



### Helpful Hints for Reporting

**Applies to the following grants:**  
*Professional Development Program*  
*Research to Grassroots*

Project reports are public documents shared with agricultural stakeholders. As such, reports reflect not only the quality of your project but also the quality and integrity of Western SARE programs.

**How to Submit a Report:**

- All progress and final reports should be submitted through the Grant Management System (GMS). To access the SARE online reporting system, login at <https://projects.sare.org>
- For detailed instructions on submitting reports visit <https://projects.sare.org/sare-reporting-systeminstructions/> or click on the “Help” link at the top of any page after you’ve logged in.

**Helpful Reporting Tips:**

- Ensure that report is well-organized, easy to follow, and informative.
- Avoid over generalization throughout, particularly for the project description and initiatives.
- Develop and administer program evaluation surveys or tools to accurately capture audience attendance and impact.
- If something did not go as planned, indicate that in the report as well as a revised plan.
- Include pictures or other attachments to enhance reader’s understanding of the activities.
- If completing a progress report and the work hasn’t been completed yet, describe the timeline and plan for implementing the objective.
- 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 [Guidelines for Acknowledging Funds](#) for complete guidelines and use of the Western SARE logo.

Report Sections:

Section Name	Action Item
<b>Project Overview</b>	
<i>This section is primarily used by the public and other stakeholders to filter projects by interest area. Please select accordingly.</i>	
Benefits and Impacts	Choose selections as appropriate in each category: Economic Sustainability Environmental Sustainability Production and Production Efficiency Social Sustainability
Commodities	Select commodities (if applicable) that are a <b>primary</b> focus of your project
Practices	Select practices that are a <b>primary</b> focus of your project

<b>Project Information</b>	
Abstract	Information imported from proposal, update as project progresses
Project Objectives	Information imported from proposal, update as project progresses
Timeline	Information imported from proposal, update as project progresses Update timeline as needed to reflect status of accomplishments

<b>Cooperators</b>	
Cooperators	Information imported from proposal Update people and contact information as needed Cooperators are those people critical to implementation of the objectives

<b>Education</b>	
Educational approach	Provide a succinct synopsis of the educational approach (i.e. webinar recordings, workshop series, curriculum development) used in the project

<b>Education &amp; Outreach Initiatives</b>	
<i>Incorporate "Project Objectives" from the "Project Information" section as Initiatives. Each objective should translate to an initiative.</i>	
Topic	List objective in general terms
Objective	Describe what this objective achieved (or will achieve if it hasn't occurred yet). May be objective as written in proposal if applicable.
Description	Describe the activities conducted (or will be conducted) to achieve the objective. May include the number of activity participants.
Outcomes and Impacts	Detail the outcomes and impacts of the specific activities; can include short, intermediate, and long-term outcomes. May include pre- and post-survey results of knowledge gained.

<b>Educational &amp; Outreach Activities</b>	
<b>Activities</b> <i>Enter or update the total <u>numbers</u> of different types of educational resources created and the total numbers of different types of activities conducted by the project team, to date.</i>	
Selection options	Consultations Curricula, factsheets, or educational tools Journal articles On-farm demonstrations Online trainings Published press articles, newsletters Tours Webinars, talks, and presentations Workshop/field days Other educational activities (describe if needed)
<b>Participants</b> <i>Enter or update the total <u>number</u> of agricultural professionals by affiliation (if known) who participated in all the activities summarized above. To the best of your ability, count each person only once, even if they participated in multiple activities.</i>	
Selection options	Extension NRCS Researchers

	Nonprofit Agency Service Providers (other or unspecified) Farmers/ranchers Other Educational Activity Participants
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<b>Learning Outcomes</b>	
<i>Enter as a <u>number</u>. This information is best obtained by some type of program evaluation tool</i>	
	Number of participants who gain or increase in knowledge, attitude, skills and/or awareness about sustainable agriculture topics, practices, strategies, approaches
	How many ag professionals reported intention to use knowledge learned through this project in their educational activities and services for farmers?

<b>Project Outcomes</b>	
Selection options	<u>Number</u> of grants received that built upon this project <u>Number</u> of new working collaborations Total <u>number</u> of agricultural service provider participants who used knowledge and skills learned through this project (or incorporated project materials) in their educational activities, services, information products and/or tools for farmers? <u>Number</u> of farmers reached through project participants' programs (optional)
Learning and action outcomes and impact	Describe the overall outcomes of your project's activities (limit to 500 words)
Additional Outcomes	Use this narrative space to describe the outcomes noted above and/or any other unanticipated outcomes from the project. Update or add to the narrative, as needed, each year as the project progresses.
Success Stories	You may enter one or more individual stories, examples of success, or quotes from participants that illustrate the value of the project

<b>Participants</b>	
	Please provide contact information for 6-12 participants who participated in educational or research activities for post-project evaluation. Participants are individuals who participate in or otherwise benefit from project educational or research activities. Do NOT include Project Coordinators, Project Cooperators or youth. This information will not be viewable to the public.

<b>Information Products</b>	
	If you produced standalone books, bulletins, or other educational products, add them here. Products should contain acknowledgement of SARE's support. Graphs, illustrations and tables should be uploaded to the related section of the report.

If you have questions, please do not hesitate to contact the Western SARE Professional Development Program team at [wsare-pdp@sare.org](mailto:wsare-pdp@sare.org) or (307) 575-2416.