



AREERA State Plans of Work

This Plan of Work (POW) newsletter focuses on the Overview Section of the 2007 Annual Report as part of the 2009 – 2013 Plan of Work and 2007 Annual Report software.

Overview

Although the bulk of the Annual Report should be in the Planned Programs section of the Annual Report, the Overview has an important role. The Overview is the first place we look when we need a quick snapshot of a State's Plan and Annual Report.

The Overview Section of the Annual Report contains the Executive Summary, the overall FTEs and SYs, and the total dollars expended.

The Executive Summary is a brief overview narrative of your total program. You should be able to simply copy and paste text into this field from your current state's yearly brief publication or overview that you use for other purposes within your state.

Note that although this text box will allow up to 64,000 characters (64,000 characters is equal to about 10-12 pages of text), we encourage you not to use that much space. Conciseness and brevity are encouraged. Two to five pages should suffice. Just discuss the highlights of your State program and a few of the outcomes/accomplishments to which you want to

give high visibility. Let the Planned Programs section attend to detail.

Overall Expenditures

The Annual Report collects expenditure data for each Formula grant, State matching, and other expended funds at the Planned Program level. The cumulative amounts of these dollars are added to the Expenditure Summary page. The Expenditure Summary page contains a summary of your total expenditures from your Planned Programs for each type of funding and compares your formula fund expenditures against your total obligation for the fiscal year.

Please check your entries and then enter the amount of actual formula dollars expended in the fiscal year which comes from carryover funds from previous fiscal years. This will tell us how much of the formula funds expended came from the current fiscal year.

Total FTEs

Please enter into this input table your total professional Full-Time Equivalents (FTEs) and Scientist Years (SYs) for your State Research and/or Extension units included in the Annual Report regardless of funding source.

This will help us determine the level of effort of the Planned Programs against the whole. Whole numbers are preferable if possible, however we are allowing you to enter to the nearest tenth if necessary.

How do I submit the Plan of Work to CSREES?

To submit the Plan of Work or Annual Report, all authorized directors and administrators must log on to the Plan of Work Software and choose to “Submit” the entire Plan of Work or Annual Report for submission at the Plan of Work Home Page. Only logged in directors and administrators have the ability to approve a Plan of Work or Annual Report for submission.

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

Each director and administrator for the Plan and Report must do this for both the 2009 – 2013 Plan of Work Update and 2007 Annual Report. Once approved by all authorized directors and administrators, the software will put the Plan of Work or Annual Report 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.

Second Reporting Web Conference
Thursday, April 10, 2008 2-4 p.m. (Eastern)

Topics:

- Standard Progress Report Criteria
- Practical, realistic approaches to measuring impacts of basic research

To register, send an e-mail with your name, title, and institution to rwc@csrees.usda.gov by April 3, 2008. Also send topic suggestions to this address.

Also run the system check to ensure you can access the system by this date – ***attendee support on the day of the conference will be limited.*** To run the system check, click on the meeting URL as listed below and click on “System Check” in the upper right-hand portion of the page.

Meeting URL: <http://tinyurl.com/3ddfzh>

The CSREES Reporting Web Conference (www.csrees.usda.gov/rwc) has further information on this series, including recordings, slides, and answers to questions from previous conferences.

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, or call Bart Hewitt, 202-720-0747.