APPENDIX D
SAES-422
Format for Multistate Research Activity
Accomplishments Report

Note: This report is submitted each year of an activity's duration and is due 60 calendar days following the annual meeting. The SAES-422 is submitted electronically by AAs into NIMSS. Annual Reports for MRF projects are available to NIFA through NIMSS.

Project/Activity Number:
Project/Activity Title:
Period Covered:
Date of This Report:
Annual Meeting Date(s):

Participants: Provide information with a focus on the decisions made. As an alternative, list the URL for the meeting minutes, if that report contains the list of those who were present. And, if available, add the address for the list server as well. (Max characters = 4,000. Suggested Format: "Last name, First name (email) - Institution;" The semicolon is used to separate participant information.)

Brief summary of minutes of annual meeting: Provide information with a focus on the decisions made (Max characters = 12,000. Single line breaks are not preserved, use double line breaks instead or use a <p> tag to separate paragraphs.). As an alternative, list the URL for your meeting minutes.

Accomplishments: This section focuses on intended activities, outputs, and short-term outcomes. Committees should build information built around the activity's milestones, as identified in the original proposal. Please indicate significant evidence of linkages both internal to the project/committee and to external peer groups, stakeholders, clientele, and other multistate activities. The report should also reflect on the items that stakeholders want to know, or want to see. The committee should describe plans for the coming year in no more than one or two short paragraphs. If the committee is filing an annual report, the accomplishments will cover only the current year of the project; for termination reports, list accomplishments from the entire span of the project.

> **Short-term Outcomes:** Quantitative, measurable benefits of the research outputs as experienced by those who receive them. Examples include the adoption of a technology, the creation of jobs, reduced cost to the consumer, less pesticide exposure to farmers, or access to more nutritious food.

> **Outputs:** Defined products (tangible or intangible) that are delivered by a research project. Examples of outputs are reports, data, information, observations, publications, and patents.

Activities: Organized and specific functions or duties carried out by individuals or teams using scientific methods to reveal new knowledge and develop new understanding.

Milestones: Key intermediate targets necessary for achieving and/or delivering the outputs of a project, within an agreed timeframe. Milestones are useful for managing complex projects. For example, a milestone for a biotechnology project might be "To reduce our genetic transformation procedures to practice by December 2004."

Impacts: This section focuses on actual or intended potential long-term outcomes and impacts. Committees should build information around the activity's milestones, as identified in the original proposal. The report should also reflect on the items that stakeholders want to know, or want to see. List any grants, contracts, and/or other resources obtained by one or more project members as a result of the project's activities. Include the recipients, funding source, amount awarded and term if applicable. If the committee is filing an annual report, the impacts will cover only the current year of the project; for termination reports, list impacts from the entire span of the project.

Additional Definitions of "Impact":

"The economic, social, health or environmental consequences derived as benefits for the intended users. These are usually quantitatively measured either directly or indirectly as indicators of benefits. (An example of an impact would be improved human nutrition for so many individuals through genetically engineering rice to contain the precursors to vitamin A.)"
Source: National Multistate Guidelines - Glossary

"'The quantifiable difference a land-grant program makes in the quality of life for its clients and general citizenry.' Supplementing that brief statement is also the definition of an impact statement: 'A brief document that describes the social, environmental, and/or economic difference that your research, teaching, or extension efforts have made on the public. Specifically, it states your accomplishments and the payoff to society.'"
Source: National Impact Statement Writing Team

Activities: Organized and specific functions or duties carried out by individuals or teams using scientific methods to reveal new knowledge and develop new understanding.

Milestones: Key intermediate targets necessary for achieving and/or delivering the outputs of a project, within an agreed timeframe. Milestones are useful for managing complex projects. For example, a milestone for a biotechnology project might be "To reduce our genetic transformation procedures to practice by December 2004."

Indicators: Qualitative surrogate observations or indirect measures of quantitative performance measures which permit monitoring the achievement of outcomes when direct measurement of performance is difficult, too costly, or not possible. An indicator of cultivar adoption might be seed certification records, rather than actual land area planted to that cultivar.

Publications: For SAES-422 reports list the publications for **current** year only (with the authors, title, journal series, etc.). If the list exceeds the maximum character limit below, an attachment file may be used. (Max characters = 50,000. Single line breaks are not preserved, use double line breaks instead or use a <p> tag to separate paragraphs.)

Authorization: Submission by an AES or CES director or administrative advisor through NIMSS constitutes signature authority for this information.

*Limited to three pages or less exclusive of publications, details may be appended.