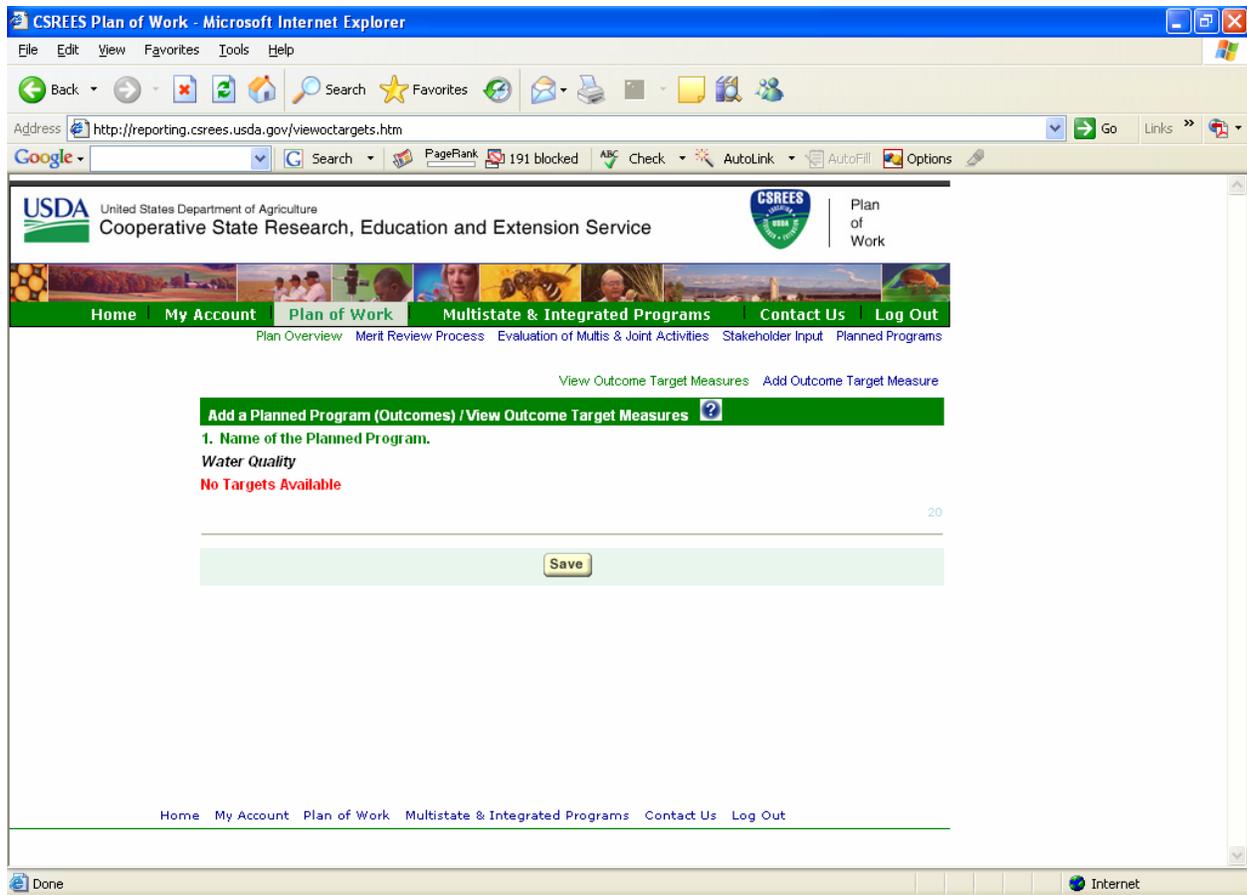
Indicators are developed by operationalizing your Logic Model concepts; exactly what do you mean, for example, when you say you will "provide training"? In everyday operations, does this mean you can monitor and evaluate the provision of training by measuring the number of classes provided to youth after school and the number of workshops provided to adults on weekends on the program topic?

Click “Save” when finished with this screen to save your information. Clicking “Cancel” will not save your information.

When you click “Save”, you will be taken back to the previous “View Target Measures” screen to either choose to edit another output target or add another output target or “Save” the ones you entered.



Click "Save" when finished with State-Generated Output measures to take you to "State-Generated Outcome Measures" screens.

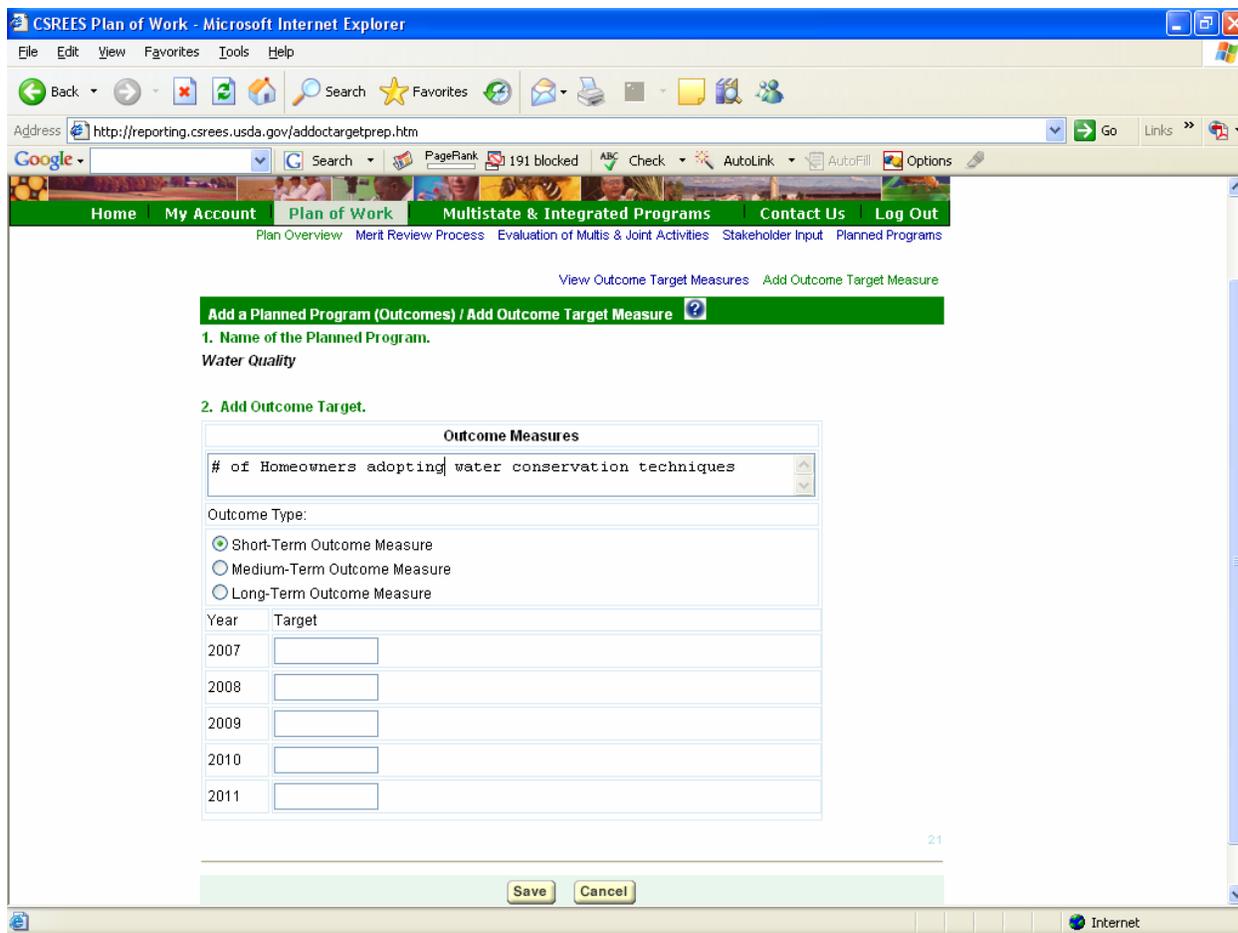


### State-Generated Outcome Indicators Menu

Please choose to either "Add new Target Measure" or select to edit or delete already entered State-Generated target measures. Notice there are "No Targets Available" until you enter one or more.

Click "Save" when finished with State-Generated Outcome measures to take you to "External Factors" and "Evaluation Methods".

