



AREERA State Plans of Work

2008-2012 Plan of Work Update

This Plan of Work (POW) newsletter will look at the 2008-2012 Plan of Work Update and information regarding the Multistate Extension and Integrated Research and Extension section of the Plan of Work.

Guidance for the 2008-2012 Plan of Work Update

The Plan of Work Software update includes the 2008-2012 Plan of Work Update. It is now available for editing. Continue to use the user ID and password you received last year, but we encourage you to periodically change your password.

The new Plan of Work is a dynamic, rolling 5-Year Plan of Work. Thus, this is its first update. Edits to the 2008-2012 Plan of Work Update are due to CSREES by April 1, 2007.

Some of the improvements made to the software were based on feed back from the original 2007-2011 Plan of Work submissions. Changes include:

1. Improved navigation links in the header of each screen enable the user to navigate around sections of the Plan of Work. However, before leaving a screen by using these navigation links, users must first click on the “Save” or “Done”

buttons at the bottom of each screen if they want to save data on that screen to be saved before navigating to another screen in the Plan.

2. CSREES has expanded the number of Knowledge Areas (KAs) allowed for each Planned Program to 20.

3. Each outcome will be associated with KAs by use of a checklist generated from the KAs indicated for the Planned Program. This enables us to search on specific outcomes by KA for our Portfolio Reviews.

4. The new Print Preview generates whole PDF documents and text (RTF) documents. We eliminated the HTML version since it is now superfluous. Users will now be able to view and print their Plan of Work as a PDF document using Adobe Acrobat Reader. Or users may read and print the text version in Word. Note: These documents are generated dynamically each time and it takes time to generate large PDF and RTF documents. Thus, patience is required.

At a minimum, users will need to update their data to include 2012. Users may update any 2008-2011 data, but 2007 data is now static and is not accessible for editing.

When having problems or questions regarding the Plan of Work software, please use the e-mail address, pow@csrees.usda.gov instead of Bart Hewitt’s personal e-mail address. The

POW e-mail address is monitored by both Bart Hewitt and the Plan of Work IT staff.

What new information is there about the section on Multistate Extension and Integrated Research and Extension?

The Administrative Guidance for Multistate Extension Activities and Integrated Research and Extension Activities is under revision. Institutions may be required to reset target percentages; these new targets will become effective for FY 2008 and thereafter. An upcoming Plan of Work Newsletter will provide more information, as will CSREES formula funds bulletins and the 2007 CSREES Administrative Officers' Conference in Seattle, WA, April 22-26, 2007. E-mail questions to [Edward Nwaba](#), section leader for oversight, or phone (202) 205-5799.

What about the 2007 Annual Report?

The FY 2007 Annual Report development is currently underway. We have completed the final draft of the 2007 Annual Report wire frames. We have vetted the report within CSREES and with two sets of land-grant partner groups. The first group to see it was the regional executive directors for research and extension at a meeting in Wisconsin. It was presented in mid-December via web conference to a group of state partners from each of the regions from research and extension.

We will unveil the final draft at the Planning and Evaluation mini-conference sessions in April, in conjunction with the Administrative Officers Conference in April.

New CSREES Strategic Planning and Accountability Web Pages

The Office of Planning and Accountability and the Communications staff have created new [Strategic Planning and Accountability Web](#)

[pages](#). These pages explain performance-related activities and requirements of CSREES, how partners' reporting is used to support these processes, and how these activities support national program leadership, strategic planning, and the agency's budget. These new Web pages are part of a greater effort of outreach and communication by the Office of Planning and Accountability. Contact [Bob MacDonald](#) for further information on planning and accountability, and direct comments about the web pages to [Sharon Stout](#).

What about the 2006 Annual Report?

The 2006 Annual Report is based on the previous Plan of Work cycle and will be the final Annual Report for that cycle. Thus, it will be still submitted in text format as it has been submitted in the past. It should be submitted via e-mail to [Bart Hewitt](#) by April 1, 2007.

AREERA Plan of Work Due Dates

2008-2012 Plan of Work Update - April 1, 2007
2006 Annual Report - April 1, 2007

For more information on the Plan of Work, e-mail the [Plan of Work staff](#) or call Bart Hewitt, 202-720-0747.