

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

Due 30 days after project completion

All Farmer grants should end with a final report. Northeast SARE uses these reports for two things. First, if the report looks acceptable, we use it as a trigger to release the balance of your grant. The second thing we do with reports is post them to our searchable data base so others can read about your project results. The searchable database is found at <http://mysare.sare.org/mySARE/ProjectReport.aspx>.

Farmers with 2010 or 2011 grant awards will submit their reports online while those with awards in 2009 may prepare an electronic report and send as an email attachment (in WORD) of by mail on a storage device to Carol Delaney at the SARE office.

For online submissions, return to your project using your username and password created to post your project overviews when you received your grant. 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.

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 (no "&" or fractions or "<,>", etc...) – these won't translate into the reporting system and will become html code there. Put any tables or photos or figures on their own separate page or in their own file with a good label like "Photo_1_planting" or "Table_2_Fecal_Egg_Counts."

Step 1: To prepare your final report

[If you are sending the report directly to Carol (year 2009 or earlier awards), start it with this heading:

Heading:

Grant number (e.g. FNE11-...), Grant title, Your name, Farm Name, Address, Phone, Email address, Website address (if applicable) and Date.]

1. Farm profile

Give some basic information about your farm, including any changes since your project started. Include acres farmed, your current crops or livestock, and any unusual features of your operation.

2. Participants

Describe your technical advisor, cooperators, and their roles in the project.

COPY 1 and 2 INTO ONLINE TEXTBOX SECTION: Introduction

3. Goal

Briefly summarize your objectives as presented in the original proposal. Don't worry if your project objectives changed over time – we'll get to that later.

COPY 3 INTO ONLINE TEXTBOX SECTION: Objectives/Performance Targets

4. Project activities

Tell us what you actually did and how it was done. If the project changed over time, describe what those changes were and why change seemed necessary.

COPY 4 INTO ONLINE TEXTBOX SECTION: Methods

5. Results

Share the data or observations that were collected. Describe your results and accomplishments – including any unexpected results. Explain your results so that other farmers can understand what happened and what it means.

6. Economics

Describe your economic findings, if any. This would include changes in expenses or net farm income triggered by the project such as fewer inputs, improved product or profit, fewer treatments, etc.

7. Conditions

Describe any site conditions or conditions specific to your farm and this growing season that may have affected your results.

COPY 5, 6, and 7 INTO ONLINE TEXTBOX SECTION: Outcomes and Impacts

8. Outreach

Explain what you did in your outreach program. Upload (or send, if you started in 2009 or earlier) copies of any articles written about your project, along with any outreach materials you or your technical advisor may have developed such as flyers, tip sheets, bulletins, or handouts that were used to explain or publicize your results.

COPY 8 INTO ONLINE TEXTBOX SECTION: Publications/Outreach

9. Adoption

Explain why you plan to continue to use the practice you investigated, or – conversely – why you are *not* going to. If you plan to revise your approach in light of what you learned, describe those revisions.

10. Assessment

Say whether the results from your project generated new ideas about what is needed to solve the problem you were working on. What do you think is the next step?

COPY 9 and 10 INTO ONLINE TEXTBOX SECTION: Future Recommendations

11. Report Summary

To write a summary, think about what you just put in your final report and condense it to the most important information. State the purpose of the project in one sentence, use two to three sentences to summarize the methods, and another two to four sentences to describe the results and your assessment of the project. Make sure you include numbers or any quantitative results like "calves on the supplement grew 5% more than calves not on the supplement."

COPY THIS INTO ONLINE TEXTBOX SECTION: SUMMARY (first box on the page)

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 textboxes in the template. If you plan to include photos, tables, charts or other graphic elements, they may be imbedded in the text for the full electronic report copy. But, for those who are uploading the report to the reporting website, they will need to be taken out as separate files and not embedded in the text, because they will be uploaded as attachments 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/sare_main.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 final report and then click on the "create new" button.

As indicated in Step 1, copy and paste the Summary (#11) of your report from your word processing file to the Summary section heading in the online template (first text box). Follow the instructions after each number in Step 1 as to which text box it should be copied to. 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 online. 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.

More on uploading 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 FINAL REPORT WITHIN 30 DAYS OF YOUR GRANT CONTRACT END DATE. Check your contract or contact Carol Delaney.

•The grant contract is completed after the final report is approved. Then any remaining expense reimbursements funds will be released. Remember, SARE holds back 20% of the grant award until the final report is in and approved.

Once you have written and uploaded your report to the online reporting site, remember to press **"submit"**, and wait until it is approved to know your project is considered complete. There may be some clarifications needed before it is published to the web

●**For grantees from 2009 and before**, please send the complete electronic form of the report from Step 1, with tables and graphics on separate pages or in separate files (photos, tables, fact sheets, etc.) as an electronic attachment(s) to carol.delaney@uvm.edu. If the file is greater than 3-6MB, you will need to employ a file transfer service (go to <https://www.uvm.edu/filetransfer/> and follow instructions to send to carol.delaney@uvm.edu) or send it to the office on a CD or other storage device. **If we need you to make corrections or clarifications, that can be done via email afterwards.**

Tips for report writing

A good report covers the key events and outcomes 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 main audience is other producers.

There is no ideal report length. Give enough information so that someone wanting to repeat your experiment can do so, or someone unfamiliar with your farm and your project can understand what it is about. 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. If it takes you twelve pages to report your findings, that’s fine; if it takes two, then that’s fine too.

Take the time to write the most complete report you can. One of the first things we do at SARE is review reports for completeness. *Be sure that you addressed each goal, issue raised, or measurement promised in your proposal.* If we feel something important is missing from your report, we will hold up the release of funds and ask that you prepare a new report or an addendum.

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.

Send to: Carol Delaney, Northeast SARE, 655 Spear Street, Burlington, VT 05405.