



GSCSSA Progress Report: for awards received in FY06 and FY08
Send to ARCGrants@wsu.edu by Monday, October 19, 2009

Progress report format and content have changed. Read and follow the new progress report instructions carefully.

All researchers receiving GSCSSA funding must prepare a progress report according to this format. Please see the attached table: FY06-09 funding.doc; we need one report for each year funded. It is recognized that some researchers on the first-year projects may have limited or no results to date for this year's research. If this is the case, submit a progress report acknowledging and documenting this limited or no progress. Send an electronic copy of the progress report to ARCGrants@wsu.edu The progress reports will be used to compile the GSCSSA Progress Report booklet, which will be available at the annual meeting on November 10, 2009 in Portland, OR.

Reports will be used to judge satisfactory progress. Members of the Scientific Review Panel and the Industry Advisory Committee will read all progress reports. For continuing projects, an in-depth review accompanied by written comments will be conducted by an individual with technical expertise in the area of the project. These in-depth reviewers will be drawn from the Scientific Review Panel and other scientists as deemed necessary by the Project Coordinator. After the reports have been reviewed, the Industry Advisory Committee will discuss each report with members of the Administrative Advisory Committee. The in-depth reviewer will integrate comments from the evaluations of the Scientific Panel and Industry Advisory Committees. Written evaluation reports will be forwarded to the Program Coordinator.

The evaluation criteria for progress reports are as follows.

1. Are the original objectives being addressed; and if not, why?
2. Has reasonable research and technology transfer progress occurred during the past year?
3. Do the results show reasonable promise for providing useful and significant information to growers, government agencies, and scientists?
4. Has there been interaction with GSCSSA scientists working on similar projects?
5. Was the report prepared in a timely manner and in the requested format?

The progress reports covering GSCSSA projects are required and should be **1-2 pages** in length (*1" margins all around, font Times New Roman 12 point*). **Send your progress report as a Word document attached to your email.** Use U.S. units in your report, except where S.I. units are better understood (e.g., soil bulk density as kg m^{-3}). This information will be used to prepare the annual CRIS report submitted to CSREES, Congress, and industry partners. The progress report format is as follows:

1. **Title:** The project title should be the same as listed on the funded proposal.
2. **Personnel:** List the project leader(s), collaborators, and support personnel assigned to the project and identify their university and/or agency affiliation.
3. **Address:** List the **lead** principal investigator mailing address, phone number, and email address.

4. **Interim or Final Report:** Indicate if your report is an interim or final report. Also show the fiscal year that funding was awarded to your project.
5. **Summary of Progress:** No more than 300 words summarizing progress to date.
6. **Outputs:** Report **outputs** completed during the reporting period that contribute to the goals and objectives of the project (*do not include publications here; they are to be reported separately below*). Do not include findings or conclusions that have been reached; these are to be reported separately as changes in knowledge in the outcomes / impacts section. Include a description of how the results have been **disseminated** to communities of interest or how the product is being shared. If this is a **final report**, give a brief summary of the most significant outputs and dissemination activities for the entire life of the project.
 - **Outputs** are **activities, events, services, and products** that reach people.
 - **Activities** include conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring.
 - **Events** include conferences, demonstration sites, field days, symposia, workshops, and trainings.
 - **Services** include consulting, counseling, and tutoring.
 - **Products** include: new fundamental or applied knowledge; audio or video products; curricula; data or databases; equipment or instruments; invention, patent application and/or license; models; networks and/or collaborations fostered by the project or activity; physical collections or resources such as new plant varieties, new animal germplasm, or genetic maps; software; technology, methods, or techniques; train-the-trainer manuals; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.
 - **Dissemination** refers to outreach activities that were undertaken to reach intended audiences for the purpose of advancing knowledge, encouraging positive actions, or changing conditions. Include outreach activities to current and potential partners and collaborators. If educational materials and resources were distributed, describe the distribution method and the intended audience(s).
7. **Outcomes / Impact:** Describe how findings, results, techniques, or other products that were developed or extended from the project generated or contributed to an **outcome/impact**. Describe the results of the project evaluation. Indicate how resources and activities helped to produce project outputs and achieve project outcomes and impacts. CSREES defines **outcomes/impacts** as a **change in knowledge, actions, or conditions**.
 - A **change in knowledge** occurs when the participant (scientist, trainee, or citizen) learns or becomes aware. Examples of a change in knowledge include: new fundamental or applied knowledge (such as results of sampling, surveying, laboratory, or data analysis); methods and techniques; policy knowledge; improved skills; or increased knowledge of decision-making, life skills, and positive life choices among youth and adults.
 - A **change in actions** occurs when there is a change in behavior or the participants act upon what they have learned (adoption of techniques and methods or a change in practice). Examples of a change in actions include: application and actual use of fundamental or applied knowledge; adoption of

new or improved skills; direct application of information from publications; adoption and use of new methods or improved technologies; use of skills by youth and adults in making informed choices; or adoption of practical policy and use of decision-making knowledge.

- A change in conditions occurs when a societal condition is changed due to a participant's action. Examples of a **change in conditions** include: development of the principal discipline(s) of the project or other disciplines; development of human resources; physical, institutional, and information resources that improve infrastructure; technology transfer; management and behavioral changes and adjustments; quantified changes in descriptive statistics (trade balance, export sales, etc.); better and less expensive animal health; changes in conditions (e.g., wages, health care benefits, etc.) of the agricultural workforce; higher productivity in food provision; quantified changes in quality-of-life for youth and adults in rural communities; safer food supply; reduced obesity rates and improved nutrition and health; or higher water quality (e.g., increased water clarity) and a cleaner environment (e.g., measurably reduced pollution).
8. **Projections:** State how any new information can and/or will be used.
 9. **Publications:** Cite the publications (or abstracts) that have resulted from the project.

Send your progress report to ARCGrants@wsu.edu by 5:00 p.m. (PST) the close of business on Monday, October 19, 2009 as a Word document attached to the email.

Progress reports must include information for all the above categories. Reports that do not comply with the required format will be returned to the author for further information.