

USDA Accomplishment Reports

**For the Period
October 1, 2008 – September 30, 2009**

**Instructions for use with the
USDA Current Research Information System Website**

Revised: September 10, 2009

PENNSSTATE



College of Agricultural Sciences

Table of Contents

CRIS Web Forms Contact Information	below
Brief Overview	1
Getting to the Accomplishment Report Website	1
Completing the Required Reports.....	2
Entering Outputs	2-3
Entering Outcomes/Impacts.....	3
Entering Publications	3-5
Entering Participants.....	5
Entering Target Audiences	5-6
Entering Project Modifications.....	6-7
Printing Reports.....	7
Completed Reports	7
Additional Notes.....	7
Common Mistakes	8

Contact Information

Cheryl McSweeney, Gloria Ohs or Rachel Unger
Research and Graduate Education
217Agricultural Administration Building
University Park, PA 16802-2600
Telephone: 865-3136
Fax: 863-7905
E-mail: cem21@psu.edu, gjo4@psu.edu or runger@psu.edu

Brief Overview

Every year, the College of Agricultural Sciences must report on the progress of its various projects.

There are three types of reports:

1. **Regular or annual progress** reports are for active Animal Health, Hatch, McIntire-Stennis, Multistate, and State projects that have not terminated. Regular /annual progress reports summarize the findings and accomplishments (for the federal fiscal) with brief comments as to why the results are significant scientifically or practically. If it is too soon to report accomplishments, faculty should characterize the status or stage of the work. A regular progress report is not required if a project has terminated.
2. **Final** reports are for projects that have terminated by the end of the federal fiscal and projects that will terminate in October, November or December of the current year and January of the following year. Termination reports summarize the results for the entire project period.
3. **Anniversary** reports are for active grant projects that have not terminated. Summarize the findings and accomplishments (for the current year) with brief comments as to why the results are significant scientifically or practically. If it is too soon to report accomplishments, faculty should characterize the status or stage of the work. An anniversary report is not required if a project has terminated.

The Research and Graduate Education Office will notify you of important dates regarding the preparation of these reports.

The project data you enter into the USDA Current Research Information System is compiled by the College of Agricultural Sciences' Research and Graduate Education Office and submitted to USDA/CRIS in Washington, DC. It is important to prepare well-written reports because this information is used to assist the Federal Plan of Work process. Also, this information will be used extensively by Federal and State scientists and administrators to respond to Congressional inquiries and aid in the completion of various reports. All CRIS project data are available to the general public on the web at <http://cris.csrees.usda.gov/menu.html>. The quality of your report reflects on you, the college, and the University and can influence funding and other decisions from both State and Federal sources.

Getting to the Website

The USDA/CRIS office in Washington has created a web-based form for the progress and termination reporting process. This form can be accessed through the USDA Current Research Information System homepage located at <http://cwf.uvm.edu/cris/>.

Select **Accomplishments Reports AD421** from the homepage (you can bookmark this page or the homepage if you wish, but no subsequent pages should be bookmarked).

Completing the Required Reports

Because web browsers do not have spell checking capabilities, it is suggested that the reports be typed into a word processor, spell checked, and then copied and pasted into the appropriate fields on the web forms.

From the Forms Assistance homepage located at <http://cwf.uvm.edu/cris/>, select **Accomplishments Reports AD421**.

At the “Select your state, territory or USDA agency/function for AD421 forms” page, click on the state of Pennsylvania.

At the “ Pennsylvania sites for AD421 forms” page, select the **PEN - Pennsylvania Agricultural Experiment Station** site and enter the password “**sunflower**” and then select the **proceed** button.

At the “Display Projects that need AD421 Reports” page, enter the **last name and first initial** of the lead investigator and select the **Enter/Edit Information** button.

The “Project Selection” screen should list projects that have the faculty member as the lead investigator. From this list, you will need to **select** (by clicking on the icon next to the project number) the project you want to work on at this time.

