

Western SARE Chapter 1 Reporting Guidelines

Project reports are public documents shared with agricultural stakeholders and legislators. As such, reports reflect not only the quality of your project but also the quality and integrity of Western SARE programs. Project reports are the ultimate outcome, and is what taxpayers get from their contribution to a federally funded program.

Reporting Requirements

- All annual and final reports should be submitted through the Grant Management System (GMS). To access the SARE online reporting system login in projects.sare.org.
- Your report must have proper grammar and spelling throughout.
- The Objectives, Research Methods and Materials, and Education/Outreach Methods sections will be automatically populated from your original proposal. These sections should be edited to past-tense and should reflect the research that has taken place.

Tables, Graphs, and Figures

- All tables, graphs, and figures must be accurate and complete and should include a caption and figure/table number. Tables and figures should be numbered in the order they appear in the text. The units in tables and figures should be consistent with the ones included in the text. Graphs must have labeled axes. Acronyms either in the text, figures, tables, or graphs should be defined.
- It is best to insert tables as a table using the online platform editor (see: "[Inserting Tables](#)") and not as an image. Following these instructions makes your text searchable and the text will wrap and display properly when reviewed on different devices.

Educational Products

- All educational materials and outcomes must have an electronic version to be included in your reports and uploaded into the "Information Products" section of the online reporting site.
- Items that are not included in "Information Products" should still be included in the report by providing a link to the content or providing the information through citation if a digital version is not available (name of the presentation/outcome, date, name of the event, authors).
- All educational outreach activities should include an evaluation component that measures changes in knowledge or awareness, attitudes, and opinions, and/or the adoption of new practices by producers or other agricultural professionals. The [Western SARE Survey](#) is a tool that can be used for this purpose.
- The Western SARE program must be credited as the funding source in any publications or outreach materials generated. Please refer to the Western SARE website for a [complete guidelines](#) and use of the Western SARE logo.

For detailed instructions on submitting reports visit: <https://projects.sare.org/sare-reporting-system-instructions/> or click on the "Help" link at the top of any page after you've logged in.

If you have questions, please do not hesitate to contact Irene Grimberg at 406-994-4789 or Cayley Eller at 406-994-7349, or by email, wsare@montana.edu.

Annual and Final Report Due Dates by Program

F/R: Farmer/Rancher; P+P: Professional+ Producer; R&E: Research and Education; SB: Sabbatical; GS: Graduate Student

Program	Annual Progress Reports(*)	Final Report
F/R	March 15 th	Up to 30 days from the end date of your project
P+P	April 1 st	Up to 60 days from the end date of the project
R&E	April 15 th	Up to 60 days from the end date of the project
SB	May 1 st	Up to 60 days from the end date of the project
GS	August 1 st	Up to 60 days from the end date of the project

*If your project is a one-year project only a final report should be submitted.

Project Report Checklist for Research and Education, Sabbatical, Professional + Producer, Graduate Student, and Farmer/Rancher

Sections	Performance Indicators	R&E SB	P+P	F/R	GS
Research	<input type="checkbox"/> Research Materials & Methods	*	*	*	*
	<input type="checkbox"/> Research Results & Discussion	*	*	*	*
	<input type="checkbox"/> Research Conclusions	*			
	<input type="checkbox"/> Number of producers who participated in research	*	*	*	*
Education and Outreach	<input type="checkbox"/> Synopsis of the educational approach	*			
	<input type="checkbox"/> Types of educational activities	*	*	*	*
	<input type="checkbox"/> Number of producers who participated in outreach activities	*	*	*	*
	<input type="checkbox"/> Number of ag. professionals who participated in outreach activities	*	*	*	*
	<input type="checkbox"/> Description of education and outreach activities	*	*	*	*
Learning Outcomes	<input type="checkbox"/> Number of producers who reported changes in knowledge, attitudes, skills, awareness	*	*	*	*
	<input type="checkbox"/> Key knowledge and skills taught	*			
Project Outcomes	<input type="checkbox"/> Number of producers who adopted or intent adopting new practices	*	*	*	*
	<input type="checkbox"/> Describe how your project affected sustainable ag.	*	*	*	*
	<input type="checkbox"/> Grants leveraged out of this project	*	*	*	*
	<input type="checkbox"/> New professional collaborations	*	*	*	*
	<input type="checkbox"/> Knowledge gained				*
	<input type="checkbox"/> Recommendations	*			*

Criteria for Approval of Annual and Final Progress Reports

Approval of Progress Reports

Research

1. The Materials and Methods section will automatically populate from your original proposal. You will need to edit this section in past-tense to reflect the research that has taken place.
2. Research was fully executed according to the timeline included in the proposal or project modification notes.
3. Or research was partially executed according to the timeline; research activities are underway, and delays are justified in the report.

Education & Outreach

1. Outreach was fully executed according to the timeline included in the proposal or project modification notes.
2. Or outreach is partially executed according to the timeline; outreach activities are underway, and delays are justified in the report.
3. Outreach and dissemination materials listed in the report are included in the “Information Products” section of the reporting site in the Grant Management System (GMS) or in the report.
4. Outreach and dissemination materials acknowledge Western SARE according to the specifications included in the [Western SARE website](#).

Learning Outcomes

1. Learning outcomes are presented in quantitative and qualitative ways.
2. Results of the Western SARE survey or other evaluation tool on the impact of the project on participants are included.

Project Outcomes

1. Results for each project objective were attained according to the timeline indicated in the proposal or project modification notes. For example, if the proposal indicates that an objective is to have quantitative results, the report should include specific quantitative results in addition to any qualitative description.
2. Or results are not presented as indicated in the proposal, but data is being collected or processed to achieve that objective, and a justification of the delay is provided in the report.

Approval of Final Reports

Research

1. Research was fully executed according to the timeline included in the proposal or project modification notes.
2. Or research was partially executed according to the timeline, but the lack of completion or modification is justified in the report. If this is the case, the PI should have requested a project modification **prior to the due date of the final report**.

Education & Outreach

1. Outreach and dissemination materials were produced according to the timeline included in the proposal.
2. Outreach and dissemination materials were NOT produced according to the proposal, but a justification is included in the report. If this is the case, the PI should have requested a project modification **prior to the due date of the final report**.
3. Outreach and dissemination materials listed in the report are included in the “Information Products” section of the reporting site in the GMS or in the report.

4. Outreach and dissemination materials acknowledge Western SARE according to the specifications included [Western SARE website](#).

Learning Outcomes

1. Learning outcomes are presented in quantitative and qualitative ways.
2. Results of the Western SARE survey or other evaluation tool on the impact of the project on participants are included.

Project Outcomes

1. Results for each project objective were attained according to the timeline and are presented as indicated in the proposal or project modification notes.
2. Results for each project objective were not attained according to the timeline or were not presented as indicated in the proposal or project modification notes, but these changes are justified in the report. If this is the case, the PI should have requested a project modification ***prior to the due date of the final report.***