

Northeast Sustainable Agriculture Research and Education Program Farmer Grant Interim Report Format

Due February 15, 2011

Some Farmer Grants run more than a single year, and if your project falls into this category, you need to file an interim report. SARE uses these reports to verify that projects are on track; we also post reports to our searchable data base at <http://mysare.sare.org/mySARE/ProjectReport.aspx> so others can read about what you are doing.

For grants awarded in 2010 and onward, we are asking farmers to submit their reports online. If your award was in 2009 or before, you may write the report and attach it to an email to Carol.Delaney@uvm.edu or send a hard copy by mail.

Our improved reporting system allows photos, tables or graphics to be uploaded to complement the report. Talk to your technical advisor for assistance in creating supporting tables and graphs (more for your final report).

The best way to prepare a report is to read over the content descriptions below and then create the document in a word processing program. These word processing files should not contain paragraph indents, underlining, bolding, italicizing, or any special characters – these won't translate into the reporting system and may look peculiar in the final result.

The interim report is a progress report and need only summarize in a general way what you have found so far. Much can be copied from the original proposal.

Step 1: To prepare your interim report -

1. Restate the goals of your project.
2. Update the information on your farm since your project started. Include acres farmed, your current crops or livestock, and other key background on your farm.
3. Describe your cooperators and their roles in the project.
4. Tell us what you actually did on your project and what remains to be done.
5. Describe your results and accomplishments to date.
6. Describe any site conditions or conditions specific to your farm and this growing season that may be affecting your results.
7. Describe your economic findings, if any. This would include changes in expenses or net farm income triggered by the project.

8. Say whether the results from your project generated new ideas about what is needed to solve the problem you were working on. What tasks or elements of the study are remaining? (e.g. outreach, another season of study, analyzing data, etc.)

Graphic elements – Your report may include tables, figures, graphs, photos, audio, and video files. The on-line reporting system allows graphic elements to be uploaded at the end of the dialogue box in the template. If you plan to include photos, tables, charts or other graphic elements, put them in separate files not embedded in the text, because they will be uploaded into the electronic system separately from the report text. Supported formats are:

Images: gif, jpeg, jpg, png

Figures: ppsx, ppt, pptx

Tables: xls, xlsx

Documents: doc, docx, pdf, rtf

Video: asf, asx, avi, mov, mp4, mpeg

Audio: au, mp3

Step 2: To Enter your report online

Go to <http://mysare.sare.org/mySARE/login.aspx>.

After choosing “submit report”, log in using your username and password this will take you to the “MySARE” page. Under “MySARE-funded projects,” click on “submit/edit My projects and reports,” then click the “year” button. Choose the year appropriate for the annual report – normally the year just ending; 2010 in this case – or choose final report and then click on the “create new” button.

Copy and paste the entire text of your report from your word processing file to the Summary section heading in the online template. Bulleted or numbered lists should transfer with the bullets or numbers intact, but formatting like bold, italics or underline will not be retained. Bullets and numbers may also be added in the report editor. Two line spaces are needed after each paragraph to cause a paragraph separation in the report editor.

If you get into trouble, click the question mark for help.

There are several options at the bottom of the screen that allow you submit, save, preview, or cancel your work session. “*Submit*” will send an e-mail to a regional administrator who will read the report and either activate it or e-mail you with additional questions. “*Save without submitting*” lets you come back to the report later. “*Save and preview*” lets you see the report as it will appear onscreen, while “cancel” will delete the entire report. Use “cancel” with care.

Graphic elements

Graphic elements are uploaded into the system as separate files and can be placed after the text of your report. Once you have entered the report under the Summary heading, click the “*save text*” button. This will cause an “*upload file*” button to appear and clicking that button will take you to a screen for loading the file.

It is important that you type in a caption that describes the file contents for each document or image you upload. The filename of the attachment does not display in the report; only the caption that you enter will be displayed.

PLEASE SUBMIT YOUR INTERIM REPORT BY FEBRUARY 15, 2011.

Tips for report writing

A good interim report covers the key events of a project and offers that information in a format other farmers can use. If you feel hesitant or unsure about how to do a report, it may help to remember that your audience is not Northeast SARE so much as it is other producers.

There is no ideal report length. You should address the questions laid out above, but you should also feel free to add material that you think is important and skip questions (say “not applicable” or “N/A”) that don’t really apply to your project. If it takes you twelve pages to report your activities, that’s fine; if it takes two, then that’s fine too. Since this is not the final report, you do not need to summarize the numerical data in tables and graphs or in the text but your final report will be the place to present comparisons. Photos are welcome, however, if they are connected directly to the descriptions in the report and help the reader to understand the situation.

Help with reporting can be had by calling Carol Delaney, the Farmer Grant specialist at 802-656-0697 or by sending e-mail to carol.delaney@uvm.edu.