The top portion of the next screen is the project identification section. This information cannot be changed by individual faculty or department contacts. If you feel this information is incorrect, please contact our office at 865-3136.

Choose the appropriate type of report. **Annual** (if the termination date has not passed or is an anniversary report) or **Final** (only if the project has terminated and has not, nor will be, extended beyond the listed date).

Entering Outputs

Once you have selected the appropriate type of report, enter your outputs in this field. Report outputs completed during the reporting period that contribute to the goals and objectives of the project. Outputs are activities, events, services, and products that reach people. Include invention and/or patent activity (enter patent number and issue date or application number and filing date). Also, a description of how the results have been disseminated to communities of interest or how the product is being shared. If this is a final report, give a brief summary of the most significant outputs and dissemination activities for the entire life of the project. Also, please keep in mind the following rules:

- Text must be a *single* paragraph of 3200 characters or less. This character count includes spaces and punctuation and cannot accept any characters not found on a standard keyboard.
- Degree symbols, math symbols, or Greek letters cannot be used. Substitute suitable words or alternate characters.
- Multiple paragraphs, tables, outline formats, tabs, indents, or any other text formatting cannot be used. Do not leave blank lines within the paragraph. Enter the outputs as one paragraph.
- Do not underline, bold, or italicize. Place text that would normally be underlined within single quotations. Anything already in double quotations stays as is.
- Subscripts and superscripts cannot be used. Place text that would normally be in subscript in parenthesis. Enter characters that would normally be in superscripts as normal text or word equivalents.
- All units of measure need to be metric.
- Websites can be included in the narratives of the reports. The website will not be a ‘hot link,’ but will be available for browsers to copy and paste. Please keep in mind that these reports stay on the CRIS web system for many years. Only use websites that will be active for the foreseeable future.

For *McIntire-Stennis (aka forestry-related) projects only*, please enter the number of graduate students in the field provided. The Graduate Student Years (GSY) is required and the report cannot be marked complete until this information is entered. This field will only appear on McIntire-Stennis reports.

Outcomes/Impacts

Describe how findings, results, techniques, or other products that were developed or extended from the project generated or contributed to a change in knowledge, change in actions, or change in conditions. Describe the results of the project evaluation. Indicate how resources and activities helped to produce project outputs and achieve project outcomes and impacts.

- Text must be a *single* paragraph of 3200 characters or less. This character count includes spaces and punctuation and cannot accept any characters not found on a standard keyboard.
- Degree symbols, math symbols, or Greek letters cannot be used. Substitute suitable words or alternate characters.
- Multiple paragraphs, tables, outline formats, tabs, indents, or any other text formatting cannot be used. Do not leave blank lines within the paragraph. Enter the outputs as one paragraph.
- Do not underline, bold, or italicize. Place text that would normally be underlined within single quotations. Anything already in double quotations stays as is.
- Subscripts and superscripts cannot be used. Place text that would normally be in subscript in parenthesis. Enter characters that would normally be in superscripts as normal text or word equivalents.
- All units of measure need to be metric.
- Websites can be included in the narratives of the reports. The website will not be a ‘hot link,’ but will be available for browsers to copy and paste. Please keep in mind that these reports stay on the CRIS web system for many years. Only use websites that will be active for the foreseeable future.

Entering Publications

List publications that are specific to the project during this reporting period. There is no limit to the number of publications or length that may be reported. Please keep in mind the following rules and refer to the common mistakes information on page 8.

- Publication information should be entered in the following order:
 - Author(s) – do **not** enter author(s) in all capital letters. For corporate authors, abbreviate where possible. Last name followed by initials for first author, all subsequent authors should be first and middle initial followed by last name. Separate authors' names by a comma. Use “and” before the last author only.
 - Year – four digits representing the year of publication; without parentheses.
 - Title – if Thesis, enter “Ph.D. Thesis” or “M.S. Thesis” immediately after the title followed by “The Pennsylvania State University, University Park, PA” and the number of pages (see example below).
 - Source – include name of journal, or series; volume, series or report number; month/day of issue; publisher or name of issuing agency or institution; place of publication; additional bibliographic notations (use standard abbreviations); page numbers.
 - Status –Indicate the status of publication (e.g., Pending, Accepted, or In Press.) in parentheses after the citation.
- Do not number publications.