When you click "edit" or "Add new Target Measure", you will be taken to the next screen where you will enter your outcome data.



### State-Generated Outcome Indicators

Please enter into this table your state-generated outcome measures. Note that you will define each of your outcomes as short-term, medium-term and long-term measures. Please enter the outcome measure text into the table's header. Then enter your target measures in the table if appropriate.

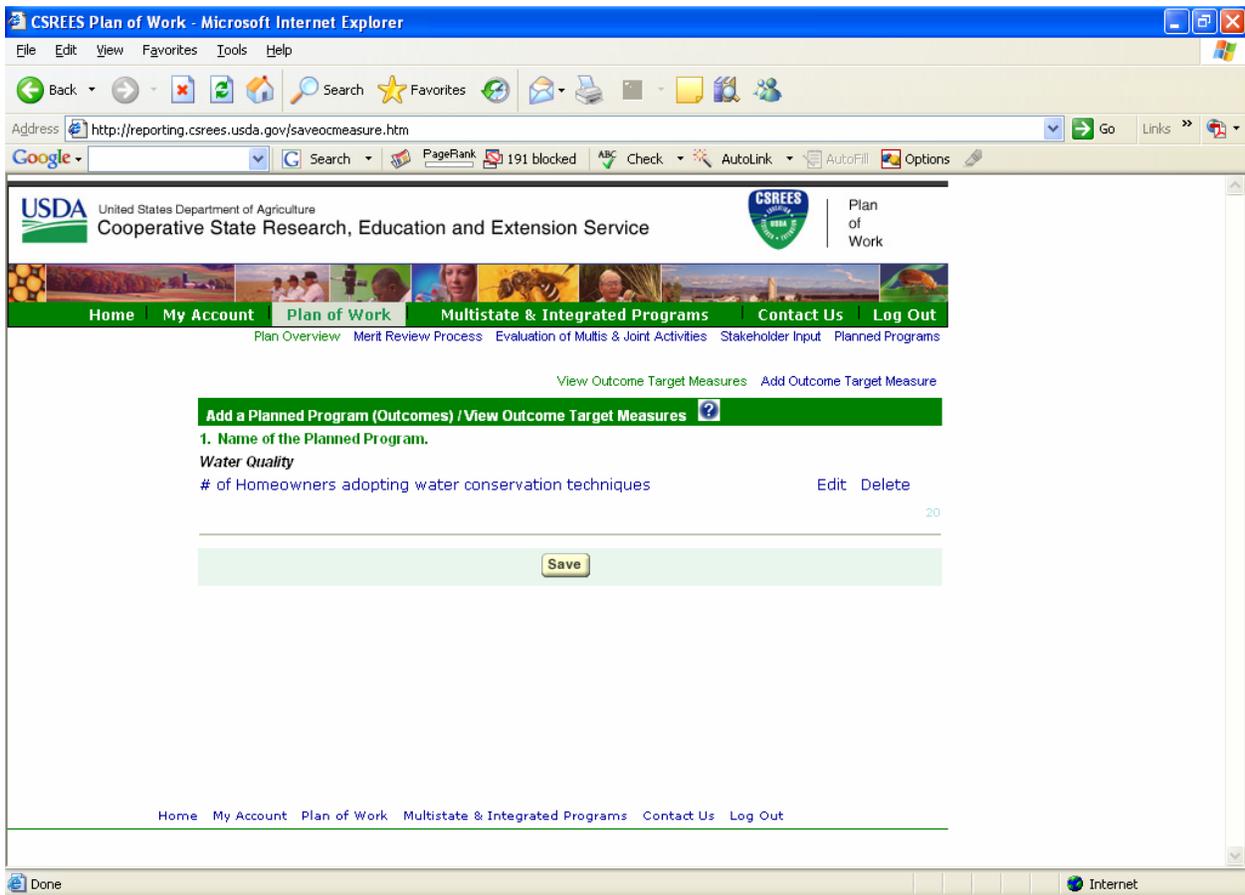
For example for short-term you may write "# or % of participants gaining knowledge" on a particular topic. For medium-term you may write "# of persons adopting a practice" on something. For long-term you might write something like "% decrease in contaminants".

We are interested in your measures; how do you know that you are succeeding in your established goals. In order to minimize your burden, for mature programs we are not asking you to enter numeric targets for the short-term or medium-term outcomes if you have a well developed long-term outcome or impact for which you do have a measure. After all that is what we really want. However, if you are only giving us a measure for the long-term outcome or impact, we do ask that you enter the text for the short-term and medium-term outcome measures to complete the logic model.

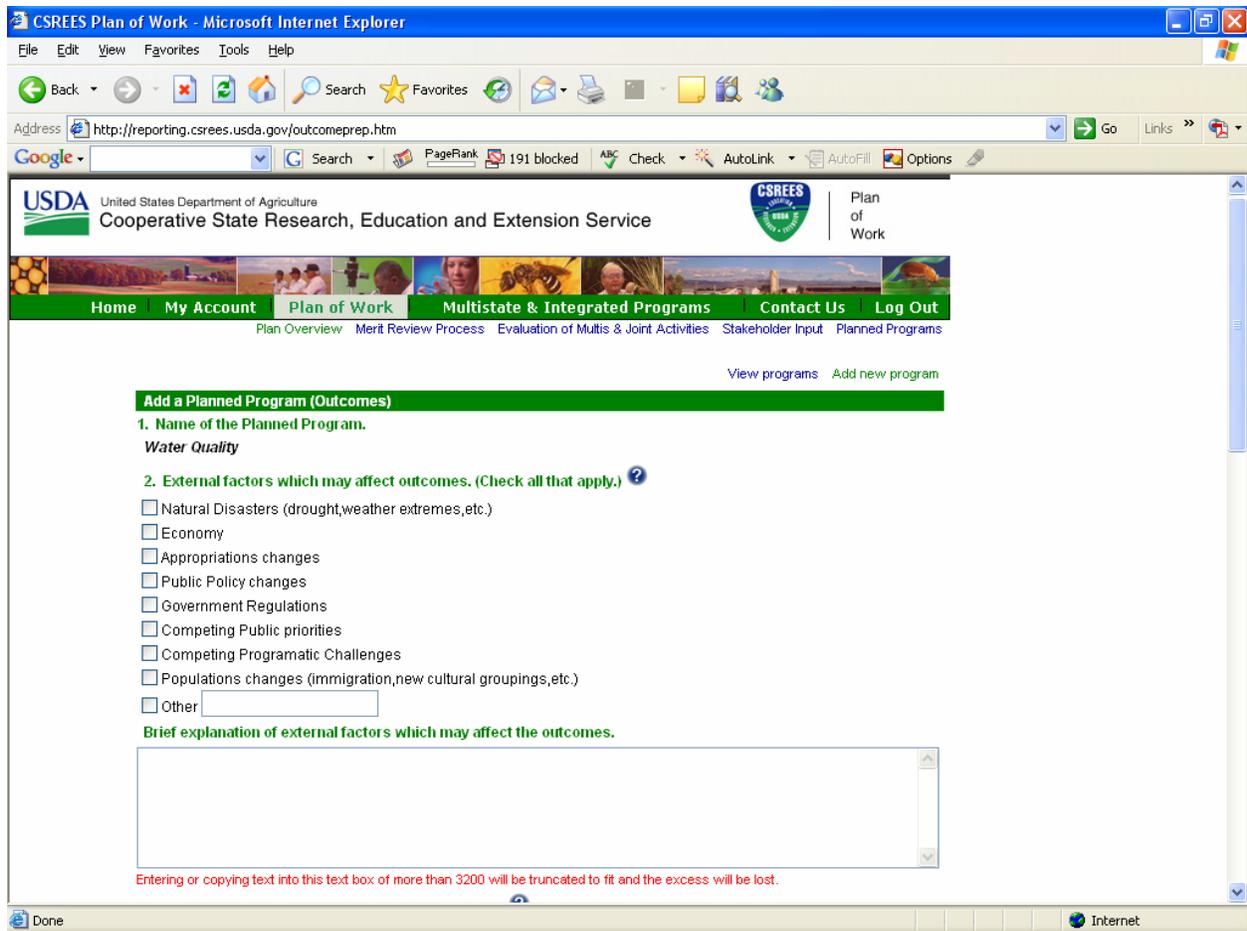
For example, in a very mature water quality program you may already be measuring the long-term outcome of a decrease in contaminants in the water supply. If you are measuring such a long-term outcome already, all you would need to enter into the short-term and medium-term outcomes are the text in the header of each of those tables. (i.e. "# of persons learning" for short term, and "# of persons making actual adjustments to cattle feed" for medium term, without putting in target numbers for these).

