



AREERA State Plans of Work

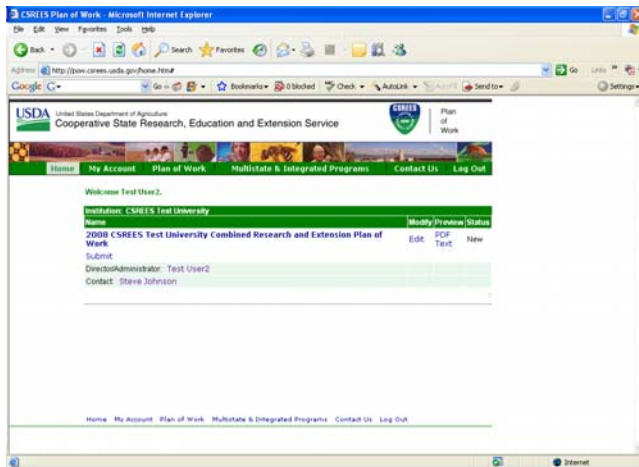
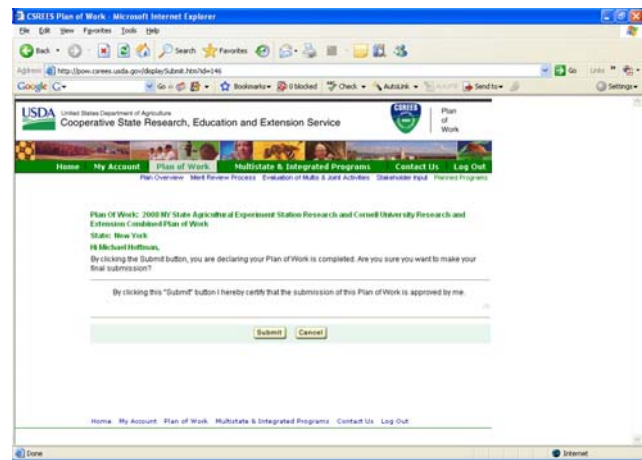
About Submitting

This Plan of Work newsletter deals with submission of the new 2008 - 2012 State Plans of Work. The 2008 - 2012 Plan of Work Update submission is due by April 1, 2007.

How do I submit the Plan of Work to CSREES?

To submit the Plan of Work, all authorized 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 Home Page (see screen below).

Once a director/administrator clicks the submit link on the home page, the “Submit” page will be displayed.



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

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.

Once approved by all authorized directors and administrators, the software will put the Plan of Work in submitted 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 or 202-720-0747.

What about the section on Multistate Extension and Integrated Research and Extension?

Continue to ignore the Multistate Extension and Integrated Research and Extension section of the Plan of Work software until further notice.

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](mailto:Edward.Nwaba@csrees.usda.gov), section leader for oversight, or phone (202) 205-5799.

2007 Federal Continuing Resolution Guidance for Plan of Work and Annual Report for Hatch Formula Funds

Because of the substantial increase in Hatch Formula funds for FY 2007, questions have arisen regarding how this increase affects accountability for these funds in the AREERA State Plan of Work and Annual Report of Accomplishments and Results.

The Plans of Work for FY 2007 have already been approved for each State entity required to submit the Plan of Work. The approved Plan of Work Planned Programs section allowed for external factors which may be beyond the control of the State which may affect its Planned Programs and their related Outputs and Outcomes; notably "Appropriations Changes." Thus, resubmissions of the 2007 – 2011 Plan of

Work is not required to account for the substantial increase of these Hatch funds. However, if a substantial amount of these funds are being planned to be carried over into FY 2008, States have the opportunity to account for that in the 2008 – 2012 Plan of Work Update due April 1, 2007. States may add Planned Programs or edit established Planned Programs to the 2008 – 2012 Plan of Work Update to account for an increase in 2008 due to planned carryover of these Hatch funds.

Subsequently, States must account for these Hatch Funds in the 2007 Annual Report (and the 2008 Annual Report for carryover funds). The Annual Report will allow for additions of "unintended or previously unknown" outputs and outcomes in established Planned Programs, and also for additional Planned Programs due to external factors (such as this substantial increase of Hatch formula funds).

AREERA Plan of Work Dates

2008 - 2012 Plan of Work Update due by April 1, 2007

2006 Annual Report due by April 1, 2007

Planning and Evaluation Mini-Conference - Seattle, WA - April 23 & 24.

2007 Annual Report due by April 1, 2008

2009 - 2013 Plan of Work Update due by April 1, 2008.

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