- Publications that pertain to more than one research project can be listed on each project.
- Publications reported previously should not be reported again (regardless of project type).
- If there are no publications to report, the text area of the Publications field should be left blank.
- Video and DVDs should not be included as publications, they should be included in the output section.

Publications include:

- Journal articles, periodicals, or other serial publications. Include articles or papers appearing in scientific, technical, or professional journals, industry, trade, association, or lay media. Include any publication in the periodically published proceedings of a scientific society or conference. Include newsletters that are available to the public.
- Books or other non-periodical, one-time publications. Report any book, monograph, dissertation, manual, or abstract. Include the proceedings of a one-time conference or the report of a one-time study, commission, or fact sheet.

The following are examples of how Publications should appear:

Myrick, A. J., K. C. Park, J. R. Hetling, and T. C. Baker. 2008. Real-time odor discrimination using a bioelectronic sensor array based on the insect electroantennogram. 'Bioinspiration & Biomimetics'. <http://dx.doi.org/10.1088/1748-3182/3/4/046006>.

Detroy, R. W. and P. E. Still. 1996. Penicillium virus; large scale concentrate and purification by polyethylene glycol. *Appl. Microbiol.* 28:733-735.

Alam, M., J. Li, and M. R. Guo. 2007. Production of potassium acetate from cheese whey by fermentation. *J. Dairy Science* (In Press).

Findeis, J. L. 2002. Women on U.S. Farms. *Ag Outlook Forum 2002*. U. S. Department of Agriculture. <http://www.usda.gov/oce/waob/oc2002/program.htm>.

Knievel, D. P. 2002. Creeping bentgrass growth and physiological responses to temperature. In *CSSA Annual Meetings Abstracts*, November 10-14, 2002, Indianapolis, IN. Knievel 091652. CD ROM.

Farley, J. 2005. *Ecological Economics 101*. Electronic conference proceedings, US Society for Ecological Economics, Tacoma, Washington. July, 2005. p. 255 (Abstract).

Barlow, J. W., R. N. Zadoks, and Y. H. Schukken. 2006. Direct and Indirect effects of treating subclinical mastitis. In *Proc. 45th NMC Annual Meeting*. Verona, WI. pp. 116 to 121.

Grubinger, V. 2006. *Vermont Vegetable and Berry News*. Semi-weekly. Provides technical information and observations from network of commercial growers. Via e-mail and in: *Agriview*, newsletter of the Vermont Agency of Agriculture. p. 2.

Nyachuba, D. and C. Donnelly. 2005. Sublethal injury, pathogen virulence and adaptation, Chapter 7 In M. Griffiths (ed.), *Understanding Pathogen Behaviour*. Woodhead Publishing, Ltd. Cambridge, England, pp. 152-198.

Aherne, K. M. 1997. Development of an in vitro model to study the effects of selenium deficiency on neutrophil adhesion to bovine mammary endothelial cells. M.S. Thesis. The Pennsylvania State University, University Park, PA. 91 pp.

When finished entering publications, click on the **Check and Save** button and note any errors. View the displayed information carefully. Corrections or additional edits can be made by using the **BACK** button on your browser toolbar. After each edit, click the **Check and Save** button again.

When the information is correct and complete, select the **Go to Screen 2** button.

Entering Participants

Select the most appropriate option (only choose between option B or C) for participants. *Option A is not to be selected as all projects involve participants.* If appropriate, describe the role the person played in the project and how this person participated in the project. Include information on principal investigator(s) and any other person who has contributed to the project. If applicable, enter information on collaborators within Penn State (especially interdepartmental and interdisciplinary) and external to Penn State. Include information on other academic institutions, public and private organizations, industry firms, educational systems, or government agencies that provide financial or in-kind support, facilities, or equipment. Also, describe opportunities for training or professional development that were provided by the project.