Click "Save" when finished with this screen to save your information. Clicking "Cancel" will not save your information.

When you click "Save", you will be taken back to the previous "View Target Measures" screen to either choose to edit another output target or add another outcome target or "Save" the ones you entered.



Click "Save" when finished with State-Generated Outcome measures to take you to "External Factors" and "Evaluation Methods".



The top third of this screen asks for you to determine External Factor which may affect Outcomes.

### External Factors

The environment in which the program exists, by either helping or hindering its efforts, includes a variety of external factors, beyond the control of this program, that can influence the program's success. External factors include the cultural environment, the climate, economic structure, housing patterns, demographic patterns, political environment, background and experiences of program participants, media influence, changing policies and priorities.

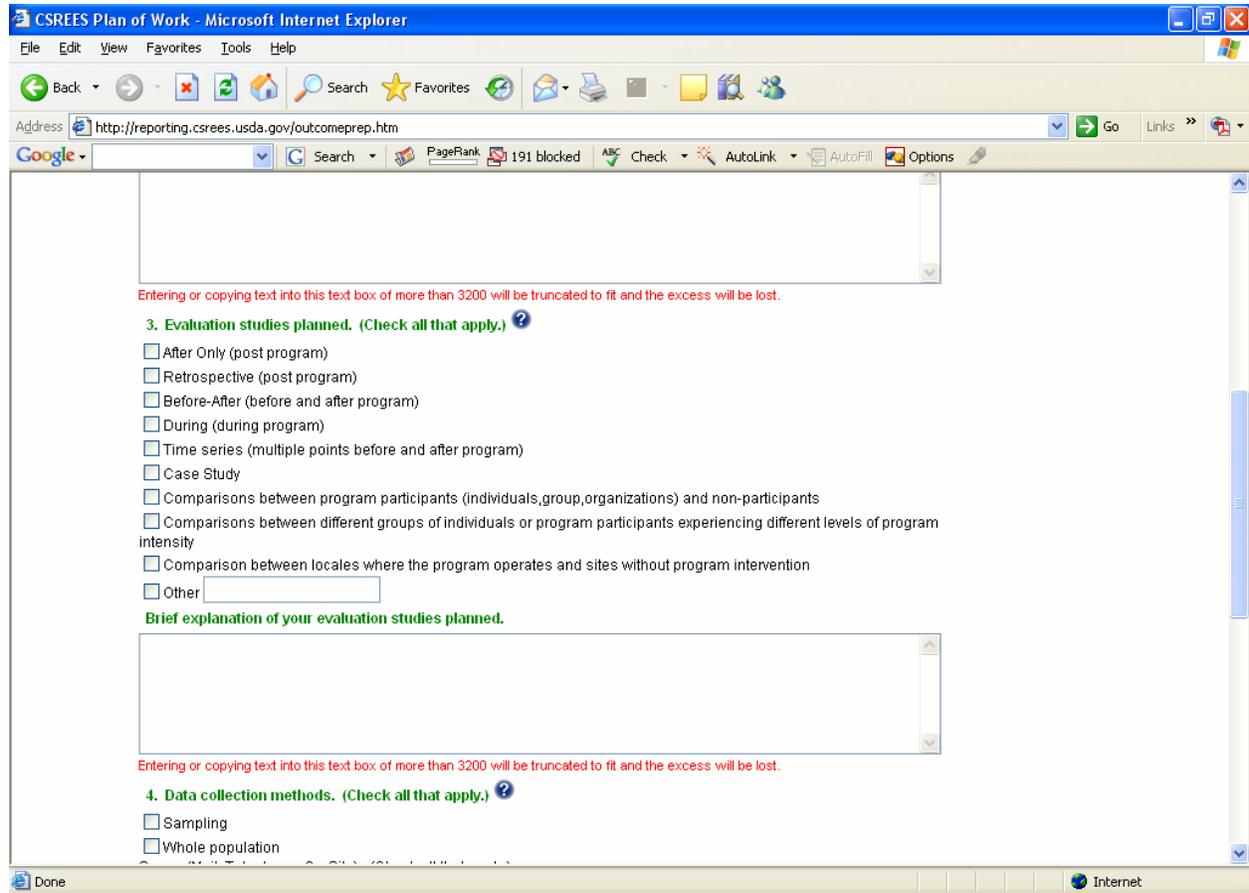
These external factors may have a major influence on the achievement of outcomes. We really can't ignore them in any good program plan, or in an evaluation plan. They are the alternative explanations for the results of the program. Thus, they must be controlled for in any evaluation design that you may do. Strong causal conclusions about the efficacy of the program must eliminate these environmental factors as viable explanations for the observed outcomes.

External factors may affect a variety of things including:

- Program implementation
- Participants and recipients
- The speed and degree to which change occurs
- Staffing patterns and resources available

These factors interact with the program. They not only influence the initiative but are influenced by the initiative. As you well know, a program does not sit in isolation - somehow "outside" or "apart" from its surrounding environment. A program is both affected by and also affects these external factors.

So as part of the logic model we want to know what external factors you foresee that may influence and serve as alternative explanations for your outcomes. Please use the checkbox provided to tell us what external factors are relevant to this program. Use the "Other" check box with explanation if necessary. Also enter a very brief explanation in the text box (3200 characters maximum) of these external factors if necessary.

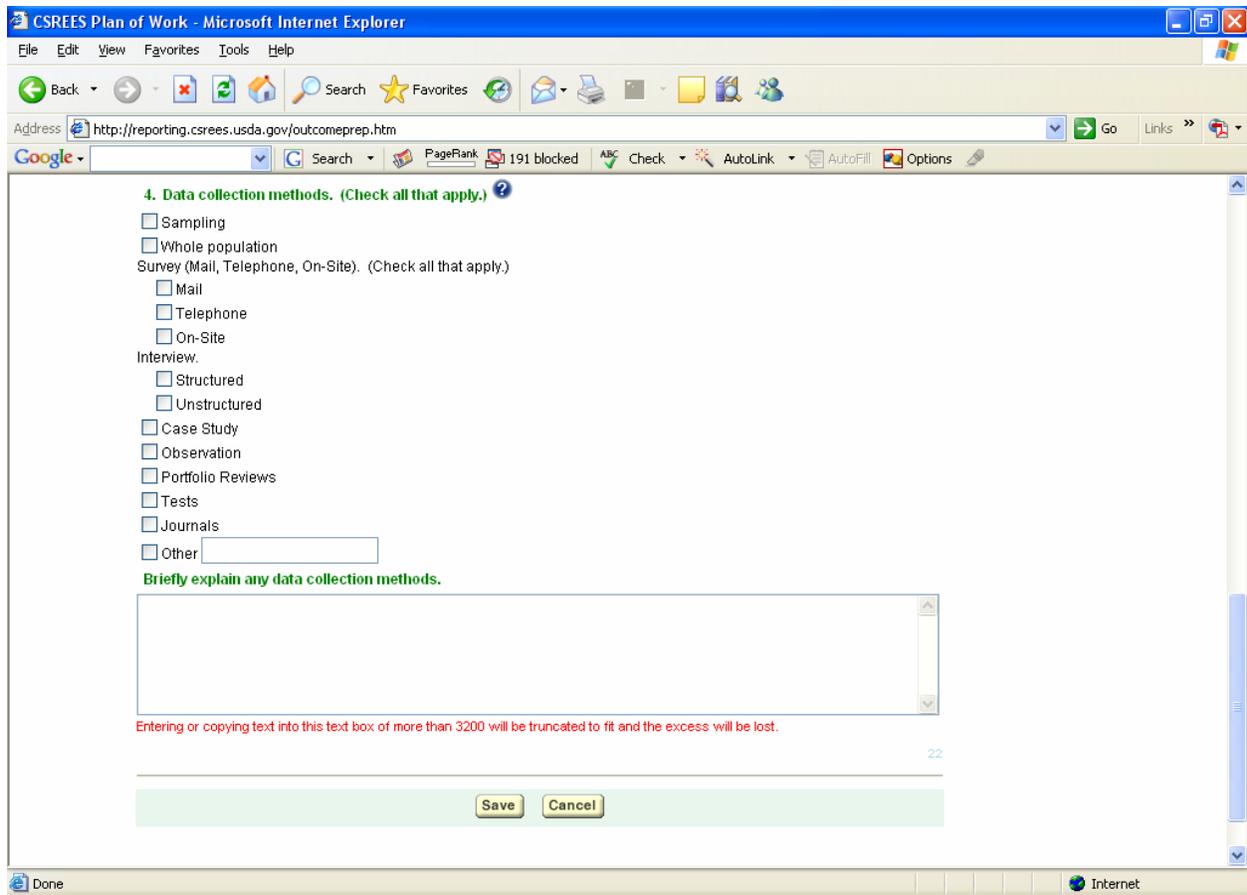


In the middle third of this screen we are asking you to give us information on Evaluation Studies that you have planned.

