Project Reports

Research & Education, Professional + Producer, Farmer/Rancher, Graduate Student, and Sabbatical

Submit progress and final reports following the scheme below. When you login into the GMS reporting page you will see the following sections and prompts.

Project Information

The fields in this section of the report have been populated from the proposal. Update the Project Information section according to the project modifications that were approved by Western SARE staff. This section includes the following:

- **Summary**
- **Project Objectives**
- **Project Timeline:** You can attach a current timeline using the "Add Media" feature.

Research

The fields in this section refer to your project research objectives and activities.

- **Research methods and analyses**
  Some of the information here was pre-populated from your proposal. Update this content and describe the research methods and analyses that were conducted to date according to the research objectives.
- **Research results**
  Report here the results and findings you achieved to date according to each project's research objectives. Include quantitative and/or qualitative results.
- **Number of producers who participated in the research**
  Include cooperating producer(s) other than the PI, enter "0" if there were none.

Education and Outreach

The fields in this section refer to your project's educational and outreach objectives and activities.

- **Education and outreach methods and analyses**
  Some of the information here was pre-populated from your proposal. Update this content and describe the education and outreach methods and analyses that were conducted up to date according to each project's educational and outreach objectives.
- **Education and outreach results**
  Report the results or findings you achieved up to date according to each project's educational and outreach objectives. If possible, include quantitative and/or qualitative

findings such as effective ways to communicate results, engage producers, reach underserved communities, teach students, etc.

- **Education and outreach products and activities**
  Report here the number of educational products created, and activities conducted by the project team.
- **Participants**
  Report here, the number of people who participated in your education and outreach activities. To the best of your ability, count each person only once, even if they participated in multiple activities. Zeros are valid answers.

Project Research Outcomes

In this section include recommendations derived from your research activities. These recommendations should discuss the application of your results to sustainable agricultural production in the Western U.S. Describe and assess how your project has affected agricultural sustainability or will contribute to future sustainability. Indicate recommendations for future studies.

- **Recommendations for sustainable agricultural production and future research**
  Please include here recommendations based on the project's research activities
- **Number of grants received that built upon this project**
  Report this per PI, Co-PIs, cooperator, and/or beneficiaries.
- **Number of new working collaborations**
  Report this per PI, Co-Pis, cooperator, and/or beneficiaries

Project Educational Outcomes

In this section include recommendations derived from your education and outreach activities. These recommendations should discuss ways to effectively disseminate agricultural research results. Describe and assess how your project has affected stakeholders' understanding of agricultural sustainability.

- **Recommendations for education and outreach**
  Include here recommendations based on the project's education and outreach activities
- **How many producers reported gaining knowledge, skills, and/or awareness as a result of the project?**
- **How many stakeholders other than producers reported gaining knowledge, attitude, skills and/or awareness as a result of the project?**
- **Participants** (Optional)
  Provide contact information of people who participated in your project.

Criteria for Approving Progress and Final Project Reports

Project reports are public documents shared with the public, researchers, agricultural stakeholders, and legislators. As such, reports reflect not only the quality of the project but also the quality and integrity of the Western SARE grant program. Writing a progress or final project report should be set to this end. General and report-specific approval criteria follow.

General Reporting Requirements

- All progress and final reports should be submitted through the Grant Management System (GMS). To access the SARE online reporting system login to projects.sare.org.
- Reports must use proper grammar and spelling.
- The project's Summary, Objectives, Timeline, Research Methods and Analyses, and Education/Outreach Methods and Analyses sections will be pre-populated from the original proposal. These sections must be edited to past tense to reflect the activities that had taken place.
- If applicable, any changes to the timeline, research methods, and analyses that were previously approved through a Project Modification Form must be justified.
- All citations in the report text must be referenced.

Tables, Graphs, and Figures

- All tables, graphs, and figures must be accurate and complete, including a caption and figure/table number. Tables and figures should be numbered in the order they appear in the report 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 must be defined and be consistent across narrative text, figures, and tables.
- It is best to insert tables 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.

Research Plan

1. Research objectives and activities were fully executed according to the timeline included in the proposal or Project Modification Form.
2. Or research objectives and activities were partially executed according to the timeline; but are underway, and delays are justified in the report.
3. Research results are presented in quantitative and/or qualitative ways.

Education & Outreach Plan

1. Outreach and education objectives and activities were fully executed according to the timeline included in the proposal or Project Modification Form.
2. Or outreach and education objectives and activities were 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 GMS or linked in the report. Appropriate items -such as presentations, brochures, Extension bulletins, etc.- must be included in "Information Products".
4. Outreach and dissemination materials acknowledge Western SARE according to the specifications included on the Western SARE website.
5. 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.

Project Research Outcomes

1. Recommendations for agricultural production based on project's findings are included.
2. Recommendations for future studies are discussed. (For final report)

Project Educational Outcomes

1. Recommendations for effectively communicating agricultural knowledge and practices are included. (For final report)
2. Results of the Western SARE survey or other evaluation tool reporting on the impact of the project on participants are included.

For detailed instructions on submitting and managing project reports visit: https://projects.sare.org/sare-reporting-system-instructions/ or click on the "Help" link at the top of your project page after you've logged in. If you have questions, please do not hesitate to contact your Program Manager.