Entering participant information on these reports will not affect official personnel assignments. Those changes must be made in writing to our office.

- Text must be a *single* paragraph (no returns) of 3200 characters or less. This character count includes spaces and punctuation and cannot accept any characters not found on a standard keyboard.
- Degree symbols, math symbols, or Greek letters cannot be used. Substitute suitable words or alternate characters.
- Multiple paragraphs, tables, outline formats, tabs, indents, or any other text formatting cannot be used. Do not leave blank lines within the paragraph. Enter the outputs as one paragraph.
- Do not underline, bold, or italicize. Place text that would normally be underlined within single quotations. Anything already in double quotations stays as is.
- Subscripts and superscripts cannot be used. Place text that would normally be in subscript in parenthesis. Enter characters that would normally be in superscripts as normal text or word equivalents.
- All units of measure need to be metric.
- Websites can be included in the narratives of the reports. The website will not be a 'hot link,' but will be available for browsers to copy and paste. Please keep in mind that these reports stay on the CRIS web system for many years. Only use websites that will be active for the foreseeable future.

Entering Target Audiences

Select the most appropriate option (only choose between option B or C) for target audiences. *Option A is not to be selected as all projects should have target audiences.* If appropriate, provide information on individuals, groups, market segments, or communities that were served by the project. Include population groups such as racial and ethnic minorities, as well as, those who are socially, economically, or educationally disadvantaged. Include efforts that deliver science-based knowledge to people through formal or informal programs.

- Text must be a *single* paragraph of 3200 characters or less. This character count includes spaces and punctuation and cannot accept any characters not found on a standard keyboard.

- Degree symbols, math symbols, or Greek letters cannot be used. Substitute suitable words or alternate characters.
- Multiple paragraphs, tables, outline formats, tabs, indents, or any other text formatting cannot be used. Do not leave blank lines within the paragraph. Enter the outputs as one paragraph.
- Do not underline, bold, or italicize. Place text that would normally be underlined within single quotations. Anything already in double quotations stays as is.
- Subscripts and superscripts cannot be used. Place text that would normally be in subscript in parenthesis. Enter characters that would normally be in superscripts as normal text or word equivalents.
- All units of measure need to be metric.
- Websites can be included in the narratives of the reports. The website will not be a 'hot link,' but will be available for browsers to copy and paste. Please keep in mind that these reports stay on the CRIS web system for many years. Only use websites that will be active for the foreseeable future.

Entering Project Modifications

Select the most appropriate option (only choose between option B or C) for project modifications. *Option A is not to be selected as all projects have the ability to be modified to a certain extent.* Describe major changes in approach and reason(s) for these major changes. Include major problems or delays that may have a significant impact on the rate of expenditure, significant deviations, on unexpected outcomes. Remember that significant changes in objectives, methods, or approved protocols require prior approval by CSREES and may require a revised AD416/417 project description; a revised CSREES-2008 Assurance Statements form is required whenever the protocols for use of animal or human subjects change. If applicable, provide special and/or additional reporting requirement specified in the award Terms and Conditions.

- Text must be a *single* paragraph of 3200 characters or less. This character count includes spaces and punctuation and cannot accept any characters not found on a standard keyboard.
- Degree symbols, math symbols, or Greek letters cannot be used. Substitute suitable words or alternate characters.
- Multiple paragraphs, tables, outline formats, tabs, indents, or any other text formatting cannot be used. Do not leave blank lines within the paragraph. Enter the outputs as one paragraph.
- Do not underline, bold, or italicize. Place text that would normally be underlined within single quotations. Anything already in double quotations stays as is.
- Subscripts and superscripts cannot be used. Place text that would normally be in subscript in parenthesis. Enter characters that would normally be in superscripts as normal text or word equivalents.
- All units of measure need to be metric.
- Websites can be included in the narratives of the reports. The website will not be a 'hot link,' but will be available for browsers to copy and paste. Please keep in mind that these reports stay on the CRIS web system for many years. Only use websites that will be active for the foreseeable future.