### Evaluation

Although it is not required, we encourage all of you to have evaluation studies planned for your programs at some key times in the life of your program. You all want to know if your program is successful. Evaluation undergirds the entire Logic Model and should be a part of your program plan. If you are planning evaluation studies, we want to know about them so the CSREES Planning and Accountability Unit or National Program Leaders can follow-up on them.

Thus, as part of your plan on this program, we ask that you use these checkboxes to describe the type of evaluation(s) and methods you expect to use to evaluate your success in achieving your outcomes. We are also including a text box here (3200 characters maximum) for a brief explanation if necessary.

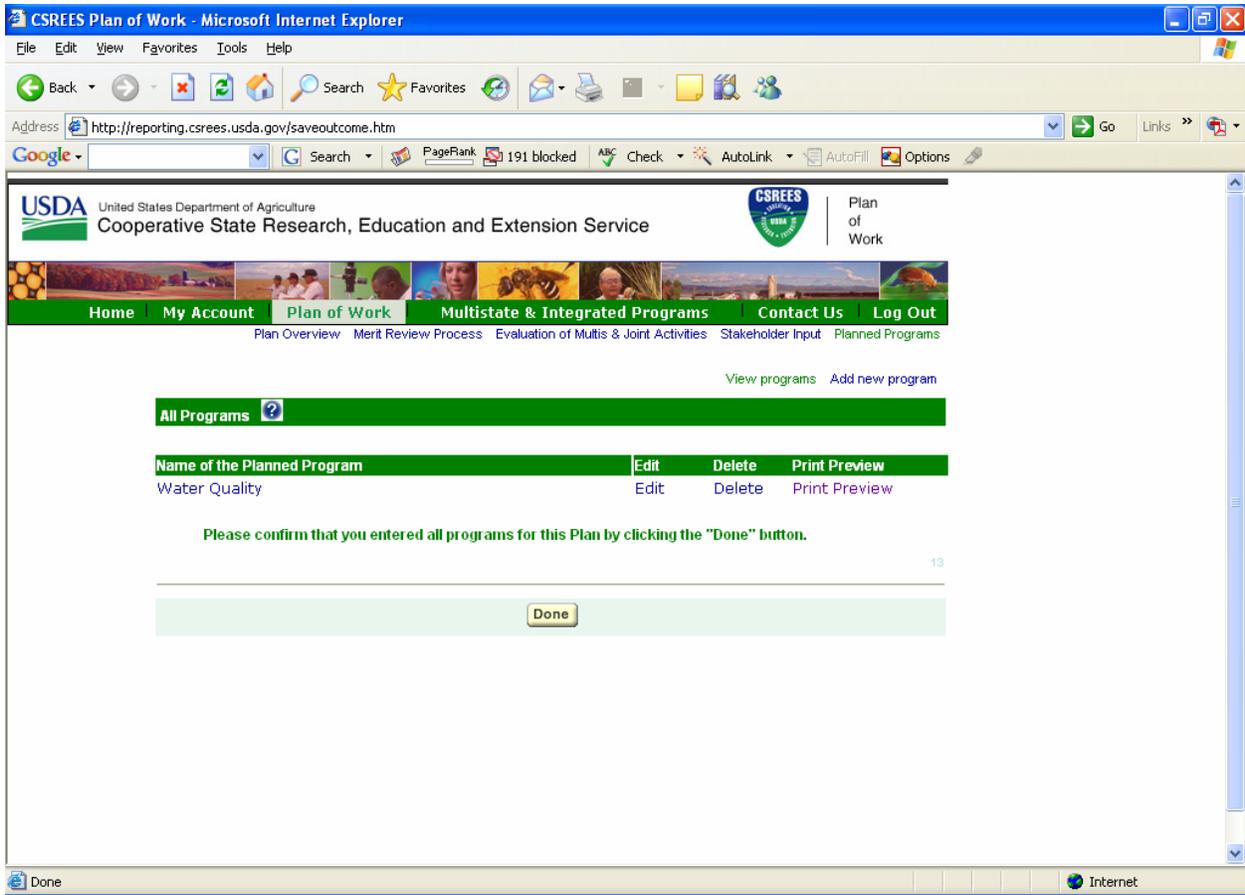


In the bottom third of this screen we ask that you indicate which Data Collection Methods you are using to evaluate your programs if you are doing an evaluation.

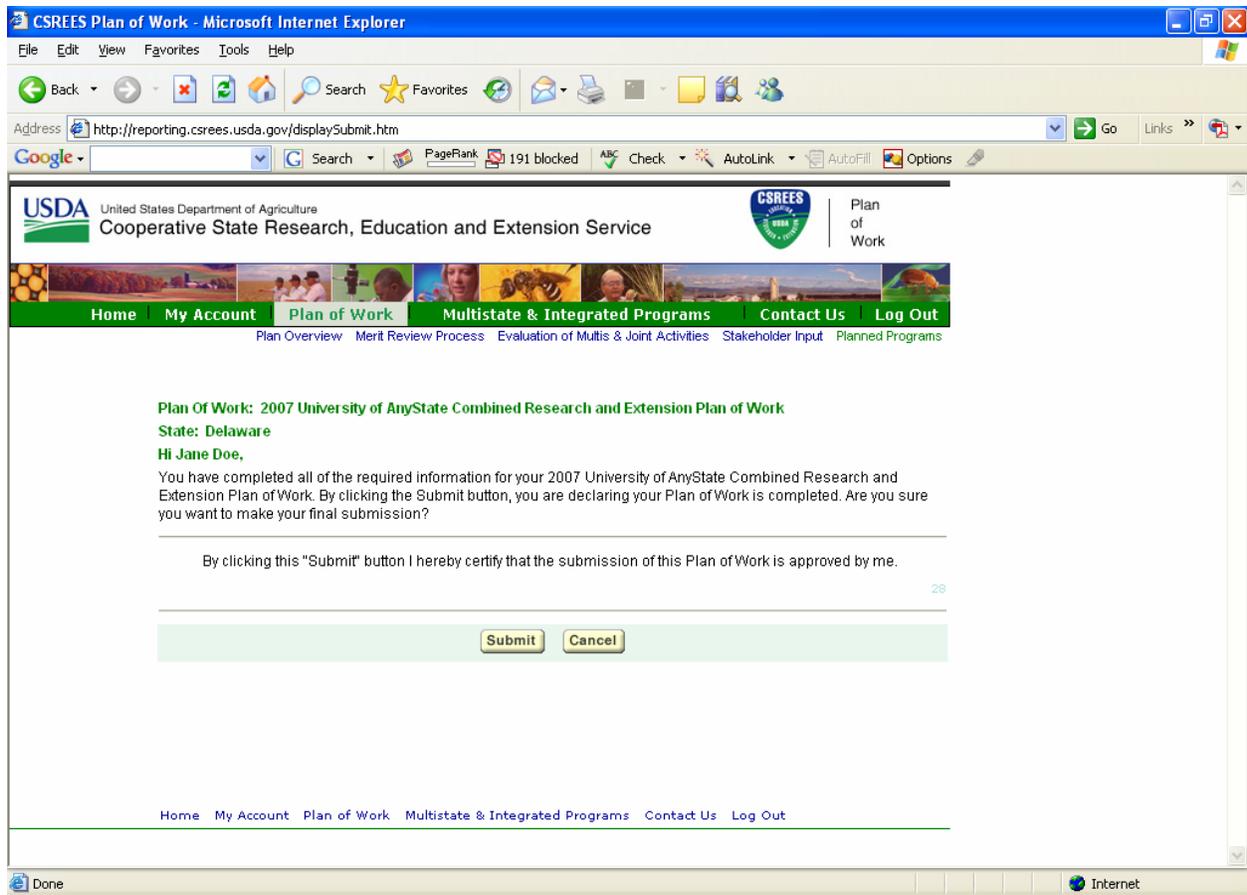
We have provided another set of check boxes for you here. Also you may briefly explain any Data Collection Methods if necessary.

