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AREERA STATE PLAN OF WORK NEWSLETTER

Welcome to the first POW Newsletter of FY2014! This newsletter covers general guidelines and reminders for the FY14 Reporting season. It also provides information on a new module in the POW software and a reminder on how NIFA is handling the reporting of National Outcomes & Indicators.

Due Dates for 2015 Plans of Work and 2013 Annual Reports of Results and Accomplishments

The due date for all 2015 Plans of Work and 2013 Annual Reports is April 1, 2014.

NIFA performed the official roll-over of the 2015 Plans of Work and 2013 Annual Reports (AR) in early November. The roll-over is what pre-populates each state's POW and AR with the pertinent data from that of the previous year. Remember that the 2015 Plan of Work is an update from the previous Plan, so any planned programs included in the 2014 Plan will appear in the 2015 update template. The 2013 AR, however, is prepopulated with planned programs from the 2013 Plan of Work, which was submitted back in April, 2012. Thus, the programs in the 2013 AR will not necessarily line up exactly with those listed in the 2015 POW template. If you would like more clarification on this rolling update process, please contact the POW staff at pow@nifa.usda.gov. Please also remember to email the POW staff with any personnel changes (Directors, Contacts, State Contributors) needed in the software system.

Integration of all 1862 and 1890 Research and Extension Plans of Work

Starting with the submission of the 2015-2019 Plan of Work update, all states are now required

to submit one Plan of Work which integrates all 1862 and 1890 Research and Extension entities within the state. NIFA's receipt of these integrated reports will make the agency more adept and strategic in demonstrating the partnerships between the various institution types and in promoting the achievements resulting from the capacity funds covered by AREERA.

Many states have already been submitting combined Plans of Work and Annual Reports for some time. For those states that will be doing so for the first time this fiscal year, only the 2015 Plan of Work will be integrated. *Separate Annual Reports covering FY2013 accomplishments will still be collected for each institution that previously submitted separate Plans and Reports.* These Annual Reports will not become integrated until April, 2015 (covering FY2014 accomplishments). Overall, because this integration will drastically reduce the number of submissions NIFA receives, NIFA National Program Leader review assignments for each state are being rearranged so as to ensure each NPL can focus on a single plan and, come next year, a single Annual Report from each state. Also, the POW Business Office would like to thank the states that have already responded as to how they prefer the POW software handle the technical integration of their Plans. If you have not already done so, please contact pow@nifa.usda.gov with information on whether you would like to "start from scratch" (e.g. use a blank template) or add one institution type onto the already existing 2015 Plan of another institution type.

Software Changes: New Module for OGF M AREERA Supplemental Forms

On January 28th, NIFA deployed a new module in the Plan of Work software that will be used for data entry and submission of the AREERA Supplemental Forms that are due annually from all 1862 Land Grant Universities (both Research and Extension). The supplemental forms package consists of the NIFA-REPT, NIFA-PLAN and Brief Summaries document. These forms are required for 1862 LGUs to demonstrate they are meeting multi-state and integrated activity and expenditure requirements as set forth by AREERA.

In the past, these forms were submitted to the Office of Grants & Financial Management (OGFM) at NIFA via email as PDF or Excel file attachments. Beginning this year (FY14 reporting year), these forms must be submitted using the POW software. Forms submitted via email will not be accepted by OGFM.

A [guidance document with complete instructions](#) for using this module has been posted on the AREERA webpage. Training on this module will also be given during the February 13th Reporting Web Conference. For information on the web conference, please visit http://www.csrees.usda.gov/about/strat_plan_web.html.

National Outcomes & Indicators

For FY2013 Annual Reports, there are three overarching groups of National Outcomes & Indicators on which states can voluntarily report. The complete sets of indicators for each are posted on the [AREERA webpage](#) and listed here: [Five Priority Areas](#), [4-H & Youth Development](#), and [Family & Consumer Sciences](#).

What did we learn from FY12 data?

The collection of national outcomes data was conducted for the first time via the FY2012 Annual Reports of Accomplishments and Results. Data reported was completely voluntary, and NIFA

performed analysis to identify which indicators for various outcomes contained enough data to be aggregated and reported in the Agency's budget documents. It is important to note that the Five Priority areas alone carry a total of 129 possible indicators on which states can voluntarily report. Because it is unlikely that a statistically significant number of states will ever report voluntarily on all 129 indicators, NIFA has identified seven of the "most adopted" indicators as established by the baseline data collected in the FY12 reports. While all indicators listed in the three documents above will remain available to voluntarily adopt and report on in the FY2013 reports to NIFA, states are **STRONGLY ENCOURAGED** to focus reporting on seven specific indicators listed in [this guidance document](#). These indicators will be part of the NIFA budget documents for the next 5 years, as requested by OMB, and the more states that choose to report against them, the more NIFA will be able to report stronger aggregate numbers over time.

How will FY13 data be collected?

NIFA has chosen to continue to use GoogleDocs as the method for collecting data on the National Outcomes and Indicators. The POW Business office will make the URLs for the GoogleDoc forms available on the AREERA webpage in mid-February, 2014. The URLs for the forms will also be available in the POW software system in late February, 2014. Each of the Google forms will contain indicators labeled by the exact same outcome and indicator number labels you will see within the three documents listed above.

Contact & Resource Information

Visit our website homepage at:

http://www.nifa.usda.gov/business/reporting/pla_nrept/plansofwork.html

For more information on the Plan of Work, email the POW Staff at pow@nifa.usda.gov.