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AREERA STATE PLAN OF WORK NEWSLETTER

Welcome to the first POW Newsletter of FY2015! The POW Newsletter series took an unplanned hiatus for most of FY14, but we're back and hope this letter lends some helpful information. Following you will find information, reminders, and tips regarding reporting in the 2016 Plans of Work and 2014 Annual Reports.

Due Dates for 2016 Plans of Work and 2014 Annual Reports of Accomplishments and Results

The due date for all 2016 Plans of Work and 2013 Annual Reports is April 1, 2015.

NIFA performed the official roll-over of the 2016 Plans of Work (POWs) and 2014 Annual Reports (ARs) in mid-November. The roll-over is what pre-populates each state's POW and AR with the pertinent data from those of previous years. Remember that the 2016 Plan of Work is an update from the previous Plan, so any planned programs included in the 2015 Plan will appear in the 2016 update template. The 2014 Annual Report, however, is prepopulated with planned programs from the 2014 Plan of Work, which was submitted back in April, 2013. Thus, the programs in the 2014 AR will not necessarily line up exactly with those listed in the 2016 POW template. This is especially important to remember if your state is one that just combined all 1862/1890 Research and Extension reporting last year; please see the next section below if this applies to you.

Reporting "Combined" Efforts in Separate Annual Reports

Starting with the submission of the 2015-2019 Plan of Work update, all states were required to submit one Plan of Work which integrated all 1862 and

1890 Research and Extension entities within the state. If your state did this for the first time with the 2015 POW as mandated, then remember that even though your 2016 POW template will be combined this year, your 2014 Annual Reports will still be separate according to how you submitted separate 2014 Plans of Work. All of your Planned Programs listed in your 2014 Annual Report will be those you submitted as part of your 2014 POW and NOT the combined Programs you submitted last year. Even though NIFA does not expect you to have combined accomplishments or results yet to share in your 2014 Annual Report, we recognize that some states may have already made some headway and would like to report on some of the joint activities they performed with their research/extension colleagues and/or with their 1890 colleagues throughout FY14. You can do this in one of two ways:

1. Add new "combined" planned programs to the Annual Report and describe therein your combined activities;
2. Use the "Activity" section of existing programs to describe how you worked with colleagues across your state to combine/leverage efforts.

Please contact Katelyn Sellers if you would like more information on this topic (ksellers@nifa.usda.gov).

Software Changes in FY15

As a reminder, the Supplemental Forms for Multistate and Integrated Activities will again be collected via the POW software this year. A [guidance document with complete instructions](#) for submitting these forms is posted on the AREERA

webpage (FY14 Guidance is still applicable to FY15). At this time, we are not sure if minor changes will be made to this section of the software to allow for interim submissions from some states who choose to utilize that option. If such changes do occur, guidance will be posted online (and shared with the POW listserv) and training will be given during the February 12th [Reporting Web Conference](#). No other changes are scheduled for the software this year.

National Outcomes & Indicators

As discussed during the recent December Reporting Web Conference, there are [seven specific National Outcome Indicators](#) which NIFA strongly encourages states to adopt and report on (note that the guidance document linked above is current and applies to FY15 reporting as well). These seven indicators were some of the most heavily reported against indicators in FY13 and FY14 and will be most helpful in preparing NIFA's Budget Documents and promoting the achievements of the capacity funds covered by AREERA.

Reporting Reminders and Tips

Two of the questions asked most often are: "How do we calculate FTEs in the POW/AR?" and "Should we include programs funded by other competitive federal grants in the POW/AR?" Here are the answers...

Reporting FTEs:

In both the POW and AR, there are two sections where you report FTEs: the Program Overview section and in the individual Planned Programs. In the Program Overview Section, report the FTEs *expended (expected or actual) on all of the Planned Programs COMBINED, regardless of source of funding*. In this section, we do not want you to disaggregate FTEs along funding lines, since it is meant to show the TOTAL amount of effort going towards all your Planned Programs. In other words, all FTEs funded through any source (state, other federal, private grants, NIFA formula and competitive funds, etc.) should be included here. Meanwhile, the Individual Planned Programs section is meant to collect FTEs supported only by the four formula funding lines covered by the AREERA State Plan of Work guidelines (Hatch,

Hatch Multistate, Evans-Allen, Smith-Lever 3b&c, 1890 Extension). Reporting the FTEs this way shows NIFA what fraction of the total effort (as reported in the Overview Section) is being funded through just the four formula funds. In other words, it helps demonstrate the importance of what those four formula funds contribute to overall programming throughout the Land Grant system. Please consult [this guidance document](#) on our web page for more information.

Including Programs funded by Federal Competitive Grants:

Only programs/activities supported *at least partially* by the four capacity funds covered under AREERA should be included in the POW/AR. For example, if a program is run by a faculty member(s) whose salary is paid by Hatch funds but the rest of the program (other faculty, supplies, facilities, etc.) is funded through a NIFA grant, then that would be okay to include. However, you should not include descriptions of activities or outcomes of programs that are funded solely by competitive grants from NIFA or any other federal, state, or private sources. Remember that the purpose of reporting in the POW and the AR is to demonstrate the importance and success of the AREERA *capacity* funds.

POW Staff Availability

Katelyn Sellers is the primary point of contact for all POW related questions and may be reached directly at ksellers@nifa.usda.gov. However, please note that Katelyn will be on extended leave beginning late March through May. During this time, please contact Bart Hewitt at bhewitt@nifa.usda.gov with all POW related questions and issues. You can also reach both Katelyn and Bart by emailing pow@nifa.usda.gov.

Contact & Resource Information

[Visit the AREERA Plan of Work webpage.](#)

For more information on the Plan of Work, email the POW Staff at pow@nifa.usda.gov.