Click "Save" when finished with this screen to save your information. Clicking "Cancel" will not save your information.

When you click "Save", you will be taken back to the main Planned Program menu where you can add or edit another Planned Program for your Plan of Work.

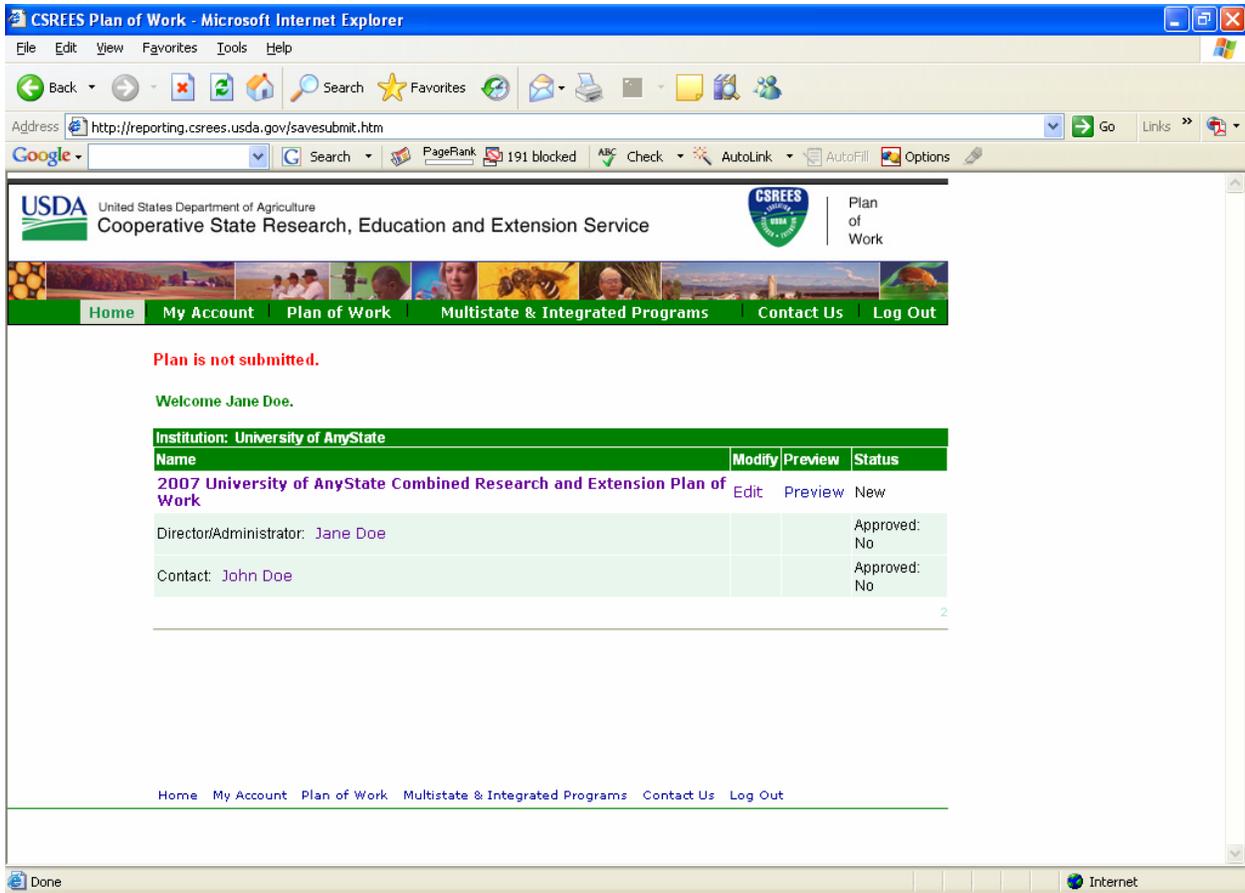


When you are finished entering all Planned Programs please hit the **"Done"** button. Doing this will take you to the home page for submission of the Plan.



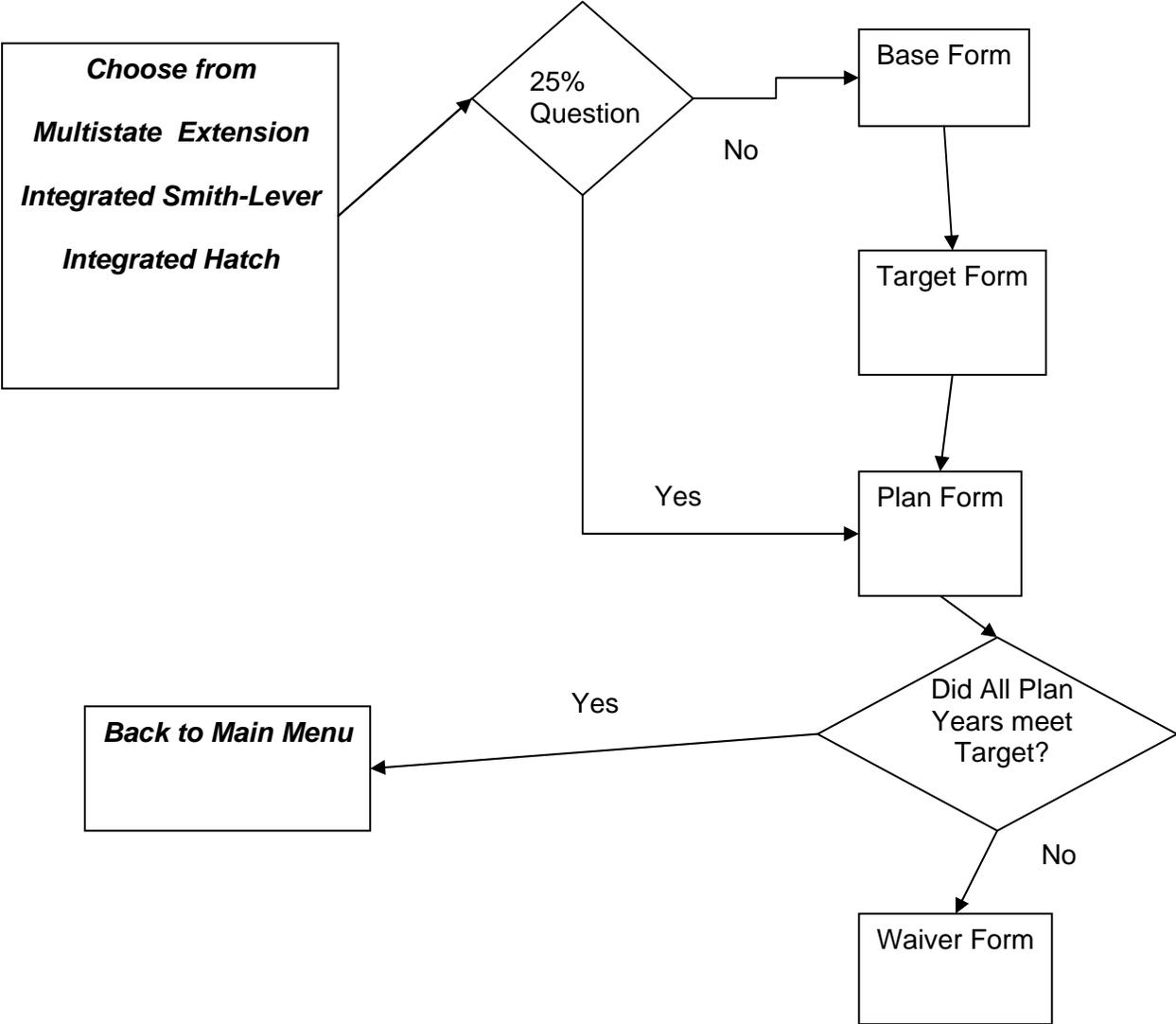
Above is the final screen in the Plan of Work. When you choose to “Submit” here you certify that the Plan of Work is complete and are submitting it to CSREES. Once all directors in the State for the Plan have chosen to “Submit” here you can no longer edit your Plan of Work until it is released by the system administrator. So be sure whether or not you want to choose “Submit”, and therefore approve this Plan of Work.

