

## POW Webinar: Annual Report Q&A FY 2019 and Confluence Demo

February 10 and 12, 2020

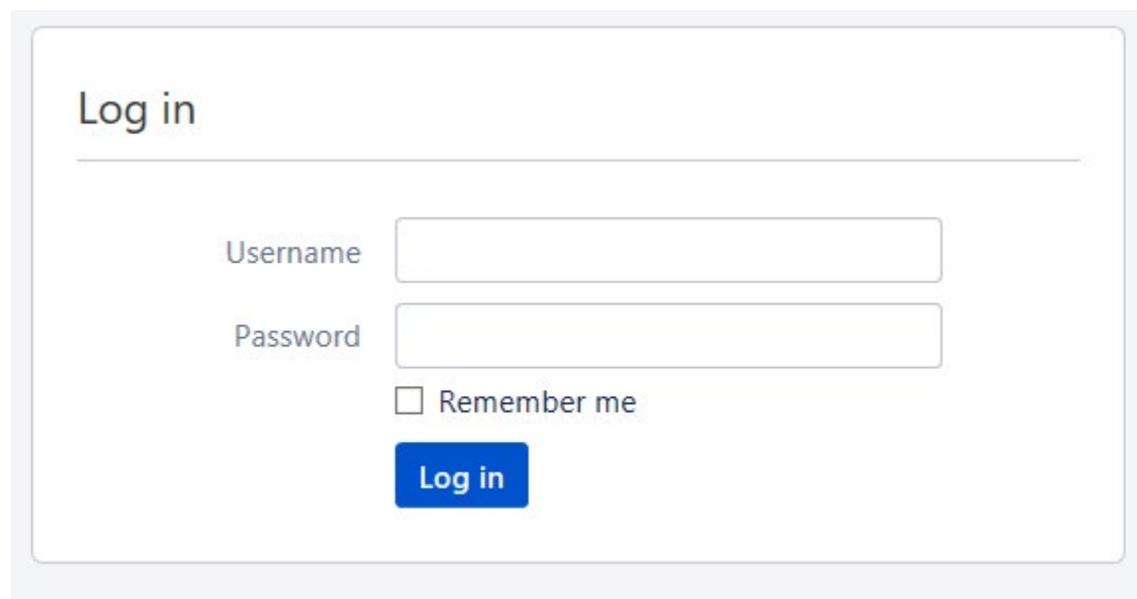
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### Confluence Instructions:

1. Log in using the link in the invite email. If you were designated to submit documents and did not receive the email, let us know.
2. Set your password.
3. In your browser, type in: <https://wiki.nifa.usda.gov> and log in.

A screenshot of a web login form. The form is titled "Log in" and is enclosed in a light gray border. It contains two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember me". At the bottom of the form is a blue button with the text "Log in" in white.

4. After logging in, you'll land on the NIFA Collaboration home page. Copy/paste this address into your browser:  
<https://wiki.nifa.usda.gov/pages/viewpage.action?pageId=61145943>

NIFA Collaboration Portal Home  
Created by Eugene Grinyov, last modified on Nov 15, 2016 5:06 PM



The National Institute of Food and Agriculture (NIFA) is an agency within the U.S. Department of Agriculture (USDA), part of the executive branch of the U.S. Government. NIFA replaced the former Cooperative State Research, Education, and Extension Service (CSREES) in 2008. NIFA is one of four USDA agencies that make up its Research, Education, and Economics (REE) mission area.

**Team Spaces**

- Office of Information Technology
- Application Change Board
- NIFA Organization

**Recent Activity**

Today

Tracy Stanley attached a file

Dashboard  

**POW 2019 Annual + Supplementary Reporting Home**  
Created by Eugene Grinyov, last modified by Corbett, Aaron (CTR) - REE-NIFA, Washington, DC about 2 hours ago

Drag and drop your file in the table to the right

File	Modified
 <a href="#">Drag and Drop here</a>	about 2 hours ago by Corbett, Aaron (CTR) - REE-NIFA, Washington, DC

Drag and drop to upload or [browse for files](#)

**Guide**

**FY2019 Annual Report of Accomplishments and Results Template**

**Signatures**

5. Drag your file to the right of the blue arrow or scroll down to use the browse option.
6. After you drag or upload, your will be added to the list of reports.
7. If you want to upload a new version, drag and drop a new version with the same name.

Suggested file naming:  
AR\_2019\_State Name  
SIG\_2019\_State Name  
OGFM\_2019\_State Name

## Annual Report Review and Q/A

### I. Executive Summary, Stakeholder Input, and Merit/Scientific Peer Reviews

- You may assume that the NIFA reviewer will have read the Plan that you submitted for 2019
- Provide only significant updates or changes from what you told us in your Plan.
- No Updates is an option

#### I. Executive Summary

Changes that NIFA would want to know:

- Changes in leadership or organizational structure
- Factors that affected program/project implementation
- Also, use this space to draw attention to specific accomplishments in your report. Keep it brief. Leave the details to the accomplishment section.
- NIFA staff who search for success stories will look at the executive summary first.

#### II. Stakeholder Input & Merit/Scientific Peer Reviews

- Tell us if you experienced deviations from your Plan, what they were, and how they affected these activities
- Stakeholder input – if your listening sessions with stakeholders led or will lead to new directions, use this section to update NIFA. We leave it to your discretion as to what you think we should know beyond your original Plan.
- Merit and Peer review – update us as you see appropriate

#### III-IV. Table of Contents and Accomplishments

- Tell us in what order you will discuss your Planned Programs and related accomplishments
- Include all Planned Programs that were in the FY2019 Plan
- If you are not reporting against a Planned Program, please explain why.

#### V. Accomplishments

- For each planned program area, provide your best accomplishments in non-technical and concise language. These will be programs/projects/activities that have resulted in change or show great promise to do so in the future.
- Please address the elements listed in one narrative so we can lift them from the text box as a unified piece.
- Weave quantitative data into the narrative to ensure that the numbers connect to the context (issue, significance, etc).

- Outcome measures are optional – include only if they add value to the overall story.
- You do not need to report on every project/program/activity.

#### IV. Signature Page

- Each institution can submit a signature page instead of combining them, if that makes it easier.
- Make sure that all persons who would sign in the POW portal have signed these signature pages.