



# AREERA State Plans of Work

**T**his Plan of Work (POW) newsletter focuses on the Outputs section of the 2007 Annual Report as part of the recently released 2009 – 2013 Plan of Work and 2007 Annual Report software.

## Outputs

Although the main focus of the Annual Report should be on outcomes and impact statements, outputs still tell a good story and can be important to the overall report. We prefer that States focus on fewer meaningful higher level outcomes in the Plan of Work and Annual Report than on outputs (see last newsletter, Vol. 3, No. 2 for discussion on outcomes).

The Plan of Work (POW) guidelines defines outputs as “a tabulation, calculation, or recording of activity of effort expressed in quantitative or qualitative manner which measures the products or services produced by the Planned Program. The output indicator measures the success of the output. It is the evidence or information that represents the measured phenomenon. They define the data that will be collected and evaluated.” Output indicators measure a program’s activities and processes, such as counting the number of courses provided and the number of participants.

Outputs are the activities, services, events, and products that reach people (individuals, groups, agencies).

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: audio or video products; curricula; data or databases; equipments or instruments; patent applications; applications for Plant Variety Act protection; models; networks and/or collaborations fostered by the project or activity; physical collections or resources, new animal germplasm, or genetic maps; software; technology, methods, or techniques; train-the-trainer manual; website(s) with the appropriate URL(s); information, skills, and technology for individuals, communities, and programs; or students graduated in agricultural sciences.

Understanding and monitoring the outputs that can occur from inputs constitutes the "process evaluation" for the program. This evaluation tells us what has actually been implemented; therefore, to what the eventual observed outcomes really relate. We cannot assume that the planned program did or did not achieve its intended outcomes unless we can document its actual intended implementation.

When you have concrete data for an outcome, it is not necessary to show the data for the related State-defined output. However, it is

still important to acknowledge that these outputs exist in the Plan of Work by including the text for them in the output tables.

### Standard Outputs

There are three standard outputs in the Annual Report.

1. The actual number of persons (contacts) participating through direct and indirect methods, for extension.

This is the standard output measure for each program in Extension. These are the participation data that Extension has been so good at providing over the years. Please enter your actual data against the target measures in the table provided.

2. The number of patent applications submitted, for research (and list them).

For the number of patent applications, please enter the number of patent applications you actually submitted this fiscal year as a result of your research. For the purposes of the POW and Annual Report of Accomplishments, patents means any invention or discovery for which an actual application for a patent has been made for protection under Title 35 of the United States Code (USC), or any novel variety of plant which is protectable under the Plant Variety Protection Act (7 USC 2321, et seq.).

3. The number of peer reviewed publications, for both research and extension.

Enter the number of Peer Reviewed Publications for Extension and Research. Note that if you cannot delineate between Research and Extension publications you may enter the total amount in the "Total" box. The total box does not add the Extension box and Research box to accommodate this as requested by State users.

### Reporting Web Conference Series

This is a reminder that CSREES, in partnership with Texas A&M University, will hold its first bi-

monthly CSREES Reporting Web Conference Series (RWC) on February 14, 2008. This series originated from requests for more information on various topics identified at the 2007 CSREES Planning and Accountability Mini-Conference.

### *First Reporting Web Conference*

*Thursday, February 14, 2008 2-4 p.m. (Eastern)*

Topics:

- How CSREES Uses Your Reporting and What It Needs for Outcomes
- One Solution Overview and Transition Standard Report

To register, send an e-mail with your name, title, and institution to [rwc@csrees.usda.gov](mailto:rwc@csrees.usda.gov) by February 7, 2008.

Complete information on the CSREES RWC, including registration and technical support can be found at <http://www.csrees.usda.gov/rwc/>.

### What's Next?

Future newsletters between now and April 1, 2008, will continue to highlight individual sections of the Annual Report. The next newsletter will focus on inputs and activities. Please send requests for future newsletters to Bart Hewitt at [pow@csrees.usda.gov](mailto:pow@csrees.usda.gov).

### AREERA Plan of Work Dates

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 at [pow@csrees.usda.gov](mailto:pow@csrees.usda.gov), or call Bart Hewitt, 202-720-0747.**