Otherwise, choose to “Cancel” here and you will be taken to the Home page where you can choose to continue with your edits, log out, or continue on to the final section of the software, the Multistate and Integrated Programs section.



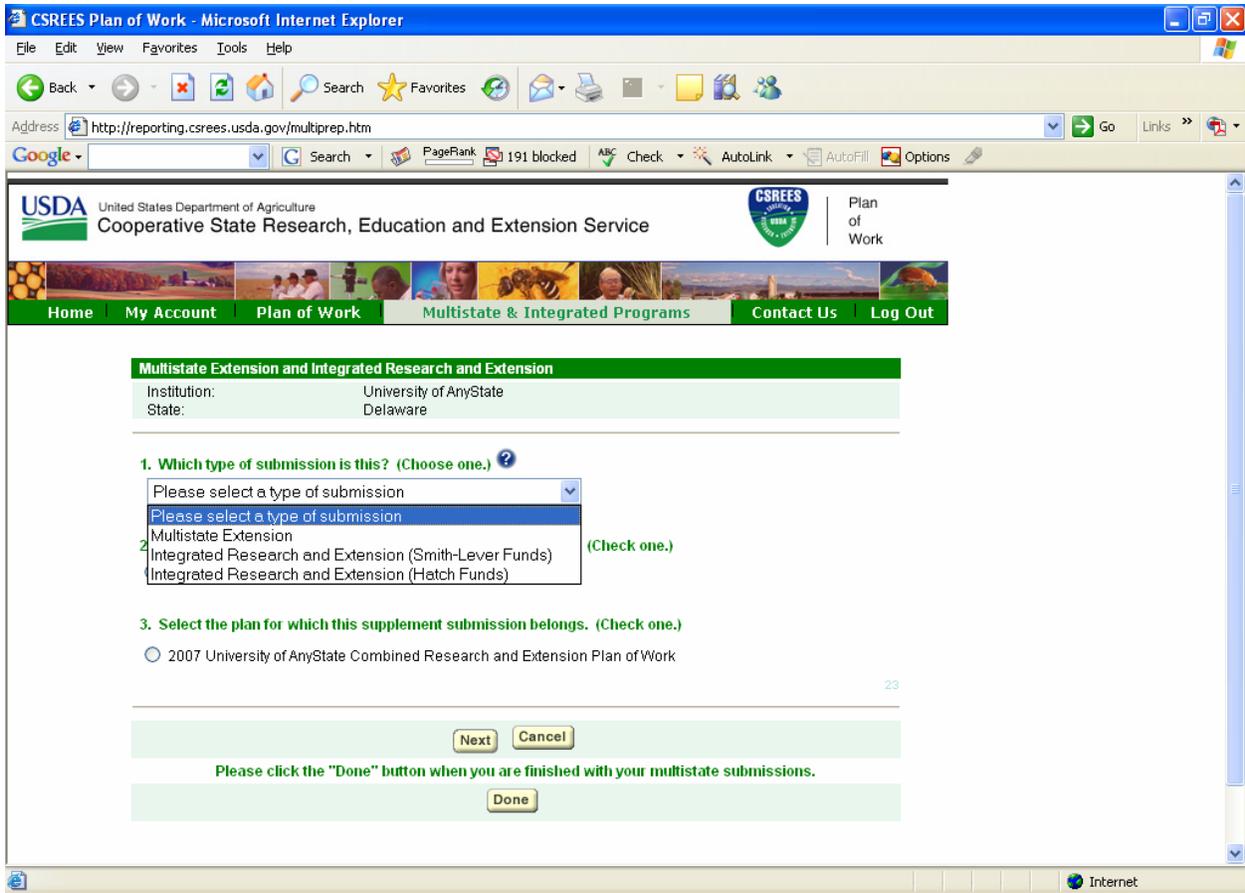
Above is the “Home” page of the Software. When you choose “Multistate & Integrated Programs” from the banner or footer you will be taken to that section to enter your financial data associated with Sections 105 and 204 of AREERA.

**Multistate Extension and Integrated Research and Extension Plans**



Conceptually, the flow of the program in this sections looks like the flow chart above.

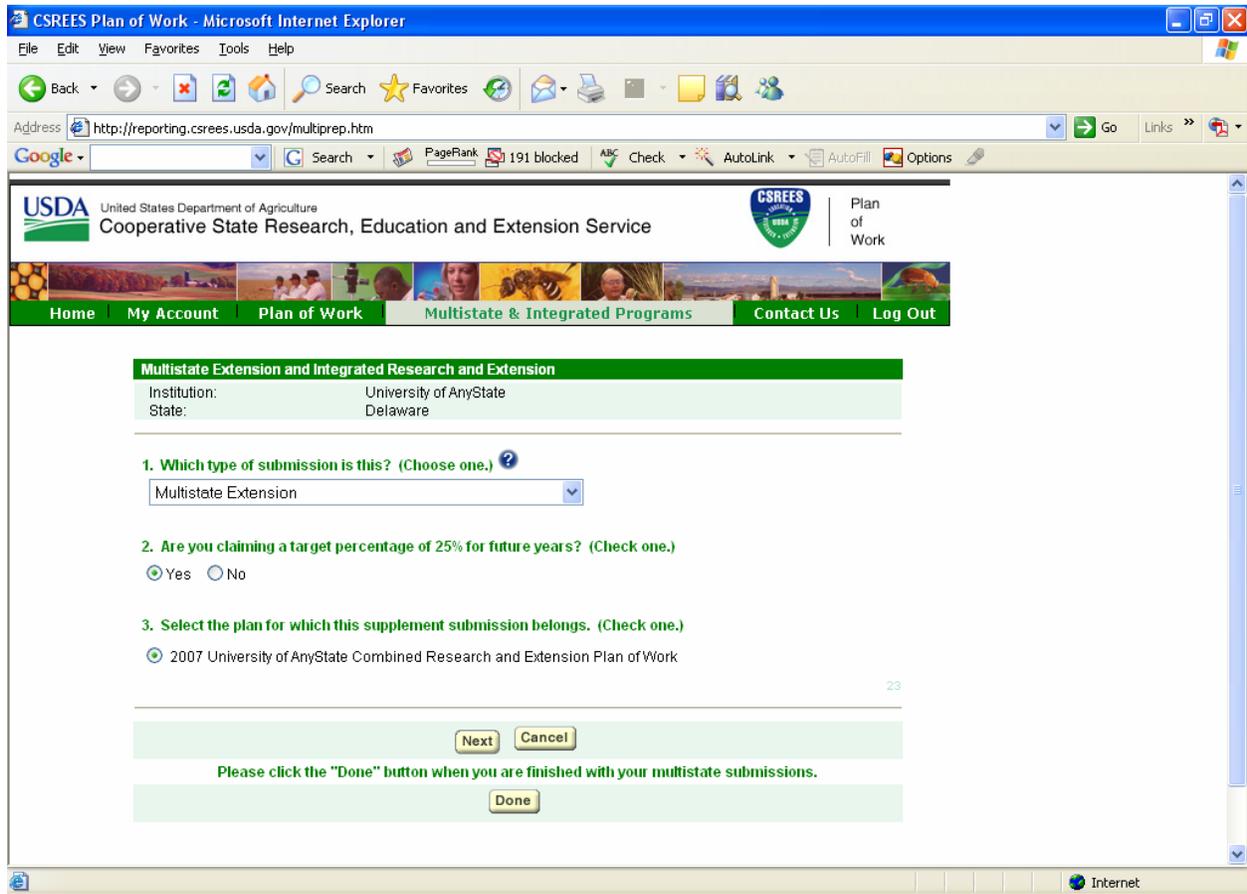
The first screen you will see in this section is:



### Multistate and Integrated Main Page

This section of the Plan of Work deals with Sections 105 and 204 of AREERA, the Multistate Extension and Integrated Research and Extension portion of the Plan of Work.