When finished entering publications, click on the **Check and Save** button and note any errors. View the displayed information carefully. Corrections or additional edits can be made by using the **BACK** button on your browser toolbar. When the information is correct and complete, click the **Confirm Report** button.

You should see a Confirmation Screen if your report was successfully saved in the site's collection file. You may want to print a copy of this page to keep for your records and for submitting to the department head for review.

Printing Reports

From the Forms Assistance homepage located at <http://cwf.uvm.edu/cris/>, select **Accomplishments Reports AD421**.

At the "Select your state, territory or USDA agency/function for Accomplishments ReportsAD421 forms" page, click on the state of Pennsylvania.

At the " Pennsylvania sites for AD421 forms" page, select the **PEN - Pennsylvania Agricultural Experiment Station** site and enter the password "**sunflower**" and then select the **proceed** button.

At the "Display Projects" that need AD421 reports page, select the **Display Reports In-Progress** button.

The "Display PEN AD421 Reports In-Progress" screen, gives many options on how we want to view our reports. If you want to print reports by Investigators last name, select the **Projects for one investigator** button and enter the investigators **Last Name** in the appropriate area. If you want to print the reports for your department, select the **Projects for one department** button and select the appropriate department. On the last section of this page, **Select the output format**, select the **Full text** button.

Once you have selected the appropriate criteria, select the **Proceed** button.

The "CRIS Research reports In-Progress" screen, will list all the projects that meet the criteria that you selected on the previous screen. You can easily print this information by selecting the print option in your web browser; however, this will print a continuous listing with no page breaks between individual projects. If you would like to print each project on its individual page, you can select all the information, copy and paste into a word processor and manipulate the data. Each word processing application is different so the specific commands will differ between applications. If you have any questions regarding these commands, contact your office computer contact person.

Completed Reports

When all reports have been entered, the information will need to be reviewed and approved by your Academic Unit Leader.

After all the information has been reviewed (and corrected), an email from your unit leader indicating that he/she has reviewed and approved all reports, should be sent to Rachel Unger runger@psu.edu. Once this email is received, we will mark all reports for the appropriate unit complete and the unit will no longer be able to modify or view reports.

Additional Notes

Common Mistakes

- A. Only current year publications should be listed; publications with a future publication date should be included in the next reporting cycle.
- B. Publications reported previously should not be reported.
- C. Do not enter author(s) in all capital letters.
- D. Author(s) should be listed last name followed by initials for first author, all subsequent authors should be initials followed by last name.
- E. Multiple authors should be separated by a comma.
- F. Use 'and' before the last author only.
- G. The four digit year (i.e. 2008) must appear immediately after the author(s) name; without parentheses
- H. For thesis citations, enter "Ph.D. Thesis" or "M.S. Thesis" immediately after the title followed by "The Pennsylvania State University, University Park, PA" and the number of pages (see sample below):

Aherne, K. M. 1997. Development of an in vitro model to study the effects of selenium deficiency on neutrophil adhesion to bovine mammary endothelial cells. M.S. Thesis. The Pennsylvania State University, University Park, PA. 91 pp.
- I. All citations that are published must reference appropriate page numbers or some form of identifying information.
- J. 'Accepted for Publication' 'In Press' or 'Pending' citations with a future publication date should be included in the next reporting cycle if possible.
- K. Do not number citations.
- L. Refer to the following example for website citations:

Findeis, J. L. 2002. Women on U. S. Farms. Ag Outlook Forum 2002. U. S. Department of Agriculture. <http://www.usda.gov/oce/waob/oc2002/program.htm>.
- M. This website results in an error, please check accuracy of web address.
- N. "(Accepted for Publication)," "(In Press)," "(In Review)," "(Pending)," and "(Submitted)" notation should be in parenthesis at the end of the citation.
- O. When referencing doi citations please put <http://dx.doi.org/> before the doi number.