



# AREERA State Plans of Work

## About Submitting

This Plan of Work newsletter deals more in-depth with issues related to submission of the new 2007-2011 State Plans of Work.

### How do I submit the Plan of Work to CSREES?

To submit the Plan of Work, all responsible directors and administrators must log on to the Plan of Work Software and choose to “Submit” the entire Plan of Work for submission at the Plan of Work Submission Page (see screen below).

submission. Once approved by all responsible directors and administrators, the software will put the Plan of Work in submission mode. This means the state can no longer edit the plan until the system administrator (Bart Hewitt, or his designee) releases the plan back to the state for editing. If you find you need to do more editing after submitting a plan, contact Bart Hewitt at [pow@csrees.usda.gov](mailto:pow@csrees.usda.gov) or 202-720-0747.

Note that “By clicking this Submit button, I hereby certify that the submission of this Plan of Work is approved by me,” means that this director is certifying approval and submission. By logging into the Plan of Work system and choosing to submit, the director/administrator is placing the equivalent of his/her signature on the document.

### How to get to the Submit page

There are two ways to get to the submit page in the Plan of Work software. The first person to approve the plan for submission must go to the Planned Programs main menu page and choose “Done” to get to the submission page.

Once any staff member has chosen to approve the Plan by clicking on their submit button, there will be a “Submit” link to choose at the opening “Home” page after logging in to the software. This will provide the second way to reach the submit page in the Plan of Work software.



Only logged in directors and administrators have the ability to approve a Plan of Work for

**AREERA Plan of Work Dates**

This is a reminder that the 2007-2011 Plan of Work submission is due by June 15, 2006.

**Clarification on What is an FTE?**

Full-Time Equivalent (FTE). One professional FTE equates to approximately 2,080 hours of staff time annually allocated to support program activities. However, states determine their own FTE criteria. Professional FTEs include the professional program staff, administration, communications, and other professional staff for extension and scientists (SYs) and professional staff (PYs) for research.

Include **all** anticipated FTEs on these Planned Programs **regardless of source of funding**. We do not expect you to disaggregate FTEs along funding lines. FTEs will only be used to determine level of effort from the whole (the amount of FTEs you indicate in the Overview section). It is important that the FTEs indicated in the Planned Programs are a direct subset of the FTEs indicated in the Overview section. If you include total FTEs for all funding lines in the Overview, you should include FTEs for all funding lines in the Planned Programs section.

For more information on the Plan of Work, contact Bart Hewitt, 202-720-0747, or [pow@csrees.usda.gov](mailto:pow@csrees.usda.gov) .