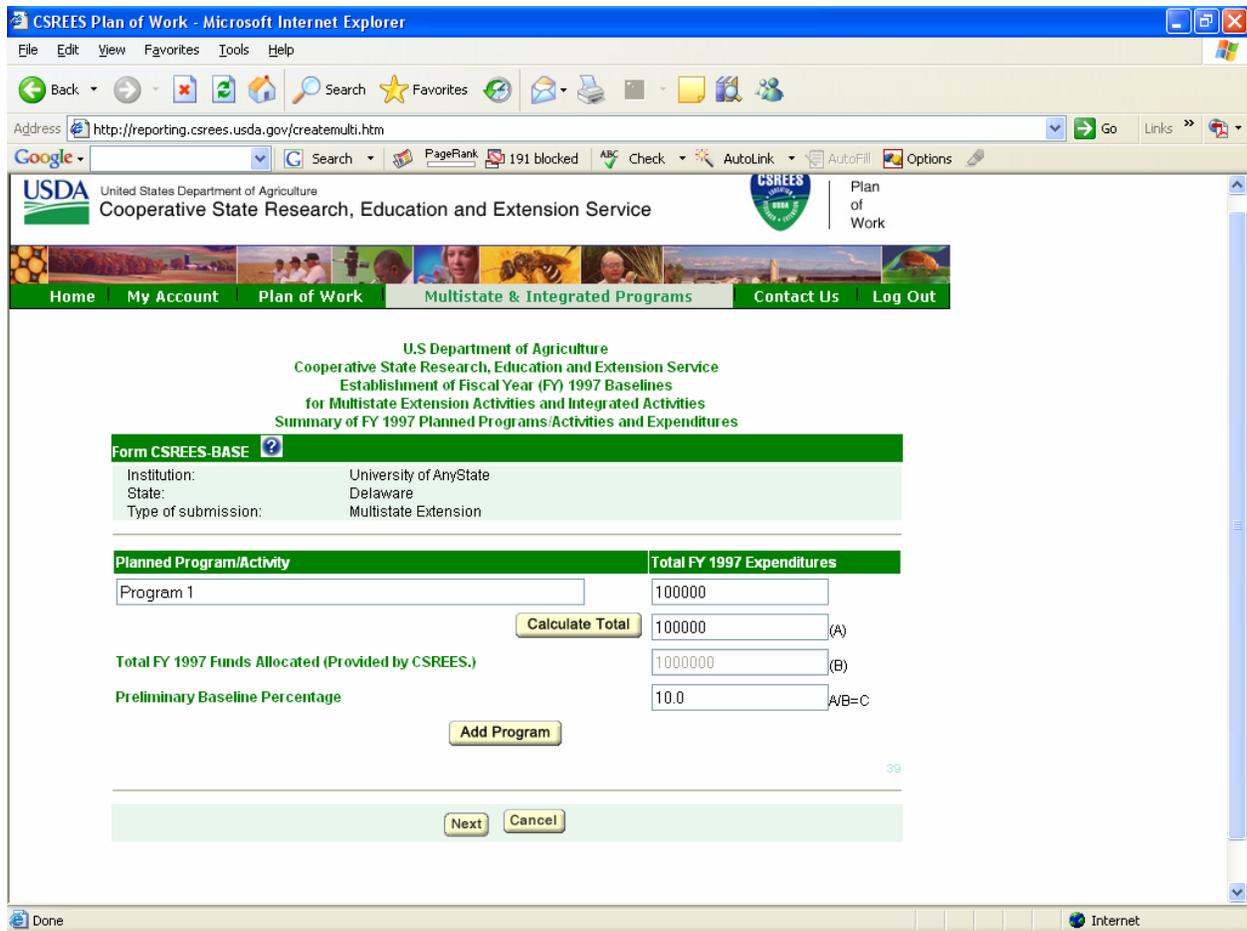
In the drop-down box, please choose amongst the three types of submissions (one at a time). Choose amongst "Multistate Extension", Integrated Research and Extension for Smith-Lever Funds, or Integrated Research and Extension for Hatch Funds.



Then select whether or not you are claiming a target percentage of 25% for all future years. If your answer to this is “Yes”, then you are exempt from completing the 1997 Base Form and you will go straight to the Plan Form (CSREES-PLAN), bypassing the Base calculation form (CSREES-BASE) and the Target calculation form (CSREES-TARG). If you answer “No” you will be taken directly to the Base calculation form (CSREES-BASE) and then, subsequently, to the Target calculation form (CSREES-TARG) before going to the CSREES-PLAN form.

Finally, please select the plan for which this submission belongs. (There may be more than one if a Dean decides to submit separate Research and Extension Plans).

The following progression of screens will come up for data entry if you answer “No” to whether or not you are claiming a target percentage of 25% for all future years:



Above you see the CSREES-BASE form. This is the same form you used back in 1999 to determine your baseline.

### Form CSREES-BASE

Enter your Planned Program Activity Title in the provided box. Then enter amount of 1997 expenditures on that activity. Use the "Add Program" button to add more activities to the list. When the list is complete please be sure to click on the "Calculate Total" button before clicking on the "Next" button.

At any time you may click on the "Calculate Total" button to see the total of the list entered to date.

Your Total FY 1997 Funds Allocated has been pre-populated for you. When you click on the "Calculate Total" button the Preliminary Baseline Percentage will also be calculated for you. The Preliminary Baseline Percentage will be used by the software to calculate your target in Form CSREES-TARG (the form where your target percentage is determined for future years).

Once you have finished this page, click next to go to the CSREES-TARG form where you will determine your target percentage.

Above is the CSREES-TARG form. It is essentially the same form you completed in for the last Plan of Work cycle.

### Form CSREES-TARG

Please select from Options A, B, or C to determine the target percentage you must expend in future years on these activities.

Note that Option A is the default selection. Option A is the automatic calculation of two times the base percentage or 25 percent, whichever is less.

Option B may be selected if you wish to claim more than two times the base percentage for all future years. For example, if your Preliminary Base Percentage calculated on the CSREES-BASE form is only 4 percent, your two times that amount for Option A is only 8 percent. However, you wish to claim 15 percent for all future years. You would then choose Option B and enter the target percentage of 15 for FY 2007 and thereafter.

Option C may be selected if you wish to claim more than two times the base percentage, but want to phase in even higher percentage amounts as time goes on. For example, if your Preliminary Base Percentage calculated on the CSREES-BASE form is only 4 percent, your two times that amount for Option A is only 8 percent. However, you wish to phase into the 15 percent level over a period of years. You would then choose Option C and enter the phase in target percentages for each fiscal year beginning with FY 2007 (ie. 8% for 2007, 10% for 2008, 12% for 2009, 14% for 2010, and 15% for 2011 and thereafter).

The target amount will be the figure against which you must plan and report your activities in the future.

Click "Next" to be taken to the next screen, which is the form CSREES-PLAN. This is also the screen you will be taken to if you choose "Yes" to the 25% question at the main screen.

U.S. Department of Agriculture Cooperative State Research, Education and Extension Service  
 Supplement to the 5-Year Plan of Work  
 Multistate Extension Activities and Integrated Activities

**Form CSREES-PLAN**

Institution: University of AnyState  
 State: Delaware  
 Type of submission: Multistate Extension

**Estimated Costs.**

Planned Program/Activity	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Program 1	175000	200000	200000	200000	250000
<b>Calculate Total</b>	175000	200000	200000	200000	250000

**Add Program**

**Next** **Cancel**

Above is the screen with the form CSREES-PLAN. It is essentially the same form you completed in for the last Plan of Work cycle.

### Form CSREES-PLAN

Enter your Planned Program/Activity Title in the provided box. Then enter amount of expenditures on that activity for each year of your Plan. Use the "Add Program" button to add more activities to the list. When the list is complete please be sure to click on the "Calculate Total" button before clicking on the "Next" button.

At any time you may click on the "Calculate Total" button to see the total of the list entered to date. The software will determine whether or not you reach your planned target percentage based on the 1997 allocation. Remember that a Plan is an estimate. If the total sum of your Planned Program/Activity does not reach the target percentage from the Form CSREES-TARG you will be directed to Form CSREES-Waiver to complete a pre-waiver form for those years.

Click the "Next" button when finished entering your data.

If you did not meet your target percentage the form CSREES-WAIVER will appear next for you to apply for a pre-waiver for missing you target.

CSREES Plan of Work - Microsoft Internet Explorer

Address: http://reporting.csrees.usda.gov/savemultiplan.htm

U.S. Department of Agriculture Cooperative State Research, Education and Extension Service  
Request for Waiver from Target Percentage  
for Multistate Extension Activities and Integrated Activities

**Form CSREES-WAIVER**

Institution: University of AnyState  
State: Delaware  
Type of submission: Multistate Extension

**Request for Waiver from Target Percentage Fiscal Year(s):**  
 2007

**Type of Waiver:**  
 Must be submitted prior to October 1.  
 Must be submitted with annual report of accomplishments and results.

**Justification:**

Entering or copying text into this text box of more than 3200 will be truncated to fit and the excess will be lost.  
**Note: All reports must be submitted regardless of request for waiver.**

Next Cancel

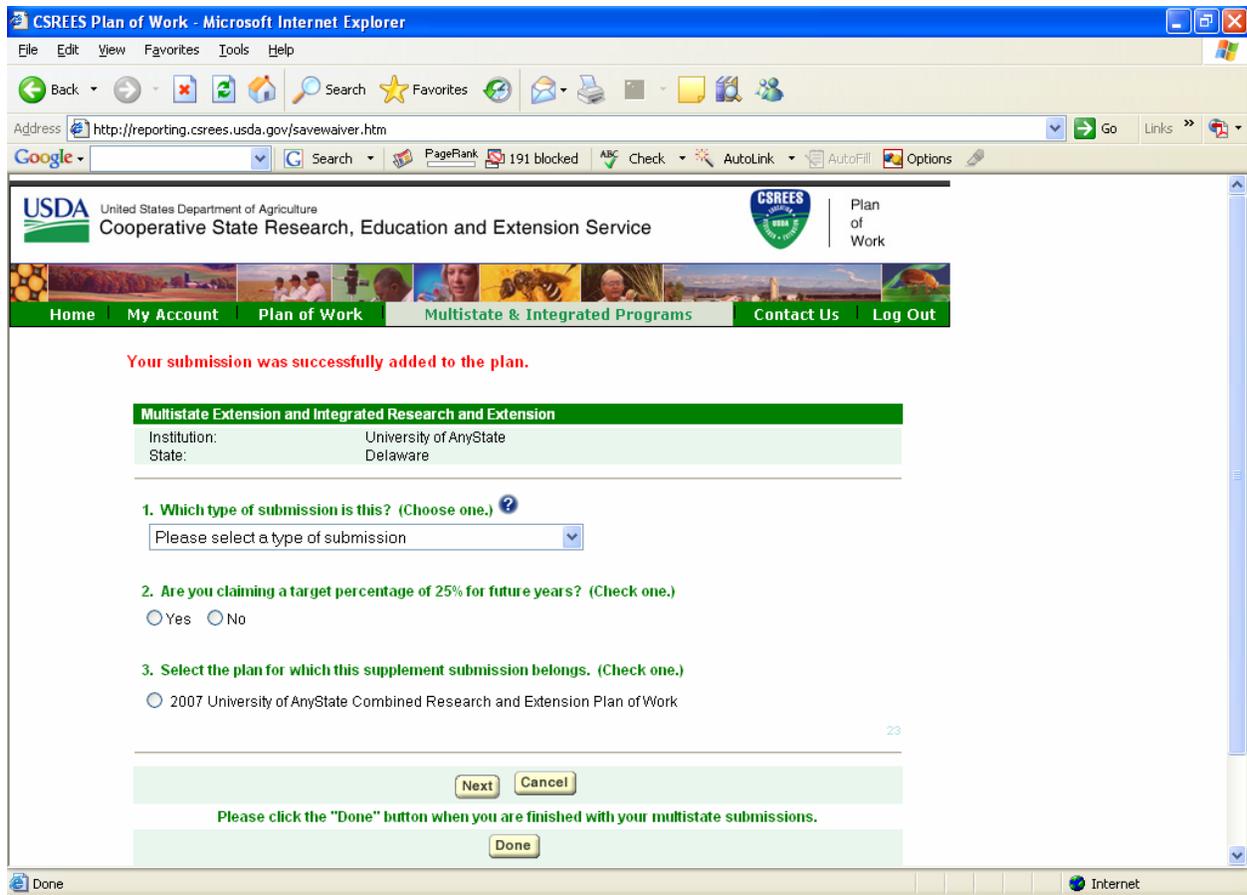
Above is the form CSREES-WAIVER. It is essentially the same form you completed in for the last Plan of Work cycle.

### Form CSREES-WAIVER

This form is used to apply for a waiver from reaching your target percentage for the years designated where the calculation from Form CSREES-PLAN do not reach your calculated target percentage from Form CSREES-TARG.

Please complete a justification statement in the text box provided. The justification statement must state the reason why you will not reach your target percentage for the given years. Note that the waiver must be approved by CSREES and is not automatic.

Click "Next" to save your data and be taken back to the main "Multistate & Integrated Programs" screen to choose another submission type.



Once back at the main “Multistate & Integrated Programs” screen you can choose to select another type of submission (Multistate Extension, Integrated Research and Extension for Smith-Lever, or Integrated Research and Extension for Hatch Funds).

If you are finished with this section, you may click “Done” to be taken back to the “Home” page.

Or you can navigate to another part of the software by using the links in the banner or footer of the screen, or you can “Log Out” of the software.

Logging out will take you back to the original “Log In” screen below.

CSREES Plan of Work - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail Stop

Address http://reporting.csrees.usda.gov/logout.htm Go Links

Google Search PageRank 191 blocked ABC Check AutoLink AutoFill Options

**USDA** United States Department of Agriculture  
Cooperative State Research, Education and Extension Service

**CSREES** Plan of Work

Home About POW Privacy Policy Contact Us

**You have successfully Logged Out of the Plan of Work system. Thank you.**

Welcome to the AREERA State Plan of Work Information System for the Cooperative State Research, Education, and Extension Service.

An asterisk (\*) indicates a required field.

**Log In**

\* User ID:

\* Password:

Login

Home About POW Privacy Policy Contact Us

Internet

## Submitting the Plan of Work to CSREES for Review and Approval

To submit the Plan of Work, all responsible Directors and Administrators must choose to “Save” the entire Plan of Work for submission at the Plan of Work Submission Page.

Only logged in Directors and Administrators have the ability to approve a Plan of Work for submission. Once it is fully approved for submission by all responsible Directors/Administrators, the software will put the Plan of Work in submission mode. This means the Plan can no longer be edited by the State until the system administrator (Bart Hewitt, or his designee) has released the Plan back to the State for editing. If a Plan has been submitted, but you find you need to do more editing, please contact Bart Hewitt at [pow@csrees.usda.gov](mailto:pow@csrees.usda.gov) or 202-720-0747.

The screenshot shows a Microsoft Internet Explorer browser window displaying the CSREES Plan of Work submission page. The browser's address bar shows the URL: <http://reporting.csrees.usda.gov/displaySubmit.htm>. The page header includes the USDA logo and the text "United States Department of Agriculture Cooperative State Research, Education and Extension Service". The CSREES logo is also present, along with a "Plan of Work" link. A navigation menu at the top includes "Home", "My Account", "Plan of Work", "Multistate & Integrated Programs", "Contact Us", and "Log Out". Below the navigation menu, there are links for "Plan Overview", "Merit Review Process", "Evaluation of Multis & Joint Activities", "Stakeholder Input", and "Planned Programs". The main content area displays the following text:

**Plan Of Work: 2007 University of AnyState Combined Research and Extension Plan of Work**  
**State: Delaware**  
**Hi Jane Doe,**  
You have completed all of the required information for your 2007 University of AnyState Combined Research and Extension Plan of Work. By clicking the Submit button, you are declaring your Plan of Work is completed. Are you sure you want to make your final submission?

By clicking this "Submit" button I hereby certify that the submission of this Plan of Work is approved by me.

28

Submit Cancel

At the bottom of the page, there is a footer with links for "Home", "My Account", "Plan of Work", "Multistate & Integrated Programs", "Contact Us", and "Log Out". The browser's status bar at the bottom shows "Done" and "Internet".

Note that “By clicking this Submit button, I hereby certify that the submission of this Plan of Work is approved by me”, means that this Director is certifying approval and submission. The Director/Administrator, by logging into the Plan of Work system and choosing to submit, is equivalent to his/her signature on the document.